



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 September 2019 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday September 19, 2019 at 6:00 pm at the **West Elmira Library, 1231 W. Water St., Elmira, NY 14905**. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Kappanadze (607-259-2646), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2019-49)
4. Treasurer's report
  - a) Financial report (document 2019-50)
  - b) Report of Unpaid Bills Detail (document 2019-51)
5. Correspondence
6. President's report
7. Director's Report
  - Consent Item: Approval of Personnel Actions for June (Appendix C).**  
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
8. Committee reports:
  - a) Executive Committee (Kappanadze)
    - 1) Report of the Committee meeting (document 2019-52)
  - b) Budget & Finance Committee (Schamel)
    - 1) Report of the Committee meeting (document 2019-53)**Consent Item: Approval of 990 signing.**  
Resolved that the CCLD Board of Trustees approve the director to sign the Form 990 as submitted.
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document 2019-54)**Consent Item: Approval of Security Cameras.**  
Resolved that the CCLD Board of Trustees approve security camera proposal as submitted.
  - 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 August 15, 2019 meeting of the Chemung County Library District Board of Trustees. Document #2019-49 Held at the West Elmira Library**

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

**Minutes.** The minutes for the July 2019 meeting (Document # 2019-43) were presented for board review. The minutes of the July meeting were approved as distributed by unanimous consent.

**Financial Report.** The July 31, 2019 Financial Report (Document # 2019-44) was presented for board review. Mr. Schamel moved, seconded by Ms. Hayes to accept the financial report dated 7/31/19 as presented in writing. VOTE: Unanimously Approved.

**Report of Unpaid Bills;** (Document #2019-45) Mr. Schamel moved, seconded by Mr. Schwesinger to authorize the payment of the unpaid bills dated 08/15/19 for the General Fund - \$21,840.27 and the unpaid bill list dated 8/13/19 for the Grant Fund - \$287.00 as distributed in writing. VOTE: Unanimously Approved.

**Correspondence.** Mr. Shaw shared a thank you card from Parley Coburn and several other cards from kids from the summer stops for the Bookmobile. David Higgins, art professor at Corning Community College, sent a \$50 donation to acknowledge outstanding service that he had received from John van Otterloo, \$20 donation from Wallin Insurance Agency as a memorial contribution for Daniel Poley, and a \$100 donation from the Community Foundation of Elmira-Corning and the Finger Lakes, Inc. as chosen by students at the Transformation Center of Elmira. A letter from the Honorable Judge Mary Tarantelli was read to the board. Mr. Shaw had written to each justice of the family court expressing concern over the library frequently being used as a location for court ordered family visitations. Ms. Tarantelli expressed gratitude for the library's resources and apologized for the previous disruptions and assured Mr. Shaw that families would be informed about the library code of conduct.

**President's Report.** Kappanadze stated that members of the strategic planning committee had a productive meeting with participating staff members. Committee members are waiting for staff to make revisions to the plan and a follow up meeting will be scheduled in the next few months.

**Director's Report:** Mr. Shaw request board approval for the following items:

CONSENT ITEM: Approval of the Personnel Actions for August (Appendix C).

Resolved by Ms. Dworkin, seconded Mr. Schamel, that the CCLD Board of Trustees approves the Personnel actions as submitted. VOTE: Unanimously Approved.

CONSENT ITEM: Approval of fall/winter hours, Mr. Schamel made a motion, second by Mr. Blandford, that the fall/winter hours from 9/9-12/31/19 be approved, as submitted. VOTE: Unanimously Approved.

CONSENT ITEM: Approval of contract for IT Services. Mr. Shaw requests that the Microsolutions IT contract be extended to not exceed \$5,000. The IT department is in need of additional manpower to make the Windows 10 transition, while troubleshooting all of the district's IT needs. Ms. Chollet made a motion, Mr. Schwesinger second, to approve Microsolution IT contract in amount not to exceed \$5,000. VOTE: Unanimously Approved.

Other topics of discussion: the Diamond Back Rattlers will be performing at the Big Flats Library on Friday 8/16, rain or shine.

Adults services is compiling a "Library of Things", they will begin by circulating local museum passes and hope to expand their offerings to include reusable household items and eventually tools. User release forms and lending policies are being carefully written and modelled after a well-established lending program from a library in Oakland, CA.

STLS is considering an automatic renewal system, and has recently reduced their statute of limitations on fines to 6 years. There is also an anticipated increase in cost share for upcoming years, further information will be forthcoming.

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 #2019-46). President Kappanadze encouraged board members to respond to reminders about the proposed executive committee meetings each month to ensure that a quorum is present.

**Budget & Finance Committee:** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2019-47). Mr. Shaw reported receipt of the final payment installment of \$20,243 for the Teen Space. The project has been closed out by NY State. CCLD received \$400,000 in NY State & Foundation funding, plus had \$150,000 set aside for this project. The project not go over budget. Ms. Chollet stated that when she was visiting the library she noticed how well utilized the teen space was.

**Building & Grounds Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2019-48).

CONSENT ITEM: Approval of contract for Teen Space. Sedgwick had the lowest proposal to install acoustic tiles in the Teen Space at a cost of \$4,868. Ms. Dworkin made a motion that Sedgwick Business Interiors contract be accepted as submitted, Ms. Hayes second, VOTE: Unanimously Approved. Mr. Shaw stated that the electrical work needed in the Teen Space will cost approximately \$2,800.

Bob Butcher has begun working on renovations in the staff kitchen. He will be gleaning input from employees throughout the process.

Regarding the exterior sign at Steele, the City of Elmira Planning Commission will be meeting on Sept 5, Code Enforcement will be contacted and a site plan should be received within the next few weeks.

Quotes are being prepared from F.A.S.T. (Fire Alarm Services) to replace the security cameras and system at the Steele Library. A quote has also been requested for 2 outdoor cameras to be placed at both entrances.

Mr. Shaw has been notified that \$157,500 is available from STLS as a NY State Construction Grant for the boiler replacement project at Steele. Mr. Schwesinger made a motion to give the director permission to apply to this grant, Mr. Blandford second. VOTE: Unanimously Approved. If approved by NYS, it is expected that the project will be completed by June 1, 2020.

Chairs at Steele were removed from the perimeter of the upstairs because they created an area which did not comply with ADA regulations.

**Personnel Committee.** Ms. Dworkin will be contacting the members of the committee to discuss board self-evaluation methods. This will be discussed at their September meeting. Current members of this committee are: Ms. Kappandze, Ms. Chollet, Ms. Rogan, and Mr. Schamel.

**Election & Continuity Committee.** Nominations are still being sought after and accepted. Five districts will have openings in the upcoming elections. They include Districts 3, 4, 8, 9 and 13. Petitions are due to the business office at Steele by 3 pm on 9/13/19. There is also a need for election inspectors.

**Old Business.** The promenade continues to be a concern. Mr. Schamel is pursuing additional information about the removal of the table and benches. A proposal was made that the downtown development group be enlisted to help.

**New Business.** An inquiry was made as to whether or not board members would be able to participate in the upcoming “Homeless” issues training that will be given to staff. Mr. Shaw will look into additional costs and report back.

Ms. Rogan proposed the following: due to the decreased numbers of regular volunteers that the local retired teachers group be contacted to see of their willingness to volunteer at the library doing specific tasks – ie, processing, in lieu of just shelving materials.

Mr. Schamel made a motion to adjourn at 6:50 pm, Mr. Blandford second, a unanimous vote.

The meeting was adjourned at 7:10pm. The next regular meeting of the board will be held on Thursday, September 19<sup>th</sup>, 2019 at 6:00pm at the **West Elmira Library, 1231 West Water Street, Elmira, NY.**

Financial Report - AUGUST 31, 2019

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2019-50)

Income	2019 Annual		Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
	Budget						
Library Fines, Fees & Contributions	\$ 67,875	\$	\$ 35,081	\$ 32,794	51.68%		
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,CCD, Cm06, CCTC); Chess T \$200; Corning Inc \$1,000; MedLife \$1,000
Foundation Contributions	\$ 200,000	\$	\$ 53,097	\$ 146,903	27%		
Library District Tax Receipts	\$ 3,009,492	\$	\$ 3,009,492	\$ 0	100%		SML Foundation 1st Qtr distribution; HH Found \$13,097 FINAL for 2018
PLOT Funds	\$ 54,000	\$	\$ 58,752				
Interest on Investments	\$ 6,000	\$	\$ 8,476		141%		
State Aid							
Central Library Development	\$ 99,272	\$	\$	\$ 99,272	0%		
Central Book Aid	\$ 67,599	\$	\$	\$ 67,599	0%		
Local Library Services Aid	\$ 37,000	\$	\$	\$ 37,000	0%		
Other State Aid		\$	\$ 20,243				
<b>TOTAL INCOME</b>	<b>\$ 3,541,238</b>	<b>\$</b>	<b>\$ 3,229,231</b>	<b>\$ 381,092</b>	<b>91%</b>	<b>67%</b>	
<b>Personnel Expense</b>							
Salaries	1,625,978	\$	1,053,448	\$ 572,530	65%		
Overtime & Holiday Salaries	24,508	\$	6,589	17,919	27%		
Employee Benefits		\$					
FICA	126,202	\$	84,061	42,141	67%		
NY State Retirement	259,000	\$	175,251	83,749	68%		
Medical & Dental	482,818	\$	306,445	176,373	63%		
Other (Disability, Wk. Comp, Unemp)	19,940	\$	21,021	(1,081)	105%		
<b>Subtotal - Personnel Expenses</b>	<b>2,538,446</b>	<b>\$</b>	<b>1,646,816</b>	<b>\$ 891,630</b>	<b>65%</b>	<b>67%</b>	
Contractual		\$					
Equipment	45,367	\$	14,926	30,442	33%		
Telephone	13,565	\$	9,457	4,108	70%		Grants \$9688, SML Foun \$1599
Supplies	50,200	\$	33,803	16,397	67%		Total \$13793=Gifts \$270; HH Found \$3,301; HH Friends \$842; CCLD RR \$41; Grants\$6816; MKT \$1213; M.Faire \$154; SML Found \$1156
Travel & Continuing Education	14,915	\$	7,403	7,512	50%		Grants \$533
Repairs & Maintenance	24,415	\$	20,539	3,876	84%		\$375 Grants
Postage	2,000	\$	1,947	53	97%		
Library Materials (books, video, etc.)	364,116	\$	202,172	161,944	56%		Total \$15245=Gifts \$6273; Grants \$5,288; SML Found \$2,028; HH Friends\$1836
Utilities	58,200	\$	37,137	21,063	64%		
Building Cleaning Supplies	13,325	\$	9,397	3,928	71%		
Fuel, Gas & Oil (Bookmobile)	2,800	\$	1,668	1,132	60%		
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	\$	18,561	4,514	80%		Audit \$7,700
Data Processing Expenses (Cost Share)	127,725	\$	66,141	61,584	52%		
Payment of Taxes	5,080	\$	5,040	40	99%		
Library Programming		\$					
Chemung County costs (B&G, vision)	36,889	\$	53,974	(17,085)	146%		Total \$22814=Grant \$9130; FR of CCLD \$3444; HH FR \$3230; M. Faire \$6,696; Mktng \$119;HH Foundation \$195
Capital Imp/Proj Mgmt STATE CONST see below	13,000	\$	10,185	2,815	78%		
Contingency Fund	25,000	\$	11,350	13,650	45%		Bolan \$9750, AHH \$1600 per auditor
	52,890	\$	-	52,890	0%		
<b>Subtotal Expenses</b>	<b>\$ 3,449,138</b>	<b>\$</b>	<b>2,185,581</b>	<b>\$ 1,263,557</b>	<b>63%</b>	<b>67%</b>	
2018/19 (seen) State Construction Projects		\$		336,381			
<b>TOTAL EXPENSES</b>	<b>\$ 3,449,138</b>	<b>\$</b>	<b>2,521,962</b>				

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09/10/19

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of September 11, 2019

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Type	Date	Memo	Open Balance
<b>Southern Tier Library System</b>			
Bill	09/11/2019	eBook purchases FIC/NF/YA	3,933.09
Total Southern Tier Library System			3,933.09
<b>TOTAL</b>			<b>3,933.09</b>

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09/10/19

## Chemung County Library District General Fund Unpaid Bills Detail As of September 11, 2019

Type	Date	Memo	Open Balance
<b>AT&amp;T - Georgia</b>			
Bill	09/11/2019	long distance charges-Teen Space 8/31	45.07
Total AT&T - Georgia			45.07
<b>Bryan Boynton</b>			
Bill	09/10/2019	Cell allowance on call 3rd Q 2019	90.00
Total Bryan Boynton			90.00
<b>CCLD Petty Cash</b>			
Bill	09/11/2019	Petty Cash WE	240.40
Total CCLD Petty Cash			240.40
<b>Deborah L. Brimmer</b>			
Bill	09/10/2019	3rd Qtr cell allowance for on call	90.00
Total Deborah L. Brimmer			90.00
<b>Demco, Inc.</b>			
Bill	09/11/2019	processing supplies/jewel boxes	289.26
Total Demco, Inc.			289.26
<b>Elmira Water Board</b>			
Bill	09/11/2019	Water bill St. 6/24-8/22	496.10
Total Elmira Water Board			496.10
<b>Envisionware, Inc.</b>			
Bill	09/11/2019	Annual Maint. agreement PC reservation software 10/19-10/20	1,563.68
Total Envisionware, Inc.			1,563.68
<b>First Transit, Inc</b>			
Bill	09/11/2019	BKM fuel 7/28-8/24	141.43
Total First Transit, Inc			141.43
<b>Glenice Peel</b>			
Bill	09/11/2019	Mileage 8/2-8/30 & insurance reimbursement	296.50
Total Glenice Peel			296.50
<b>H. L. Treu Office Supply Corp.</b>			
Bill	09/11/2019	notebooks	25.20
Total H. L. Treu Office Supply Corp.			25.20
<b>Image Integrator</b>			
Bill	09/11/2019	Toner Cartridge - microfiche	400.00
Total Image Integrator			400.00
<b>John Bellinger</b>			
Bill	09/11/2019	Local Geneology books/resources	45.00
Total John Bellinger			45.00
<b>Julie Spicer</b>			
Bill	09/11/2019	Tai Chi programs at ST - 9/9, 9/23, & 10/7	120.00
Total Julie Spicer			120.00
<b>Maggie Young</b>			
Bill	09/11/2019	Geneology Supplies & special project reimbursement	104.25
Total Maggie Young			104.25
<b>Multi Media Services</b>			
Bill	09/11/2019	Book Plates for memorials	212.95



1:56 PM  
09/10/19

**Chemung County Library District General Fund  
Unpaid Bills Detail  
As of September 11, 2019**

Type	Date	Memo	Open Balance
Total Multi Media Services			212.95
<b>Quicker Printer</b>			
Bill	09/11/2019	Sept Teen Event Brochures	80.00
Total Quicker Printer			80.00
<b>Recorded Books</b>			
Bill	09/11/2019	Zinio eMags use chgs 8/19	56.81
Total Recorded Books			56.81
<b>Southern Tier Library System</b>			
Bill	09/11/2019	Software assets for all libraries	732.00
Bill	09/11/2019	barcodes all libraries	121.73
Bill	09/11/2019	Freegal x 1 yr 2019-2020	3,157.70
Bill	09/11/2019	Downloadable audio July & August	5,210.83
Bill	09/11/2019	Cost Share Third Quarter - all libraries	30,051.25
Total Southern Tier Library System			39,273.51
<b>Star-Gazette</b>			
Bill	09/11/2019	HH annual subscription for 2019/2020	556.81
Total Star-Gazette			556.81
<b>Swift Office Equipment, Inc.</b>			
Bill	09/11/2019	HH copier usage charges 5/21-8/26	344.10
Total Swift Office Equipment, Inc.			344.10
<b>Tim Collins</b>			
Bill	09/11/2019	Teen Program 10/8	200.00
Total Tim Collins			200.00
<b>Wegmans Food Markets Inc.</b>			
Bill	09/11/2019	Adult programming & Maker Camp/Maker Space supplies - St	72.55
Total Wegmans Food Markets Inc.			72.55
<b>TOTAL</b>			<b>44,743.62</b>

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Exec Committee*

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09/04/19

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
**As of September 4, 2019**

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Type	Date	Memo	Open Balance
<b>Ingram Library Services</b>			
Bill	09/04/2019	Non-Fiction purchases - J...	1,415.73
Total Ingram Library Services			1,415.73
<b>Midwest Tape, LLC</b>			
Bill	09/04/2019	CBA educational DVDs A...	78.76
Total Midwest Tape, LLC			78.76
<b>TOTAL</b>			<b>1,494.49</b>

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Exec Committee

2:31 PM  
09/04/19

Chemung County Library District General Fund  
Unpaid Bills Detail  
As of September 4, 2019

Type	Date	Memo	Open Balance
<b>ABDO-SPOTLIGHT-MAGIC WAGON</b>			
Bill	09/04/2019	STJUV collection	4,229.14
Total ABDO-SPOTLIGHT-MAGIC WAGON			4,229.14
<b>Aleta Yarrow</b>			
Bill	09/04/2019	Art Journey - Wish you Were Here HH 9/11 & Make an Impression St 9/12	470.00
Total Aleta Yarrow			470.00
<b>Amazon Credit Plan</b>			
Bill	09/04/2019	Purchases all libraries 7/8-8/8	5,817.56
Total Amazon Credit Plan			5,817.56
<b>Baker &amp; Taylor Books</b>			
Bill	09/04/2019	Book purchase Steele July	584.23
Total Baker & Taylor Books			584.23
<b>Big Flats Library Advocates</b>			
Bill	09/04/2019	Diamondback Rattlers Concert 8/16 pd by Friends	350.00
Total Big Flats Library Advocates			350.00
<b>Blackbourn Solutions</b>			
Bill	09/04/2019	AV supplies for ST/WE/BF	138.35
Total Blackbourn Solutions			138.35
<b>Chemung Canal Trust Company</b>			
Bill	09/04/2019	Credit card - Comp software, Mkting, Maker Camp, Ad & Juv prog	888.97
Total Chemung Canal Trust Company			888.97
<b>Deborah L. Brimmer</b>			
Bill	09/04/2019	reimb for Maker Camp supplies	12.96
Total Deborah L. Brimmer			12.96
<b>Dell Marketing L.P.</b>			
Bill	09/04/2019	upgrades x 10 & #3 laptops	8,615.81
Total Dell Marketing L.P.			8,615.81
<b>Doris Jean Metzger</b>			
Bill	09/04/2019	reimb Teen prog supplies	104.00
Total Doris Jean Metzger			104.00
<b>Dormann Library</b>			
Bill	09/04/2019	Lost Book paid by patron at ST	15.00
Total Dormann Library			15.00
<b>Eastern Managed Print Network</b>			
Bill	09/04/2019	Maint Agreeemt staff copiers at Steele 8/15/2019-11/14/2109	2,286.89
Total Eastern Managed Print Network			2,286.89
<b>Elmira Water Board</b>			
Bill	09/04/2019	Water bill WE - 6/17-8/14	36.96
Total Elmira Water Board			36.96
<b>Fedex</b>			
Bill	09/04/2019	Shipping AV Cleaning machine for repair	43.59
Total Fedex			43.59
<b>Filomena Jack</b>			
Bill	09/04/2019	9/14 Abstract Forest Acrylic Painting St pd for by grant funds	250.00

2:31 PM  
09/04/19

Chemung County Library District General Fund  
Unpaid Bills Detail  
As of September 4, 2019

Paid @  
Exec  
Committee

Type	Date	Memo	Open Balance
Total Filomena Jack			250.00
<b>Imperial Door Controls, Inc.</b>			
Bill	09/04/2019	for parts/battery not covered under agmt WE	16.74
Total Imperial Door Controls, Inc.			16.74
<b>Ingram Library Services</b>			
Bill	09/04/2019	Library Materials all libraries AUGUST	9,581.43
Total Ingram Library Services			9,581.43
<b>Kathy Gill</b>			
Bill	09/04/2019	Sumi-e Japanese Ink Painting St 9/16	125.00
Bill	09/04/2019	Sumi-e Japanese Ink Painting St 9/16	125.00
Total Kathy Gill			250.00
<b>Kimberly Jones</b>			
Bill	09/04/2019	Reimb SRC Bkm grand prize & Bkm programs	143.66
Total Kimberly Jones			143.66
<b>Library Supply Solutions</b>			
Bill	09/04/2019	Security strips for Lib materials	660.00
Total Library Supply Solutions			660.00
<b>Maggie Young</b>			
Bill	09/04/2019	Reimb for outdoor beautification project at Steele	23.07
Total Maggie Young			23.07
<b>Michelle Erickson</b>			
Bill	09/04/2019	Aug mileage	35.09
Total Michelle Erickson			35.09
<b>MidWest Tape</b>			
Bill	09/04/2019	dvd/audiobooks 8/1-8/30	5,630.93
Total MidWest Tape			5,630.93
<b>Noah's Ark Animal Workshop, Inc.</b>			
Bill	09/04/2019	WE Programs - Halloween, Thanksgiving, & Christmas activities	1,032.92
Total Noah's Ark Animal Workshop, Inc.			1,032.92
<b>Penguin Random House, LLC</b>			
Bill	09/04/2019	audiobooks Aug	78.75
Total Penguin Random House, LLC			78.75
<b>PermaCard</b>			
Bill	09/04/2019	Overdue mailers - all libraries	451.32
Total PermaCard			451.32
<b>Rainy Toad Gaming (Troy Naida)</b>			
Bill	09/04/2019	WE Teen game night 9/10-12/10	260.00
Total Rainy Toad Gaming (Troy Naida)			260.00
<b>Reliable Computer Products</b>			
Bill	09/04/2019	printer toners for ST	209.00
Total Reliable Computer Products			209.00
<b>Sayles &amp; Evans</b>			
Bill	09/04/2019	Attorney fees - General Svcs 6/1-6/30	601.25
Total Sayles & Evans			601.25



2:31 PM  
09/04/19

Chemung County Library District General Fund  
Unpaid Bills Detail  
As of September 4, 2019

*Paid @  
Exec Committee*

Type	Date	Memo	Open Balance
<b>Southeast Steuben County Library</b>			
Bill	09/04/2019	reimbursement for items pd @ St	44.10
Total Southeast Steuben County Library			44.10
<b>Sue Schoeffler</b>			
Bill	09/04/2019	Mileage reimb 7/11-8/8	10.44
Total Sue Schoeffler			10.44
<b>The New York Times</b>			
Bill	09/04/2019	Annual subscription 8/3/19-7/31/20	1,053.00
Total The New York Times			1,053.00
<b>Village of Horseheads</b>			
Bill	09/04/2019	04/29-07/31	74.94
Total Village of Horseheads			74.94
<b>W. B. Mason Co, Inc.</b>			
Bill	09/04/2019	paper, tape, & labels	264.86
Total W. B. Mason Co, Inc.			264.86
<b>TOTAL</b>			<b>44,264.96</b>

## **Document #2019-52**

### **Report of the September 4<sup>th</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 Holy Melott, Joan Santulli and Ronald Shaw, CCLD management. Other board members in attendance were Rachel Dworkin, Pat Silvernail, Bonnie Chollet, Lee Saginario, Karl Schwesinger and Kevin Hansen.

UNPAID BILLS: Ms. Santulli submitted the Unpaid Bill List dated 9/4/19 for the General Fund - \$44,264.96 and the Grant Fund - \$1494.49. Ms. Dworkin moved, seconded by Mr. Schamel to approve payment of the bills as submitted in writing. VOTE: Unanimously Approved.

President Kappanadze reminded board members that the Friends of Horseheads book sale is being held this month from the 10<sup>th</sup> – 14<sup>th</sup>.

Director Ron Shaw gave the following reports:

\*\*IT Assistance. Microcomputer Solutions has started working on our server. They are creating our domain controllers and group policy for staff and patron computers. The IT staff are conducting interviews to hire a long-term part-time person to assist in their  
\*\*Promo video award. CCLD was nominated and selected as winner of this award again in 2019. Mr. Shaw will send the link out to board members for their review of the video.

\*\*STLS Annual meeting. The meeting is scheduled for October 11<sup>th</sup> in Alfred, NY. Board members are encouraged to attend. Mr. Shaw will scan and send the information to board members. Registration is required.

\*\*A thank you letter was received from a patron in Kentucky for Librarian Maggie Young's assistance with her genealogy questions.

\*\*2019 State Construction grant. Ms. Dworkin moved, seconded by Mr. Schamel to apply for a State Construction grant for a new boiler at the Steele Library and authorizing the board president to sign the application. VOTE: Unanimously Approved. Ms. Dworkin moved, seconded by Ms. Silvernail to approve the Director to complete and sign the payee information paperwork. VOTE: Unanimously Approved.

\*\*Cusick Fund. CCLD has received the annual letter from the Community Foundation regarding funds available for distribution from the Cusick Fund. Mr. Schamel moved, seconded by Ms. White to authorize the Director to send a letter requesting \$3,200 from the Cusick Fund. VOTE: Unanimously Approved.

\*\*Labor/Management meeting. Cancelled this month.

Ms. Dworkin stated that the Personnel Committee has formulated a board self-evaluation survey. She will send it out to board members next week and requests that it be filled out and brought to the September board meeting to allow for discussion.

The meeting adjourned at 6:15pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, October 2<sup>nd</sup>, 2019 at 6pm in the Petrie Conference Room of the Steele Memorial Library.



**Document #2019-53**

**Report of the September 11th, 2019 meeting of the Budget & Finance Committee of the Chemung County Library District.**

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

Ms. Santulli & Ms. Melott presented the August 31st, 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 9/11/19 for the General Fund - \$44,743.62 and Grant Fund dated 8/13/19 - \$3933.09. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

Mr. Schamel recommends that the board give Mr. Shaw permission to sign the current 990 tax form received from the auditors.

The meeting adjourned at 8:05am. The next meeting of the Budget & Finance Committee will be held on Wednesday, October 9, 2019 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

**Report of the September 4th, 2019 meeting of the Buildings & Grounds Committee of the Chemung County Library District**

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

The Committee received reports on the following:

Teen Space. Acoustic tiles have been ordered from Sedgwick in Corning.

Renovation of the Staff Room/Kitchen area. No updates at this time.

Outdoor Sign. No update from Andy Harding at this time.

Boiler at Steele. Ms. Kappanadze signed the application for submission to receive \$157,000 in grant award money from STLS which will be used for the boiler at Steele.

New Chairs at Steele. Connie and Janet will be going to Sedgwick in Corning to look over chair options in their showroom.

Cameras in libraries. Quotes not to exceed \$13,000 have been received from FAST for 12 new 16+ channel analog cameras at the Steele Library. The quote includes 2 cameras on the exterior of the building. They will align with the 1<sup>st</sup> floor DVR. The current system is aged and needs replaced. The committee recommends approval of this quote. It will be sent to the board for a vote.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, October 2nd, 2019 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

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

It has been a brisk month for Circulation, as Summer brings in a lot of traffic and training continues amid staff vacations. All of the new employees have received the training on Sexual Harassment through NYS.

We also said Good bye to our Summer Youth employment worker, Zack, who helped us tremendously in the recasing of our movie collection, this is a time consuming, ongoing project. 22 new accounts were sent to Collections this month and Unique shows in their monthly account updates that there were \$225.85 in dollars received last month and \$373.95 in materials returned for the month of August.

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

Janet attended the Dept. Head Meeting on August 6.

Janet, Stuart, Sue, Emma and Amanda Zell attended a Circ. Clerks meeting on August 14.

Notes left in the Suggestion box this month:

“Best Library Ever. I live in Vestal, NY and my daughter takes ballet lessons in Elmira, so I always wait here doing some work for the last 9 years. This is the best, clean, friendly, well organized place. I like the little snack and cell phone area. They know what we want, I truly appreciate this place. Thank you so much.”

“Suggestion: Up to date movie lists, mainly any newer of the present month and week that are shown released: Amazon, Netflix, Google, AOL and Microsoft as advertised.”

(I think this patron may be requesting lists of newer released movies and streaming TV shows, etc. be posted, the handwriting was a bit hard to decipher. I will try and post monthly via my blog offering what our latest releases are.)

## **Steele Youth Board Notes for August 19 – September 14**

### **Programs:**

The youth department is continuing weekly story times on Friday mornings beginning September 13th. Our ongoing monthly themed scavenger hunt in the children's area, we concluded Outer Space Objects theme for August and will begin an Aladdin theme for September. Toon Tuesday on August 27<sup>th</sup> was Wreck it Ralph and September 10<sup>th</sup> will be the Croods. On August 28<sup>th</sup> the Children's Department hosted the Orchestra of the Southern Finger Lakes, “Stories through Music: Peter and the Wolf.” September 11<sup>th</sup> will be the first Lego Club of the school year; patrons have been excited about its return.

Food, eating, and diaper changing in the children's department 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.

### **Adult Services Department Reports**

**August, 2019**

**Nonfiction and Reference**

**Connie Ogilvie**

In the month of August, 2019 there were 518 queries on the Adult Services Desk and 270 questions answered on the PC2 Desk. The Nonfiction book display theme for the month of August was “End of Summer Fun.” This display included books on local hikes, short trips, river fun, letterboxing, and DIY projects.

Management Meeting was held August 6, 2019

Adult Services Meeting was held August 14, 2019  
We Interviewed Proaction applicant for PC2 position  
Monthly Activities Report August

**Adult Fiction/Outreach:**

**Caroline Poppendeck**

- ~Hosted visit from new Elmira College Service Coordinator.
- ~Poverty Coalition Meeting – Nonprofit organizations meet to address the ways they can collaborate to improve the lives of underprivileged who use our services.
- ~Met with Ingram regional rep concerning ordering/processing issues.
- ~Compiled recommendations for library podcast and wrote script.
- ~Overdrive Digital meeting to determine future ordering protocol, etc.

**Genealogy and Local History**

**Maggie Young**

Maggie is serving on a committee of citizens to revitalize the viaduct.

**Programming:**

- Intro to Ancestry
- Brick Wall Busting
- Elmira Ukulele Society

Many researchers have been coming in and we have been helping them one-on-one.

Received a thank you note from a researcher from KY.

Maggie finished up Strategic Plan draft with Jennie after meeting with Ron and the Board.

in other words, a perfect professional! The memoir I'm writing will be richer because of her help and care.  
A huge thank you to the person who hired her from an extremely grateful Kentucky writer.  
Sincerely,  
Dodie Murphy

August 12, 2019  
Dear Mr. Shaw,  
After being helped with my research last Friday by Maggie Young, I just had to find out her boss's name. What a credit she is to the library - her outlook and attitude embody the essence of what public service means. She is kind and generous, knowledgeable beyond my expectations and hope for a genealogical researcher, enthusiastic,   
summiting land inaskima -

## **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.

### **Other**

New subscription to Universal Class – a replacement for Lynda.com (we have Lynda until Dec). LinkedIn's new policy for Lynda subscriptions does not meet the library's privacy standard for patrons so will not be renewed after this year.

### **Bookmobile:**

#### **Kim Jones**

Aug 6th Kim took the bus to Jim's for an issue with the steps. New motor needed

Aug 24th Strong Kids Safe Kids with 625 people attending and had 4 book bundle give away and a grand prize of a back to school basket.

Aug 27th Kim took the bus to Cummings in HHDS for a recall on the the SCR ( Selective Catalyst Reduction) Recall work completed.

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

### **Information Technology Department:**

- Continued 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 West Elmira
- Troubleshooted a network issue that prevented Antivirus from working at Horseheads
- Worked on deploying new laptops as a form of upgrade for Windows 10
- Went to Van Etten and assessed the new Library building and where to set up the computers
- Assisted with Maker Camp activities each day
- Assisted with Makerspace activities at Kidsfest at the Arnot Mall
- Attended Job Fair at Corning Community College in Elmira to recruit for temporary position
- Working closely with MicroSolutions on 2 new servers for CCLD in preparation for our Win 10 upgrade

## **CCLD Makerspaces**

### **Tinker Lab:**

- Installed latest version of Blender and updated class materials to reflect changes in the software.
- Corresponded with Epilog laser representative to determine the source of a mechanical issue with the laser. Waiting for call from technician.

### **In General:**

- Prepared activities and provided instruction during the makerspace's fourth annual Summer Maker Camp.
- Created stomp rocket activity and helicopter activity and worked booth during Kidsfest event at Arnot Mall.
- Applied security updates and re-installed SysAid with admin privileges.
- We were approached and invited to participate in Manufacturing Day at GST BOCES. We were asked to provide a demonstration of Making and how it relates to manufacturing. I believe it is an honor to be asked and recognized as an entity that would have something to offer (Deb)
- Steve had two accomplishments recently, he designed the new library card for CCLD Library Card promotion (a must see!). Steve also won the best Video Award for the video he produced on the subject of the Maker Faire, through STLS Member Library Awards

## **August 2019 Stats**

Tinker Lab attendance: 282

Certifications:

Digital Media Lab: 0

3D printers: 3

Digital Media Lab usage:

Staff: 0

Patron: 0

Sales:

3D prints: \$79.45

Crafts: \$13.35

Laser materials: \$62.00

Laser usage: \$48.40

Donation: \$5.00

Total: \$208.20

### **Horseheads**

8/12-Owen visited Van Etten to conduct a tablet talk

8/14—Owen talked with t-mobile about offering hotspots for circulation,

8/19-Owen attended the Friends of the Horseheads Free Library meeting to finalize preparations for the annual book sale,

8/28—Owen attended the Public Library Foundation of Chemung County Meeting,

9/3—Owen attended the CCLD management meeting,

9/11—Owen attended an STLS sponsored workshop about the new statistical reporting tool Blue Cloud Analytics.

**Big Flats**

8/13 Ugly dolls Screening,

8/16 Diamondback Rattlers Concert,

8/27 Gleince in partnership with Orchestra of the Southern Finger Lakes to present a Telling Stories with Music presenting the Frog Prince,

9/7 Glenice participated in the National Soaring Museum 27<sup>th</sup> annual community soaring day

9/13 Book Club meeting

9/18-Fall Story Times Begin with Miss Melanie,



	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
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%					18,895	5.69%	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%					53,889	16.21%	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%					13,284	4.00%	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%					57,582	17.33%	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%					81,166	24.42%	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%					1,214	0.37%	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%					4,249	1.28%	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%					16,477	4.96%	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%					21,144	6.36%	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%					9,416	2.83%	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%					17,700	5.33%	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%					24,167	7.27%	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%					10,822	3.26%	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%					2,336	0.70%	1,481	0.29%	2,261	0.41%
<b>Total</b>	<b>42,817</b>		<b>38,461</b>		<b>41,552</b>		<b>40,393</b>		<b>39,915</b>		<b>37,037</b>		<b>46,478</b>		<b>42,300</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>332,341</b>		<b>507,466</b>		<b>546,706</b>	

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

Library Materials Expenditure Report for 2019									
August 31, 2019		67%	through 2019						
Department	Gift Funds as of 8/31/2019	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 8/31/2019		Col.1+Col.2-Col.5			
Children's (JUV) gifts include Headstart Juv eBooks <b>CBA</b> Fund	\$ 2,126	\$ 36,000	\$ 17,682	\$ 5,109	\$ 22,791	\$ 15,335	\$ 2,667	60%	
		\$ 4,700			\$ -	\$ 4,700		0%	
Young Adult	\$ 50	\$ 9,000	\$ 2,092	\$ 906	\$ 2,998	\$ 6,052	\$ 37	33%	
YA eBooks <b>CBA</b> Fund		\$ 5,500	\$ 269		\$ 269	\$ 5,231	\$ 269	5%	
Graphic Novels		\$ 3,700	\$ 1,611	\$ 361	\$ 1,972	\$ 1,728	\$ 860	53%	
Reference - <b>CBA</b> Grant		\$ 10,000	\$ 5,966		\$ 5,966	\$ 4,034	\$ 985	60%	
Electronic Reference - <b>CBA</b> Grant		\$ 5,000			\$ -	\$ 5,000		0%	
Electronic Reference - Gen. Fund		\$ 16,000	\$ 15,328		\$ 15,328	\$ 672	\$ 2,600	96%	
Periodicals	\$ 238	\$ 8,000	\$ 5,691	\$ 1,053	\$ 6,744	\$ 1,494		82%	
Zinio - <b>CBA</b> Grant		\$ 17,500	\$ 14,686		\$ 14,686	\$ 2,814	\$ 14,686	84%	
Zinio - Gen. Fund		\$ 1,000	\$ 270			\$ 1,000	\$ 90	27%	
Microforms/Genealogy	\$ 4,691	\$ 6,000	\$ 3,551		\$ 3,551	\$ 7,140	\$ 260	33%	
Fiction	\$ 5,765	\$ 40,046	\$ 24,798	\$ 2,813	\$ 27,611	\$ 18,200	\$ 1,306	60%	
FIC LARGE Print		\$ 2,000	\$ 1,830	\$ 590	\$ 2,420	\$ (420)	\$ 722	121%	
FIC eBooks <b>CBA</b> Fund		\$ 17,000	\$ 6,246		\$ 6,246	\$ 10,754	\$ 6,246	37%	
DownL Aud/music/dvd/blue ray Gen.	\$ 2,500	\$ 8,500			\$ -	\$ 11,000		0%	
Adult Non-Fiction-General Fund	\$ 3,877	\$ 10,000	\$ 1,070		\$ 1,070	\$ 12,807	\$ 51	8%	
Non-FIC eBooks <b>CBA</b> Fund		\$ 7,000	\$ 368		\$ 368	\$ 6,632	\$ 368	5%	
Non-Fiction- <b>CBA</b> Fund		\$ 6,700	\$ 3,091	\$ 1,416	\$ 4,507	\$ 2,193	\$ 175	67%	
Audio video/music/dvd/blue ray - Gen.	\$ 7,132	\$ 50,000	\$ 22,701	\$ 3,951	\$ 26,652	\$ 30,480	\$ 2,973	47%	
Non-Fic Educ DVD GEN FUND	\$ 2,500	\$ -	\$ 476		\$ 476	\$ 2,024		19%	
Non-Fic Educ DVD - <b>CBA</b> Fund		\$ 4,500	\$ 578	\$ 79	\$ 657	\$ 3,843	\$ 93	15%	
Subtotal for Steele	\$ 28,879	\$ 268,146	\$ 128,304	\$ 16,278	\$ 144,312	\$ 152,713	\$ 34,387	49%	
<b>Big Flats Library</b>	\$ 2,113	\$ 24,462	\$ 16,306	\$ 1,669	\$ 17,975	\$ 8,600	\$ 2,122	68%	
<b>Bookmobile</b>	\$ 1,220	\$ 7,592	\$ 3,477	\$ 270	\$ 3,747	\$ 5,065	\$ 418	43%	
<b>West Elmira Library</b>	\$ 2,318	\$ 24,462	\$ 16,043	\$ 2,036	\$ 18,079	\$ 8,701	\$ 2,731	68%	
<b>Horseheads Free Library-Adult</b>	\$ 3,298	\$ 20,900	\$ 13,266	\$ 1,186	\$ 14,452	\$ 9,746	\$ 1,063	60%	
HFL- AV	\$ 2,518	9,000	\$ 6,014	\$ 741	\$ 6,755	\$ 4,763	\$ 530	59%	
HFL - Books Plus		\$ 243			\$ -	\$ 243		0%	
HFL - Juvenile	\$ 1,511	\$ 18,900	\$ 11,027	\$ 1,536	\$ 12,563	\$ 7,848	\$ 1,049	62%	
<b>VanEtten Library</b>	\$ 50	\$ 6,071	\$ 3,595	\$ 414	\$ 4,009	\$ 2,112	\$ 413	65%	
Subtotal for other libraries	\$ 13,028	\$ 111,630	\$ 69,728	\$ 7,852	\$ 77,580	\$ 47,078	\$ 8,326	62%	
<b>GRAND TOTALS</b>	\$ 41,907	\$ 379,776	\$ 198,032	\$ 24,130	\$ 221,892	\$ 199,791	\$ 42,713	53%	
<b>E-Books purchased from Cost Share NOT included in this report- STLS will track</b>									
**Processing fees for materials purchased WILL be included in this report									

**Office of the Director, CCLD**  
**April 2019**

**Major accomplishments:**

**Teen Space:** Follow-up with AJH Designs to see who is responsible for fine-tuning the environmental controls. It was determined that, due to Chemung County B&G working on the system that they will be responsible for work getting the temperature regulated. Follow-up with Sedgwick interiors to ensure the acoustic tiles were ordered.

**Exterior Sign:** The sign project was presented to the City of Elmira Planning Department. There is no need for approval. Dave Adams from AJH Design prepared the paperwork for the commission. He will continue to complete the construction/bidding documents.

**Staff Room:** Following up with project manager Bob Butcher.

**CCLD Issues;** Due to an upcoming retirement I have begun an initial evaluation of the position. I discussed potential candidates with senior staff. There are many considerations we are dealing with some of which include supervisory experience, people skills, library related experience is different branches/departments. I have contacted Civil Service to get an updated Senior Library Clerk promotional list and a Library Clerk list as any change made to cover the slot will result in probably two, if not more, departments or branches.

**September Labor Management Meeting:** Cancelled.

**Homeless Library:** Requested information from Homeless Library regarding their course on dealing with the homeless. The total cost for staff and board is \$859 for the year.

**Fall Continuing Education Day:** Have completed the schedule for November 8<sup>th</sup>. We have contacted trainers for possible classes.

**Department Head Meeting:** Cost estimate of 12 new security cameras with 2 analog exterior cameras connected to DVR; presented details at B & G meeting. Will be getting separate estimates for branches. Will request approval from board at September meeting.

The STLS annual meeting is in Alfred Station on October 11<sup>th</sup>. CCLD will receive Outstanding Promotional Video award for Steve's video. Also received a STEAM gaming gift card. Will be awarded as a prize in the future.

Microsolutions currently working on servers. Owen discussed Blue Cloud (circulation/patron statistical program) although robust, it is complicated, and will require training. Instruction will be forthcoming.

West Elmira leave will be covered by Lynda Page and Ahnece Hancock working extra hours. This will disrupt central and branch schedules as little as possible. Daniel Butler (STLS) is presenting Blue Cloud training on Monday, September 23, from 1-3pm.

Discussion regarding the next batch of library card applications to change designation of “male/female” to “pronoun preferred” All in attendance agreed to the change. This led to discussion of restroom designations of “Men/Women” to the gender neutral “Family Restroom A” or “Family Restroom B”. I made the decision to move forward with making the restrooms gender neutral. Maggie Young will work on the signage.

**Workplace violence:** Kim Middaugh is working on a Workplace Violence policy. I have contacted her about a social media policy as well.

**The Library of Things/Tool Lending Library:** Gave adult reference policies, etc. from Oakland Public Library to be used as a template for the program. They were tasked with making corrections/suggestions in order to prepare CCLD’s policy.

**STLS Issues:** Cost share discussion has begun. It will be further discussed at the September Director’s Advisory Council meeting.

**Major Patron conversations:** Received praise from patrons for the performance of Maggie Young and John Van Otterloo. Dealt with questions regarding the promenade- I have to keep explaining we do not own the property but we are working with the city to solve the issues. Several compliments about the quality of programs and collection. Dealt with a few complaints regarding staff interaction with patrons.

**Libraries visited:** Nashville Public Library Central Branch, Centreville Regional Library (VA)

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

**Programs attended:**

**Courses Completed:**

Attended the *Safe, Prepared and Effective Learning Environments Summit*. Received the invite from New York Library Association.

Training sessions included *Setting the Stage: How do we protect our places of learning?* This covered practicing active shooter situations; dealing with the mentally ill; warning signs of potential violence; workplace violence and budgetary considerations. *American Sign Language in a Crisis* which showed the need for staff to know basic sign language regarding emergencies; *Technology for prevention and protection* This covered use of social media, demographics information, natural/manmade events, before, during and after an event. *Special Needs Populations: Assessment* which showed the need for staff understanding of physical, mental, medical, sensory and cognitive affected patrons; *Decision-making during a crisis: Are you ready?* Showed the need for emergency planning, training/drilling, equipment/supplies,

collaboration with first responders and key stakeholders, internal/external communication; *How to protect: Leaning Forward* was a review of the previous sessions with the emphasis on recovery. *Stop the Bleed* a national awareness campaign. The session provided hands on training on pressure points and the use of tourniquets. *Threat Assessments*- the practice of determining the credibility and seriousness of a potential threat, as well as the probability that the threat will become a reality. This includes identification, initial assessment, case management, and follow-up assessment and safety planning.

Attended *Front Desk Safety and Security* which covered how to assess the front desk area, best ways to respond in an emergency, policies and procedures, training, de-escalation of situations, warning signs.



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:**

Sean Lehman- PT Clerk to Step 5

John Van Otterloo- PT Microcomputer Specialist to Step 2

Amanda Farley- Librarian I to Step 8