



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

Agenda

The July 21, 2022 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday June 16, 2022 at 6:00 pm at Steele Memorial Library and by ZOOM (link to be sent out). The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Dworkin (607-398-2021), Mrs. Mellott (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2022-36)
4. Treasurer's report
 - a) Financial report (document 2022-37)
 - b) Report of Unpaid Bills Detail (document 2022-38)
5. Correspondence
6. President's report (Dworkin)
7. Director's Report
 - Consent Item: Approval of Personnel Actions**
Resolved that the CCLD Board of Trustees approve the personnel actions as submitted.
8. Committee reports:
 - a) Executive Committee (Dworkin)
 - 1) Report of the Committee meeting (document 2022-39)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2022-40)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2022-41)
 - d) Personnel Committee (Appenzellar)
 - e) Election and Continuity Committee (Rogan)
 - f) Advocacy Committee
9. Executive Session
10. Old business
11. New business
 - a) Discussion of establishing an HR retainer
12. Period for public expression
13. Adjournment

(Minutes of the June 17, 2022 meeting of the Chemung County Library District Board of Trustees. Document #2022-36)

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Present in person: Ms. Jessica Roberts, Ms. Phyllis Rogan, Ms. Muriel Friend, Mr. Kevin Hansen, Ms. Pat Silvernail, Ms. Lee Saginario, Ms. Penny Appenzellar, Ms. Pamela Larnard, Ms. Bonnie Chollet, Mr. Karl Schwesinger and Ms. Martha Smith. Present via Zoom: Ms. Crystal Gullo-Buzzetti, Excused: Mr. Jack Schamel. Absent: Mr. Mark Padgett. Also present were Mr. Ron Shaw and Ms. Holly Melott on behalf of the Library District's Administration.

Minutes. The minutes of the May 19, 2022 meeting (Document #2022-25) were presented for board review. Ms. Pam Larnard moved that the May Board minutes be approved as presented, seconded by Ms. Silvernail. **VOTE: Unanimously Approved.**

Financial Report. The May 2022 Financial Report (Document #2022-26) was presented for board review. Ms. Appenzellar moved, seconded by Mr. Hansen, to approve the May Financial Report as presented. **VOTE: Unanimously Approved.**

Report of Unpaid Bills (Document #2022-27) Ms. Smith moved, seconded by Ms. Silvernail, that the board authorize the payment of the unpaid bills dated 06/16/2022 for the General Fund - \$54,923.45 and for the Central Book Aid Fund - \$5,141.91. **VOTE: Unanimously Approved.**

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Smith, that the June Personnel Actions be approved as presented. VOTE: Unanimously Approved.

Correspondence. Mr. Shaw shared a personalized thank you received by Kim Jones, Bookmobile manager, from St. Mary Our Mother's Pre-K class.

Ms. Michelle Barrett, branch manager at West Elmira, spoke on behalf of the marketing committee which is comprised of herself and the following staff: Jennie Lewis, Steven Smith, Doris Jean Metzger, Amanda Farley, and Ron Shaw. The committee will be meeting on July 13th and August 25th to plan for "Library Card Sign-up Month" in September. Board members were encouraged to attend and contribute feedback. The newly designed rack cards were distributed for viewing. Ms. Barrett has been corresponding with STLS, to assess the possibility of doing a "Libby" themed shirt for all staff. The committee is updating the marketing and publicity manual one section at a time and hoping to incorporate a cloud system for employees to readily store and access resources for outreach events.

President's Report.

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

- Staff will have completed autism awareness, sexual harassment, and workplace violence training by June 30.
- Masks will be voluntary for employees beginning on Tuesday, June 21st.
- "Oceans of Possibilities" is the 2022 theme for the summer reading club. Each location has a variety of programs planned.
- A portion of the Friends monetary donation will be designated for programming in the MakerSpace and for the purchase of additional hotspots at each of the branches.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2022-34).

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2022-35)

Buildings & Grounds Committee.

Personnel Committee.

Election & Continuity Committee. Report attached.

Advocacy Committee.

Ms. Dworkin moved, seconded by Ms. Appenzellar, that the Board enter executive session. VOTE: Unanimously Approved.

Ms. Appenzellar moved, seconded by Ms. Larnard, that the Board exit executive session. VOTE: Unanimously Approved.

Ms. Dworkin moved, seconded by Ms. Chollet, that Ms. Holly Melott be given a 5% pay increase. VOTE: Unanimously Approved.

Ms. Dworkin moved, seconded by Ms. Appenzellar, to designate the personnel committee as the authority to make disciplinary decisions regarding district employees. VOTE: Unanimously Approved.

Old Business.

New Business.

Ms. Dworkin moved, seconded by Mr. Hansen, to adjourn. VOTE: Unanimously Approved.

The next regular meeting of the board will be held on Thursday, July 21, 2022, at 6:00pm online via Zoom and in the auditorium of the Steele Memorial Library.

CHEMUNG COUNTY LIBRARY DISTRICT
6/30/2022

Income	2022 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 57,150	\$ (240,113)	\$ 297,263	-420.15%		\$337,945 transferred to Steele Foundation - Denton & Krazinski donations
Grants (other than N.Y.S.)		\$ 49,731				Friends:\$18,000Appalachian:\$27,080.85;United Way \$250;Arts Council \$3,200;SCRLC \$200
Foundation Contributions (HH & Steele)	\$ 200,000	\$ 40,000	160,000	20%		
Library District Tax Receipts	\$ 3,194,512	\$ 3,194,512	(0)	100%		
PILOT Funds	\$ 65,000	\$ 33,067		51%		
Interest on Investments	\$ 8,000	\$ 2,605	5,395	33%		
State Aid						
Central Library Development	\$ 57,200		57,200	0%		
Central Book Aid	\$ 46,898		46,898	0%		
Local Library Services Aid	\$ 26,025	\$ 38,541	(12,516)	148%		
Other State Aid - State Construction Funds						
TOTAL INCOME	\$ 3,654,785	\$ 3,118,343	\$ 554,240	85%	50%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,728,402	861331.63	\$ 1,728,402	50%		
Overtime & Holiday Salaries	24,227	\$ 6,321	17,906	26%		
Employee Benefits						
FICA	133,852	\$ 65,236	\$ 68,616	49%		
NY State Retirement	261,806	\$ 139,719	\$ 122,087	53%		
Medical & Dental	504,158	\$ 268,412	\$ 235,746	53%		
Other (Disability, Wk. Comp, Unemp)	25,394	\$ 25,395	\$ (1)	100%		
Subtotal - Personnel Expenses	2,677,839	1,366,415	\$ 1,311,424	51%	50%	
Contractual						
Equipment	19,000	\$ 1,389	17,611	0%		2021 purchases:I-pad & phones:\$772 Grants/\$306 Friends \$ - hotspots
Telephone	10,800	\$ 8,755	2,045	81%		
Supplies	45,200	\$ 24,553	20,647	54%		\$15,000=split w/STLS:P'sTestprep&Brainfuse/\$103 - Grant \$ T-lab supplies
Travel & Continuing Education	10,626	\$ 1,031	9,595	10%		
Repairs & Maintenance	28,635	\$ 6,414	22,221	22%		
Postage	2,925	\$ 291	2,634	10%		
Library Materials (books, video, etc.)	382,843	\$ 148,984	233,859	39%		Gifts:\$4986;Grant\$4602
Utilities	59,000	\$ 22,287	36,713	38%		
Building Cleaning Supplies	14,200	\$ 9,253	4,947	65%		
Fuel, Gas & Oil (Bookmobile)	3,100	\$ 1,813	1,287	58%		
Insurance	34,700	\$ 34,700	0	100%		
Vehicle Operation / Maintenance	5,000	\$ 1,097	3,903	22%		
Professional Fees (audit, engineer/legal fees)	31,395	\$ 14,434	16,961	46%		
Data Processing Expenses (Cost Share)	116,134	\$ 72,770	43,364	63%		
Payment of Taxes	5,150	\$ 3,716	1,434	72%		
Library Programming	39,897	\$ 29,766	10,131	75%		\$9736Grant/\$2269.45Friends/HH Friends \$505/Gift\$22
Chemung County costs (B&G, vision)	14,000	\$ 4,838	9,162	35%		
Capital Improvements STATE CONST see below	10,000		10,000	0%		
Contingency Fund	51,641	\$ 590	51,051	1%		Insurance
Subtotal Expenses	\$ 3,562,085	\$ 1,767,663.68	\$ 1,808,989	50%	50%	
2022 Projects:		\$ 14,568				\$8,700 HH Pavilion - pd for by HH Foundation/\$5868 - Steele parking lot (retainer)
TOTAL EXPENSES	\$ 3,562,085	\$ 1,767,664				

Chemung County Library District General Fund
Unpaid Bills Detail
As of July 6, 2022

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	07/06/2022	Shadows of the Past - ST -7/12 pd w/grant funds/Salt of the Sea/Earth - HH 7/22	480.00
Total Aleta Yarrow			480.00
Amazon Credit Plan			
Bill	07/06/2022	05/10-06/09 - Grant funds/Friends - SRC	2,947.21
Total Amazon Credit Plan			2,947.21
Blackstone Publishing			
Bill	07/06/2022	Audiobooks:BF & St - invoice 2045759, 2046416, 2047548	254.77
Total Blackstone Publishing			254.77
Bright Star Children's Theatre, LLC			
Bill	07/06/2022	7/12 Juv program at HH - inv # INV-4947	545.00
Total Bright Star Children's Theatre, LLC			545.00
Burr Consulting LLC			
Bill	07/06/2022	HR Consultant	3,637.50
Total Burr Consulting LLC			3,637.50
CCLD Petty Cash			
Bill	07/06/2022	BF/WE/St petty cash	791.57
Bill	07/06/2022	BF/WE/St petty cash	338.47
Bill	07/06/2022	BF/WE/St/VE petty cash	324.41
Total CCLD Petty Cash			1,454.45
Chemung Canal Trust Company			
Bill	07/06/2022	Mastercard charges-subscriptions:text alert, Zoom,Prime,Constant Contact,Sound Cloud (annual)	267.97
Bill	07/06/2022	Mastercard charges-TLab supplies pd w/Grant \$, WE prog-SRC +/Cont Ed/ BF prog/AV & IT supplies	904.58
Total Chemung Canal Trust Company			1,172.55
Chemung County Sewer District			
Bill	07/06/2022	2022 fees for WE & St	440.00
Total Chemung County Sewer District			440.00
City of Elmira			
Bill	07/06/2022	annual fire inspector at ST 2022	60.00
Total City of Elmira			60.00
Dataflow, Inc.			
Bill	07/06/2022	flyers for Teen Programming - invoice #388225 - pd w/grant funds	15.00
Bill	07/06/2022	flyers for Teen Programming/SRC -pd w/Friend \$ invoice #389169	145.00
Total Dataflow, Inc.			160.00
Demco, Inc.			
Bill	07/06/2022	processing supplies invoice #7130863	351.61
Total Demco, Inc.			351.61
Elmira Water Board			
Bill	07/06/2022	WE water 04/12/2022-06/08/2022	38.22
Total Elmira Water Board			38.22
Erica Unterman			
Bill	07/06/2022	Tie Dye Class @ ST 7/13 - pd w/Grant funds	350.00
Total Erica Unterman			350.00
Fire Alarm Service Technology, Inc.			
Bill	07/06/2022	Annual Fire Alarm Monitoring HH -invoice #42584	300.00
Bill	07/06/2022	Annual Fire Alarm & Security Monitoring-St invoice #42583	1,128.00
Total Fire Alarm Service Technology, Inc.			1,428.00
First Transit, Inc			
Bill	07/06/2022	Bkm fuel 04/24-05/21 invoice #11807810	402.43
Total First Transit, Inc			402.43
Horseheads Printing			
Bill	07/06/2022	HH SRC flyers - pd by HH Foundation	143.41

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07/06/22

Chemung County Library District General Fund
Unpaid Bills Detail
As of July 6, 2022

Type	Date	Memo	Open Balance
Total Horseheads Printing			143.41
Ingram Library Services			
Bill	07/06/2022	June Library material -	10,001.51
Total Ingram Library Services			10,001.51
Jennifer Zinck			
Bill	07/06/2022	Discovering Unknown Parents with DNA - 7/12 -via Zoom/ST	250.00
Total Jennifer Zinck			250.00
Jessica Janowsky			
Bill	07/06/2022	Drumtastic Exercise Class - 7/7, 14, 21, 28 -HH	300.00
Total Jessica Janowsky			300.00
Kirkus Reviews			
Bill	07/06/2022	annual subscription - DIGITAL +Print HH	199.00
Total Kirkus Reviews			199.00
Mark Margeson			
Bill	07/06/2022	mowing @ WE x 4 & @ HH x 5 (5/24-06/18/22)	675.00
Total Mark Margeson			675.00
MidWest Tape			
Bill	07/06/2022	June Av purchases HH//St/Juv/WE	3,402.94
Total MidWest Tape			3,402.94
Pinnacle Rental Centers, INC 2			
Bill	07/06/2022	Rentals for SRC party - BF 5/26	658.80
Total Pinnacle Rental Centers, INC 2			658.80
Pitney Bowes			
Bill	07/06/2022	mail machine quarterly lease	435.90
Total Pitney Bowes			435.90
Rebecca Jackson			
Bill	07/06/2022	reimbursement for homeschool program 04/30/22-06/10/2022	365.45
Total Rebecca Jackson			365.45
Tanglewood			
Bill	07/06/2022	Oceans of Possibilities - Juv prog @ HH 6/28 Invoice #899	80.00
Total Tanglewood			80.00
The Leader			
Bill	07/06/2022	annual subscription St -Account #1446611782	483.60
Total The Leader			483.60
Tim Cleary			
Bill	07/06/2022	7/12 balloon program @ BF	170.00
Total Tim Cleary			170.00
Tim Collins			
Bill	07/06/2022	Teen Prog-"Hidden in Plain Sight" - rehearsal & performance sessions 6/14	61.92
Bill	07/06/2022	Creative Writing Workshop 6/29	75.00
Bill	07/06/2022	Creative Writing Workshop 7/6 & 7/27	150.00
Total Tim Collins			286.92
TOTAL			31,174.27

Central Library District and Central Book Aid Fund
Unpaid Bills Detail
 As of July 6, 2022

Type	Date	Memo	Open Balance
Grey House Publishing			
Bill	07/06/2022	Reference Material - invoice #971330	222.00
Total Grey House Publishing			222.00
Information Today, Inc.			
Bill	07/06/2022	reference material order #1746712-B1	418.50
Total Information Today, Inc.			418.50
Ingram Library Services			
Bill	07/06/2022	June Library material -	2,676.92
Total Ingram Library Services			2,676.92
J.D. Power			
Bill	07/06/2022	Reference Material - renewal invoice #ORDUS150902	210.00
Bill	07/06/2022	Reference Material - renewal invoice #ORDUS152996	140.40
Bill	07/06/2022	Reference Material - renewal invoice #ORDUS152997	243.00
Bill	07/06/2022	Reference Material - renewal invoice #ORDUS152998	128.52
Total J.D. Power			721.92
Midwest Tape, LLC			
Bill	07/06/2022	June Av purchases	352.72
Total Midwest Tape, LLC			352.72
Southern Tier Library System			
Bill	07/06/2022	invoice #3680 eDesk bookmarks & "Need help?" laminated handouts	773.13
Bill	07/06/2022	Overdrive Charges Magazine Renewal - invoice #3682	17,500.00
Total Southern Tier Library System			18,273.13
TOTAL			22,665.19

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07/11/22

Chemung County Library District General Fund
Unpaid Bills Detail
 As of July 21, 2022

Type	Date	Memo	Open Balance
Baker & Taylor Books			
Bill	07/21/2022	Book purchase -St Juv June	2,440.52
Total Baker & Taylor Books			2,440.52
Elmira Water Board			
Bill	07/21/2022	ST water 04/13-06/13/2022	173.88
Total Elmira Water Board			173.88
Image Integrator			
Bill	07/21/2022	Toner cartridge for microfiche @ St	500.00
Total Image Integrator			500.00
Jennifer Sekella			
Bill	07/21/2022	SRC - events 7/27 & 8/8 @ WE	150.00
Total Jennifer Sekella			150.00
Powerful Dave LLC			
Bill	07/21/2022	SRC program @ BF - 8/2	330.00
Bill	07/21/2022	SRC program @ - Bookmobile x 3 locations	330.00
Total Powerful Dave LLC			660.00
South Central Regional Library Council			
Bill	07/21/2022	SCRLC membership dues 2022/2023	280.00
Total South Central Regional Library Council			280.00
Southern Tier Library System			
Bill	07/21/2022	Quarterly STLS IT Contract - Billed Entity Internet - BF, HH, ST, WE - invoice # 3697	1,800.00
Total Southern Tier Library System			1,800.00
Susan Keough			
Bill	07/21/2022	Sustainable Decoupage w/Susan Keough - pd for w/Quick Arts Grant funds 7/26 - St	150.00
Bill	07/21/2022	Decoupage & Chalkboards w/Susan Keough -WE 7/25 & 8/1	500.00
Total Susan Keough			650.00
Tim Collins			
Bill	07/21/2022	Creative Writing Workshop 6/27 - Improv Night	50.00
Bill	07/21/2022	Improv Comedy workshop - VE 7/29/22	300.00
Total Tim Collins			350.00
Xerox Corporation			
Bill	07/21/2022	BF copies per contract - 05/20/2022-06/20/2022	57.39
Total Xerox Corporation			57.39
TOTAL			7,061.79

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07/11/22

Central Library District and Central Book Aid Fund
Unpaid Bills Detail
As of July 21, 2022

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
Bill	07/21/2022	Reference materials -Acct # C0010083	138.74
Total Baker & Taylor Books			138.74
TOTAL			138.74

Document #2022-39

Report of the July 7, 2022 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 Rachel Dworkin, Jack Schamel, Phyllis Rogan, and Martha Smith. Board members attending were Lee Saginario, Pat Silvernail, Karl Schwesinger, Penny Appenzellar, Kevin Hansen, and Bonnie Chollet. Ronald Shaw and Holly Melott, CCLD management, were also present.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 07/06/22 in the amount of \$31,174.27 for the General Fund and \$22,665.19 for the Central Library District and Central Book Aid Fund. **Ms. Appenzellar moved, seconded by Ms. Smith, to approve payment of the General and Central Library District and Central Book Aid Fund bills as submitted in writing. VOTE: Unanimously Approved.**

Ms. Dworkin requested that the board consider keeping Human Resource Consultant, Matt Burr, on retainer. Further discussion will follow at the July board meeting.

Mr. Shaw reported on the following:

- Budget proposals will be sent via email, for consideration, a vote will be taken at the July board meeting.
- Mr. Shaw will be testifying before the grand jury in regards to the destruction of the downstairs public restroom at Steele.
- Staff training and evaluations have been completed, some are awaiting review and signatures.
- A letter of gratitude for exemplary community library services was shared, Steele page, Stefan Bell, was commended for his assistance.
- The Southern Finger Lakes Orchestra would like to host a story themed concert this summer at Steele. Contact information was forwarded to children's librarian, Amanda Farley.
- Chemung County has asked requested permission to list Steele as a cooling center.
- An anonymous letter received via the e-desk, expressed disappointment and frustration over the lack of juvenile programming and resources available this summer at the Steele Library.

Ms. Dworkin moved, seconded by Ms. Appenzellar, that Sullivan Professional Landscaping be hired by the Horseheads Foundation at a cost of \$13,600, to finalize the fencing, landscaping, and sidewalk at their new pavilion. VOTE: Unanimously Approved.

The meeting adjourned at 6:30 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, August 3, 2022 at 6 pm via Zoom.

Document #2022-40

Report of the July 13, 2022 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting via Zoom: Mr. Jack Schamel, Ms. Jessica Roberts, Ms. Crystal Gullo-Buzzetti, and Ms. Rachel Dworkin. Also in attendance Holly Melott and Ron Shaw, CCLD Administration. The meeting opened at 8:45 a.m.

Ms. Melott presented the June 30, 2022 Financial Report to the Committee. The report will be forwarded to the full CCLD board for its consideration.

Ms. Melott presented the Unpaid Bill List dated July 21, 2022 for the General Fund - \$7,061.79 for the CBA Fund - \$138.74; Details will be forwarded to the full CCLD board for its consideration.

The board will vote on the proposed 2023 budget at the July board meeting.

The meeting adjourned at 8:55 a.m. The next meeting of the Budget & Finance Committee will be held on Wednesday, August 10, 2022 at 8:45 a.m. via Zoom.

Document #2022-41

Report of the July 6, 2022 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30 pm. Present were Ms. Martha Smith, Ms. Rachel Dworkin and Mr. Karl Schwesinger. Also attending were Mr. Ron Shaw and Ms. Holly Melott, CCLD Management.

The committee discussed the following:

- After discussing the matter with Trevor Carmody from Wenzel Landscaping, Bob Butcher stated that the Steele parking lot will not be treated in 2022. The application of a hot seal in the summer of 2023 will be evaluated.
- Bob Butcher will be at Steele on Thursday, 7/7 with a technician from O'Connor Plumbing and Heating to assess the cost of installing an exhaust fan in the Tinker Lab.
- Horseheads Foundation would like to hire Sullivan Professional Landscaping, at a cost of \$13,600, to finalize the fencing, landscaping, and sidewalk installation for their new pavilion.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, August 3, 2022 at 5:30pm in the auditorium of the Steele Memorial Library and via Zoom.

Board Meeting Notes - July 2022 – Circulation/AV

Circulation/AV:

We are still going through the new “Assumed Lost report” – staff are looking for missing items to see if they are on the shelves. This will be an ongoing project for a while.

All evaluations have been completed.

Circ staff have been flexing their schedule times to help cover vacations.

Staff have seen a definite increase in library card applications. Senior Clerk Stuart Finch is overseeing proper data entry processes and is coaching newer employees on all library card procedures.

Pam met with senior clerks Stuart, Sue and Emma in order to discuss and brainstorm new daily procedures and responsibilities for the coming year.

West Elmira Library- July 2022- Michelle Barrett

Summer Reading Club- Attendance starting out slow post-pandemic, but building weekly.

Programs consist of a weekly Monday family program, Thursday morning storytimes, t(w)een crafting on Thursdays, and an upcoming series of adult art programs.

Our old children’s computer broke so IT set us up with a new PC that the kids can use to access the website ABC Mouse. Our STARcat is back.

Staff finished all of the required webinars; active shooter, sexual harassment, libraries and autism, and workplace violence.

A neighbor cleaned up our outdoor play area and brought in some woodchips.

Marketing-

Committee met on 7/13. Worked further on the staff training section of the marketing plan.

Decided what we were going to do for the September district-wide program, Library Card Sign-up month. Agreed to participate in The Great Give Back in October. This is a community service initiative done by public libraries across NYS. Details TBD.

Adult Services Department Reports June, 2022

Reference and Non-fiction

Connie Ogilvie, Librarian II

The CCLD Staff is completing the 4 Trainings Ron has assigned: Sexual Harassment in the Workplace, Workplace violence Training, Active shooter webinar, and the Autism webinar. Patron activity has increased in the library with more patrons coming in to use the computers, a lot of printing activity, and advice on electronic devices.

Chemung County Library District now has a Telehealth Kit available for patrons to borrow through a pilot program implemented by the South Central Regional Library Council. This program is funded through a grant awarded to the SCRLC from the Network of the National Library of Medicine.

The Telehealth Kit is intended for virtual visits with health care providers, as well as with therapists and support groups. The Telehealth Kit comes complete with a Chromebook, a headset, a Hotspot that provides Internet access, and Medlineplus.gov brochures for guidance to reliable health care information. The Kit will have a 7 day circulation with one renewal.

The Reference Desk had 466 queries and the Reference Desk 2 had 120 queries

Department Head Meeting June 7

Monthly Activities Report for June 2022 – Caroline Poppendeck

~Autism webinar (required training)

~Homeless training webinar – Mental Illness

- ~Active Shooter webinar (required training)
- ~Mental Health and Libraries webinar
- ~Cornell Cooperative Extension/Seed lending Library meeting
- ~CCE Farmer's Market on Tuesdays w/Seed Lending Library
- ~Senior Notebook appearance
- ~Information Literacy course, con't
- ~Workplace violence webinar (required training)
- ~Sexual Harassment (NYS required training)
- ~Vietnam Memorial Moving Wall list read representing CCLD

Adult Programming

Jennie Lewis

Summer Reading Club has begun; Steele adult participants have a chance to win a weekly \$25 gift certificate to a local business of their choice. Emma has planned and prepared weekly take and make/taste activity kits for each week of summer reading club (available at the customer service desk each week, while supplies last).

Monthly virtual art classes continue for the rest of the year (grant funded). Some in-person art classes (grant funded) are taking place from now through September.

Events are also listed on our online events calendar:

https://cclld.mhsoftware.com/ViewCal.html?calendar_id=29

I recommend subscribing to the monthly CCLD newsletter to get monthly information about programs at our libraries:

<https://visitor.r20.constantcontact.com/d.jsp?llr=kcknpdeab&p=oi&m=1103923423306&sit=cv5ltkrfb&f=fde6944f-95fd-4a7c-996a-0153292f9392>

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.

Bookmobile Update from Kim Jones

Kim says cohesion and the park programs are very busy and in full swing. Adult book club had 6 patrons. Weekly prizes are being awarded for Summer Reading Club.

JUNE 2022 GENEALOGY & LOCAL HISTORY BOARD REPORT Maggie Young

PROGRAMMING

June 14: Beginning African American Genealogy: 5 attendees

UPCOMING 2022 PROGRAMS

JULY 7: Exploring online newspapers with Maggie

JULY 12: Finding Unknown Parents with DNA

JULY 28: Intro to Heritage Quest

AUGUST 25: Intro to genealogy

Ukrainian Genealogy-September 6

Irish Genealogy-Nov. 29

Advanced DNA-October 18

DNA for African American Genealogy-December 13.

Identifying Enslaved Parents-November 1

2023 PROGRAMS

African American Families from Enslavement to the 20th Century-February 7, 2023

Antebellum Migration of Free Person of Color-February 21, 2023

JUNE 2022 Statistics

FOLD3 database: 43
newspapers.com 414

FACEBOOK:

Facebook page reach: 6,414 (+24.4%)
Instagram reach: 175 (+118.8%)
New facebook page likes: 10 (+66.7%)
Average post reach: 63.4
Average likes per post:3.95

NYS Historic Newspapers

TITLE	PAGES	PAGE	VIEWS
The Elmira gazette. (1828 - 185?)	40,035	617	
Elmira daily advertiser. (18?? - 1897)	31,212	454	
Havana journal. (1849 - 1893)	415	143	
The Valley breeze. (1891 - 19??)	4,239	68	
The Elmira Republican. (1843 - 185?)		3,274	62
Elmira weekly advertiser. (186? - 189?)		1,475	54
Sunday morning tidings. (1881 - 1885)		1,367	48
Elmira morning telegram. (1884 - 1888)		274	38
Elmira daily bazoo. (1877 - 1877)	601	34	
Elmira weekly gazette. (185? - 1881)	188	31	
Sunday morning telegram. (1879 - 1884)		651	31
Elmira weekly advertiser and Chemung County Republican.(1858 - 186?)		1,120	30
Elmira advertiser. (1854 - 1858)	772	26	
The Southern-tier leader. (1874 - 1876)		824	19
The summary. (1883 - 19??)	542	18	
Saturday evening review. (1869 - 1871)		826	15
The Elmira tidings. (1885 - 1???)	350	13	

MICROFILM

mag fiche -0-
newspapers -60-
census film -0-
vital stats -0-
misc -1-

Professional Reports June 2022

Steele Library Teen Services

Doris Jean Metzger, MLIS

Amy Coston, Library clerk

- **Teen Summer Reading continues:** sign ups, programs, promotion in person in library and on teen library social media. (June 27—Aug 5). Overall, as of this writing, we have

30 teen participants in SR, and one or two teens at programs, except for D&D, TC Commons clubhouse visits, and Safe Zones which are led by community partners. Teens overall seem **especially** disinclined to sign up and do anything this year, if the choice is left up to them. (Except for the bookworms). Other community partners (SPOT) report similar difficulties in getting teens to attend THEIR events in sufficient numbers, too. I blame residual inertia from the pandemic isolation/disruption.

- **More YA book circulation:** We DO see more patrons (adults, teens) coming in and leaving with ARMFULS of books again. They aren't interested in our programs, just the books, which is also WONDERFUL!
I AM ALSO glad to see some **teens voluntarily hanging out in the teen space and running their own Dungeons & Dragons campaigns.** That's wonderful!
- **Partnering with SPOT program** (Chemung County Youth Bureau's teen program) to have an evening of Lasertag and games on the last Friday of July. **Checkpoint Gaming Lounge (in Arnot Mall)** will be doing 2 Virtual Reality stations as well. Planning this now.
- **SPOT program partnered with us** to have two Pirate themed Dungeons & Dragons game sessions a week during Summer Reading. Game master is local writer/performer Tim Collins. Very popular. Nine-10 teens per group, usually. GREAT attendance considering it is summer and most teens are outside or elsewhere.
- **TC Commons Clubhouse visits each week** for booktalks, hanging out, reading, etc. Another great community partner, thanks to director Regan Parshall!
- **TAG membership and meeting attendance is almost at zero at the moment.** Current members are growing up and out of TAG. They are getting jobs and starting college. We will begin promoting and recruiting especially when school starts.
- **Partnering with SafeZones (Kim Stanton) continues to bring teens** to library on Wednesday evenings.

Information Technology Department/Makerspaces- Deb Brimmer
June 2022

Information Technology Department:

- Created evaluations and went over with Staff before handing them into Admin
- Researched policies and procedures related to the new gaming systems
- Will be providing the Board with a list of games for approval, to be preloaded on the gaming systems
- Worked on configuring new Starat image for Steele and the branches
- Configured New Cloudnine PC res software for future deployment at Steele
- Deployed Cloudnine PC res software at Big Flats, West Elmira, and Horseheads and trained staff on new software
- Worked on testing and troubleshooting ABC mouse, a free alternative to AWE pcs, with STLS and ABC, for West Elmira and Big Flats

- Tested and verified status of hearing Loop at Steele with Mike Morse. Trained staff on use of Hearing Loop which is now available in large meeting room for patrons and staff requiring hearing assistance.
- Worked on verifying Sysaid records for STLS

CCLD Makerspaces

Tinker Lab:

- Created and replaced laminated paper Digital Media Lab door sign with a new vinyl sign
- Photographed Tinker Lab, Teen Space, DML and Children's department for Ron's presentation (also used photos for website)\
- Laser engraved KitchenAid and other appliances for West Elmira
- Reorganized and sorted face shield supplies in storage to make room for other supplies
- Created patron feedback surveys for the Digital Media Lab and Tinker Lab
- Made checklist guide for laser usage, attached to laser
- Created digital 2D diagram of the Digital Media Lab at 1:10 scale for visualizing changes to layout of the room without moving furniture. It is so tight in there we cannot take on any more equipment and have to limit how many patrons can use the space at one time.

Tinker Lab attendance: 136

Certifications: Digital Media Lab: 1

Number of classes held: 3

Digital Media Lab use: 3

Sales total: \$62.70

****All staff completed the following training courses:**

- Workplace Violence Training
- Libraries and Autism Training
- Sexual Harassment Prevention Training (Parts 1 & 2)
- Active Shooter Response Training

Horseheads Activities

by Owen Frank

6/27: Owen attended the Friends of the Horseheads Free Library Meeting. Requested funding for 2 collapsible picnic tables to furnish the new pavilion. The request was approved! Here is a photo:



All Horseheads staff have completed the required webinar training on: Sexual Harassment, Workplace violence, Autism in the library, Active shooter before the June 30th deadline. Summer Reading is going very well, we had almost 50 attendees to our first program on June 29th.

I encourage you to visit the Horseheads Fee Library's calendar of events page to see the complete list of our scheduled events.

As I type these lines at 11:30 am on July 6th there are 127 sign-ups from the Horseheads Library. Owen will be conducting a Tablet Talk session at the Horseheads Branch on Wednesday July 13th. A session in Van Etten is scheduled for Monday July 18th.

On July 27th Owen will be attending an STLS DAC subcommittee meeting that will be discussing cost-share for downloadable content purchases 2023-2025.

Big Flats Library July Programming

Week 2: July 5 @ 3:30

Sea Collage Craft. Make a beautiful seashell collage with water colors & shells. Registration **IS REQUIRED** for this program. 607-562-3300.



Week 3: July 12 @ 6:00

Magic Tim's Magic Show & Balloon Creations! Join us for some live entertainment with Magic Tim & amazing balloon creations you can take home!

Week 4: July 19 @ 3:30

Tanglewood Nature Center Visit. Join us at Big Flats for a Save the Ocean Tale. Follow a mermaid and sea turtle on an ocean adventure! Meet a real sea turtle and land turtle!

Week 5: July 26 @ 3:30

FIELD DAY! Don't miss a super fun filled afternoon with: Giant obstacle course & giant inflatable slide, fishing games, ocean themed crafts, water balloon toss & MORE!!

Week 6: August 2 @ 6:00

The Great & Powerful Dave! Ahoy, mateys! Help Cap'n Dave find his misplaced library card in this fun adventure! Presented by Dave Moreland.



Teens & Adults: SRC Weekly Drawings! Register for the SRC and log your minutes/books to earn entries for the weekly \$10 gift cards to local businesses!

In Person Storytime craft Wednesday, July 13th, 10:30. Join Miss Melanie for song, stories of ocean creatures, and an ocean themed craft. Oceans of Possibilities Paper Bowl Squid
Please call 607-562-3300 to register.



In person all month at the Big Flats Library: Kids & Teen LEGO Club. Thursdays @ 3:30.

All Month at the Big Flats Library Scavenger Hunt: Search the library for Gross Bugs! Find them all and earn a token for the prize machine!

Online Adults:

July 8th @ 1:00pm-Big Flats Zoom Book Club

Van Etten Notes

~The "In a Jar!" Club continues to go. Talks at the last meeting consisted of possibly getting a small and cheap toaster oven for the club to roast and dry out different foods. The club mixes between a craft and recipes each month and we could have a lot more options if we had one. We will talk about it more next meeting.

~ The Summer Reading Club Kick Off Party was a huge success! We had a total of 34 people. We ate pizza, played a lot of field games, and even had races like a potato sack race and tug a war contest! Kool Treats came and offered ice cream for the participants. Overall, we will be doing the SRC Kick Off party like this every year going forward. A special thanks to my few volunteers who helped set up, run stations, and clean up. I couldn't have done it without them.

~We have Cris Johnson coming Friday afternoon for a magic show. He was a success for the Holiday Show. I'm expecting the same amount of people to show up or even more.

~Every week we are doing a new craft related to the Summer Reading Club theme. Each week, patrons will be able to come in from 3-5, every day we're open and make the week's craft to take home with them till the end of Summer Reading Club.

~We have a total of 51 patrons signed up for SRC at the Van Etten branch. Almost double of last year. I expect a few more sign ups as we do programs and as the SRC goes on.

~The Annual Weed Project is done. Just trying to find a few more boxes to pack the last of the books up. Owen will then come pick up the boxes and take them to the Friends.

~Still trying to clear out old and unused furniture. Next big project will be cleaning out the storage space in the basement and organizing it. I may ask for the help of my volunteers for this.

~I keep finding contacts for advertising of events. The Van Etten Library now reaches a Spencer-Van Etten Community Page with over 1000 members. And I have recently added a woman with a local blog a lot of folks read. I have noticed I have gotten a few more patrons than usual since expanding my contacts for advertisement. All my contacts publish and help spread the word for free. I hope this continues to bring in new patrons or bring back some even!



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

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: June 13, 2022

Subject: Approval of Personnel Actions

Promotions:

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:

Maggie Young- F/T Librarian 1 to Step 8

Melanie Cassarly- P/T Library Clerk to Step 10

	Jan-21		Feb-21		Mar-21		Apr-21		May-21		Jun-21		Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	2022		2021		2020		
	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age													
Adult Non-Fiction	1938	7.38%	1,896	7.42%	2,255	7.59%	2272	7.51%	2045	7.12%	1914	6.39%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	12,320	7.23%	21431	7.25%	15338	5.92%
Adult Fiction	5095	19.41%	4,860	19.01%	5,666	19.08%	5813	19.22%	5463	19.02%	5990	20.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	32,887	19.30%	64477	21.80%	44049	17.01%
Juv NF	1389	5.29%	1,387	5.43%	1,624	5.47%	1700	5.62%	1479	5.15%	1647	5.50%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	9,226	5.41%	14921	5.04%	10002	3.86%
Juv Fic	5639	21.48%	5,708	22.33%	6,550	22.05%	6311	20.87%	6082	21.17%	6751	22.55%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	37,041	21.73%	60592	20.48%	39831	15.38%
AV	4692	17.87%	4,675	18.29%	5,647	19.01%	5645	18.67%	4707	16.38%	4536	15.15%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	29,902	17.55%	48858	16.52%	45558	17.59%
Periodicals	114	0.43%	184	0.72%	134	0.45%	173	0.57%	150	0.52%	143	0.48%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	898	0.53%	1553	0.53%	959	0.37%
Other	338	1.29%	414	1.62%	435	1.46%	365	1.21%	182	0.63%	153	0.51%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,887	1.11%	4018	1.36%	1868	0.72%
Public Pcs	621	2.37%	548	2.14%	750	2.53%	744	2.46%	850	2.96%	793	2.65%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	4,306	2.53%	6489	2.19%	4491	1.73%
Wireless	1238	4.72%	1,264	4.95%	1,765	5.94%	2610	8.63%	3124	10.87%	3140	10.49%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	13,141	7.71%	14625	4.94%	18284	7.06%
Down Audio	1601	6.10%	1,494	5.85%	1,718	5.78%	1762	5.83%	1802	6.27%	1959	6.54%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	10,336	6.06%	19934	6.74%	17359	6.70%
Down Ebooks	2924	11.14%	2,674	10.46%	2,733	9.20%	2451	8.11%	2525	8.79%	2532	8.46%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	15,839	9.29%	33242	11.24%	35431	13.68%
Down Music	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0	0.00%	0	0.00%	17809	6.88%
Down Video	72	0.27%	59	0.23%	43	0.14%	28	0.09%	43	0.15%	56	0.19%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	301	0.18%	976	0.33%	3660	1.41%
Down Mags	594	2.26%	396	1.55%	381	1.28%	366	1.21%	277	0.96%	330	1.10%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2,344	1.38%	4687	1.58%	4318	1.67%
Total	26,255		25,559		29,701		30,240		28,729		29,944		0	0	0	0	0	0	0	170,428		295803		258,957	