



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 April 2016 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, April 21<sup>st</sup>, 2016 at 6:00pm at the **West Elmira Library, 1231 West Water Street, Elmira, New York**. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Roberts (271-9625), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2016-19)
4. Treasurer's report
  - a) Financial report (document #2016-20)
  - b) Report of Unpaid Bills Detail (document #2016-21)
6. Correspondence
7. President's report.
8. Director's Report.

**Consent Items: Approval of 2017-2021 Direct Access Plan**  
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
9. Committee reports:
  - a) Executive Committee (Roberts)
    - 1) Report of the Committee meeting (document #2016-22)
  - b) Budget & Finance Committee (Schamel)
    - 1) Report of the Committee meeting (document #2016-23)
  - c) Building & Grounds Committee (Muldoon)
    - 1) Report of the Committee meeting (document #2016-24)
  - d) Personnel Committee (Kappanadze)

**Consent Items: Approval of Personnel Actions (Appendix C).**  
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
10. Call for Executive Session
11. Old business
12. New business
13. Period for public expression
14. Adjournment

*(Minutes of the MARCH 17, 2016 meeting of the Chemung County Library District Board of Trustees. Document #2016-19)*

The meeting was called to order at 6:00pm by President Richard Roberts. Present were Pat Silvernail, Georgia Reynolds, William Wehling, John Schamel, Michael Muldoon, Juan Jones, Phyllis Rogan, Rachel Dworkin, Jim Hare, Tim Blandford and Jared Myers. Excused: Bonnie Chollet and Marge Kappanadze. Absent: Ann Hayes. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant and Conrad Wolan, CCLD's Attorney.

**Minutes.** The minutes of the February 2016 meeting (Document #2016-13) were presented for board review. The minutes were approved as corrected by unanimous consent.

**Financial Report.** The February 29, 2016 Financial Report (Document #2016-14) was presented for board review. Mr. Schamel reported that CCLD has received from the County Treasurer the entire tax revenue as budgeted. By unanimous consent the February 29, 2016 Financial Report was approved as distributed and will be filed for audit.

**Report of Unpaid Bills** (Document #2016-15). Mr. Schamel stated that the March 9<sup>th</sup> bill list includes the 1<sup>st</sup> quarter payment to the Southern Tier Library System (STLS) for Data Processing and the first payment of 2016 to Perry & Carroll for the Auto/Property/Liability and D&O Insurance. By unanimous consent, the board authorizes the payment of the unpaid bills dated 3/9/16 – General Fund \$75,762.62 as distributed in writing.

**Correspondence.** Mr. Shaw stated that a recent note put in the suggestion box had several positive comments regarding the Adult programs being held at the Steele Library. The diversity of topics has been excellent. The patron concluded by saying that CCLD should continue in the direction it is heading.

**President's Report.**

Election Discussion. Cindy Emmer and Robert Siglin were present representing the County Board of Elections. Jim Hare and Phyllis Rogan, Ad-Hoc Committee members, reiterated the issues that the Chemung County Board of Elections has with running the Library District trustee election. The County does not have any issues with including the CCLD budget request in the annual election; however the trustee election cannot be separated from the budget vote according to our Legislation. Both Mr. Hare and Ms. Rogan feel it is important for the County to continue holding our elections. To do so, the CCLD board needs to discuss changes to the Legislation to include elimination of staggered terms, have consecutive term limits and change the deadline date for the submission of election petitions.

The alternative is CCLD conducting its own election which means that the Library Board is responsible to do the election, to decide how many polling places there would be, hire election inspectors, promote the election, print the ballots and send absentee ballots. Ultimately this would mean a shrinkage in the number of voters. If the Library District chooses to hold its own election, the Board of Elections would still be willing to assist the District.

CCLD's Attorney, Conrad Wolan, stated it is considered bad governing to have consecutive terms and no term limits. The State Legislature may have trouble aligning all current term endings to 2018. To shorten a current trustee's term is considered a no-no. He stated it will be hard to get these changes approved by the Legislature. An alternative to these changes requested in our Legislation would be to request that the State approve a change that states that the trustee election does NOT need to be held at the same time as the budget vote. This way the County could continue to hold the

budget vote at the General Election and the election for any Trustee whose term is ending could be held by CCLD in a polling place of their choosing. It would not need to be the entire County voting, only the District with the vacancy.

Ms. Dworkin moved, seconded by Mr. Schamel to submit the necessary changes to the State Legislature while simultaneously preparing to hold our own elections should the changes fail to pass. The proposed changes to the Legislation to be requested are: (1) Election Petitions are due to the County Board of Elections 60 days prior to the General Election; (2) All current Trustees will serve until 2018; (3) All Trustees will have a 4-year term beginning in 2018; and (4) Elimination of Term Limits for all Trustees; OR, alternately (5) divorcing the passage of the CCLD Budget from the election of Trustees. Roll Call Vote: Ms. Silvernail – Yes; Ms. Reynolds – No; Mr. Wehling – Yes; Mr. Schamel – Yes; Mr. Muldoon – Yes; Mr. Jones – Yes; Ms. Rogan – Yes; Ms. Dworkin – Yes; Mr. Hare – Yes; Mr. Blandford – Yes; Mr. Roberts – Yes; Mr. Myers – Yes. Motion Carried. A copy of the proposal to the State Legislature should be submitted to the County Board of Elections by April 30, 2016.

**Public Expression.** Cindy Emmer, representing STLS, stated that they are in the planning process and will be holding Focus Groups in five counties to get input from residents, staff and board members. She encouraged participation in these planning sessions.

**Director's Report.** Mr. Shaw discussed the following:

CCLD Issues. Mr. Shaw thanked Ms. Corter and Ms. Howard for their participation in Diven School's Dr. Seuss Birthday reading. Besides reading, Ms. Howard also dressed up as the Cat in the Hat. Mr. Shaw also read to two Pre-K and Kindergarten classes.

NYLA. Mr. Shaw spoke about NYLA's Legislative Agenda and Budget Priority. Which focuses on increased funding for libraries and increased funding for constructin grants.

Central Library. The Planning Committee is meeting to discuss expenditures in Central Book Aid and Central Library Development Aid for the upcoming year. They are reviewing services that are currently provided, looking at different Databases and reallocating CBA expenditures.

Programs. Maker Expo 2016. May 21<sup>st</sup> is scheduled for the Maker Expo to be held at the Steele Library. Mr. Shaw stated that there are several volunteers from staff who will be working that day. Regarding the request to close the Horseheads Library on May 21, 2016 to allow more staff to be available to assist in the Expo, Mr. Schamel moved, seconded by Mr. Blandford to close the Horseheads Library on May 21, 2016. VOTE: 11 – Yes; Ms. Reynolds – No. Motion carried. It was requested that the Horseheads community be made well aware of this change in hours. The board will evaluate whether or not to continue this for next year.

Tinker Lab. Mr. Shaw passed around slips that totaled over \$75 for one month of activities in the Tinker Lab. The Lab has become much more active and it is hoped that it will eventually support its own activities.

Ms. Reynolds requested that since CCLD has money in a reserve fund, that the board consider adding to the Marketing budget which has been being depleted in the past few years. Ms. Reynolds moved, seconded by Mr. Hare to move \$10,000 into the Marketing Budget. 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 #2016-16). Mr. Roberts reported that he has received and signed the original copy of the CCLD/CSEA contract for the years 2105 – 2017. Copies will be made available to all staff and all board members. Regarding the Public Library Foundation of Chemung County's (HH) request to

distribute their funding to CCLD on an annual basis at the end of each year, Mr. Roberts has contacted Mr. Pirozzolo to inform him that CCLD has no issues with this procedure.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2016-17). The Committee reviewed the paperwork received from Joe Sartori, Chemung County Treasurer, regarding CCLD's request to receive a pay-off amount for the bonds that the Library District currently owes to the County. Ms. Reynolds stated that CCLD is currently receiving 2% interest on the Sweep Account at the bank and are paying 4.25% interest on the bond. The amount that CCLD can save by paying it off early is \$ so it is worth considering an early pay-off. Mr. Schamel moved, seconded by Ms. Dworkin that CCLD pay off the current bond being held by Chemung County in the amount of approximately \$77,446.59 to be verified after the CCLD 2015 annual audit. Vote: Unanimously Approved.

Mr. Shaw passed around a copy of the check from the Southern Tier West Development Foundation in the amount of \$29,813.40 which allowed CCLD to purchase IT equipment that was not to be expended in the current budget.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2016-18). Regarding the "Teen" section renovation at the Steele Library, Mr. Muldoon stated that while he was at Cornell University recently, he was told that the best way to have students from Cornell assist in forming the scope of this project is to contact the professors. Mr. Muldoon will contact them to see if they are interested in students working on the conceptual direction the District could go with this renovation.

Friends of CCLD request. The Committee reviewed a request from the Friends of CCLD to be allowed to install "poetry posts" outside each of CCLD's library buildings. The Friends will fund this entire project. Mr. Hare moved, seconded by Mr. Muldoon to approve the installation of these poetry posts providing the proper permits are received from Code Enforcement of the various Towns and Villages and that permission is granted from the Town of Van Etten. VOTE: 9 – Yes; 3 – No. Motion Carried.

Bathroom project at Steele. The Library District has received a revised fee from Bob Butcher of Foor & Associates for the engineering/project management of this project to include renovation of the second floor Public Restrooms. Mr. Muldoon moved, seconded by Mr. Hare that the Library District approves the increase of \$5,400 in the contract with Foor & Associates to include their expenditures for the renovation of the second floor restrooms at the Steele Library. VOTE: Unanimously Approved.

Big Flats Library "reading garden". To clarify the minutes from the last meeting, it should be noted that the Big Flats Advocates have their own funds which are currently being held in the Steele Memorial Library Foundation account. Therefore, the request to release \$5,500 for the garden project was a request to the Foundation to release the Advocate's own money. It is reported that the Advocates have applied to the Walmart Foundation for additional funding and may request funds from the Big Flats Community Days. The Town of Big Flats has agreed to pour the concrete slab for the pavilion. The Amish workshop will be constructing the pavilion. They do not plan on installing electricity in the pavilion. Ms. Silvernail moved, seconded by Mr. Jones for the Library District to approve for the Big Flats Advocates to move forward with this project at the Big Flats Library. VOTE: Unanimously Approved.

**Personnel Committee.** It was reported that the Committee met on March 8, 2016 to review the findings of the Organizational Evaluation. It was agreed that one of the major findings was communication issues between the board, the director and the staff. The Committee recommends the following:

(1) That meetings between the Director and the officers of the Local CSEA unit #6362 be established to take place on a regular basis. One trustee will attend each meeting on a rotating basis as a neutral

observer – not a participant. Mr. Schamel moved, seconded by Ms. Dworkin that a schedule be established and be provided to the board by the next meeting of the board. VOTE: Unanimously Approved.

(2) That the various Department Heads and Branch Supervisors be scheduled every other month to make a presentation to the board. The content of the presentation will be determined by the department or branch. The presentations will be scheduled at the beginning of the board meeting and overtime or comp time will be authorized if needed. Mr. Blandford moved, seconded by Ms. Silvernail that a schedule be made for the various departments and branches to be given opportunity to speak at the beginning of a board meeting, said presentation to include stats, anecdotes and/or complaints and that the board authorizes the payment of overtime or comp time if necessary. VOTE: Unanimously Approved. The Director should have this schedule in place to submit to the board at the May 19<sup>th</sup> board meeting.

(3) That the Director is encouraged to attend the morning staff meetings being held at the Steele Library on a regular basis.

(4) That the Director develop a training procedure for each position detailing what training is required and who is responsible for administration of the training and provide an outline of the training procedures to the board.

The Committee will be distributing the Director's Performance Evaluation paperwork in the coming weeks. This year's evaluation will be completed by the board. Due to the Organizational Evaluation that was just completed, there will not be a staff survey as part of the Director's evaluation this year.

Executive Session. Mr. Blandford moved, seconded by Ms. Reynolds to move into Executive Session to discuss a particular employment situation. Mr. Schamel moved, seconded by Mr. Wehling to come out of Executive Session. Mr. Schamel moved, seconded by Mr. Blandford that the board approves of the promotion of Caroline Poppendeck from Librarian 1 to Librarian 2 and the step increases of Ms. Gridley and Ms. Bird. VOTE: 10 – Yes; Ms. Rogan – Abstain; Ms. Reynolds – Abstain. Motion Carried.

**Old Business.** None.

**New Business.** None

The meeting was adjourned at 8:06pm. The next regular meeting of the board will be held on Thursday, April 21<sup>st</sup>, 2016 at 6:00pm at the **West Elmira Library, 1231 West Water Street, Elmira, New York.**

**CHEMUNG COUNTY LIBRARY DISTRICT**

(DOCUMENT #2016-20)

**Financial Report - March 31, 2016**

Income	2016 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 76,700	\$ 24,692	\$ 52,008	32%		Includes \$6,500 Fines collected by STLS thru PayPal 2014/15
Grants (other than N.Y.S.)	\$ -	\$ 41,068				Corning Lib \$2K for Zinio; Friends of CCLD \$2,955, HH Friends \$5,500, Swest Grant \$29,813, ARTS \$700, CCTC \$100
Foundation Contributions	\$ 165,000	\$ 20,000	145,000	12%		<b>SML Foundation 1st Qtr</b>
Library District Tax Receipts	\$ 2,725,648	\$ 2,725,648	0	100%		
PILOT Funds	\$ 40,000	\$ -				
Interest on Investments	\$ 1,000	\$ 687	313	69%		
<b>State Aid</b>						
Central Library Development	\$ 89,276	\$ -	89,276	0%		
Central Book Aid	\$ 61,958	\$ -	61,958	0%		
Local Library Services Aid	\$ 37,000	\$ -	37,000	0%		
Other State Aid		\$ 5,949	(5,949)			Final for Elevator Project
<b>TOTAL INCOME</b>	<b>\$ 3,196,582</b>	<b>\$ 2,818,044</b>	<b>\$ 379,606</b>	<b>88%</b>	<b>25%</b>	

Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
<b>Personnel</b>						
Salaries	1,418,630	\$ 369,707	\$ 1,048,923	26%		
Overtime & Holiday Salaries	14,787	\$ 5,466	9,321	37%		
<b>Employee Benefits</b>						
FICA	109,658	\$ 30,960	\$ 78,698	28%		
NY State Retirement	266,616	\$ 59,830	\$ 206,786	22%		
Medical & Dental	395,628	\$ 112,993	\$ 282,635	29%		
Other (Disability, Wk. Comp, Unemp)	26,828	\$ 21,742	\$ 5,086	81%		WC & Disability pd ANNUAL
<b>Subtotal - Personnel Expenses</b>	<b>2,232,147</b>	<b>600,698</b>	<b>\$ 1,631,449</b>	<b>27%</b>	<b>25%</b>	
<b>Contractual</b>						
Equipment	40,689	\$ 38,716	1,973	95%		SouthWest Grant \$29,813, HH Gift \$258
Telephone	11,350	\$ 10,192	1,158	90%		Paid Annually
Supplies	42,900	\$ 11,059	31,841	26%		MakerSpace Grant \$1,202, FR of CCLD \$582, Mkting \$169
Travel & Continuing Education	14,715	\$ 696	14,019	5%		
Repairs & Maintenance	39,412	\$ 10,743	28,669	27%		
Postage	2,000	\$ 214	1,786	11%		
Library Materials (books, video, etc.)	318,551	\$ 51,259	267,292	16%		
Utilities	67,000	\$ 18,569	48,431	28%		
Building Cleaning Supplies	21,325	\$ 3,952	17,373	19%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 457	3,543	11%		
Insurance	38,701	\$ 14,697	24,004	38%		
Vehicle Operation / Maintenance	1,000	\$ -	1,000	0%		
Professional Fees (audit, engineer/legal fees)	20,825	\$ 8,995	11,830	43%		HR Consultant \$2,900
Data Processing Expenses (Cost Share)	124,308	\$ 36,494	87,814	29%		VPN-Time Warner
Payment of Taxes	4,975	\$ 2,056	2,919	41%		
Library Programming	27,500	\$ 12,524	14,976	46%		TOTAL \$4,028=Grant \$434; Gifts \$1,210; HH Friends \$2,348, Mkting \$36
Chemung County costs (B&G, vision)	12,000	\$ 4,796	7,204	40%		
Capital Improvements STATE CONST see below	25,000	\$ 3,508	21,492	14%		Hunt Eng for Elevator Project
Contingency Fund	61,618	\$ -	61,618	0%		
Debt Service	\$ 16,290	\$ -	16,290	0%		
<b>Subtotal Expenses</b>	<b>\$ 3,126,306</b>	<b>\$ 829,625</b>	<b>\$ 2,296,681</b>	<b>27%</b>	<b>25%</b>	
2015 & 2016 State Construction Projects		\$ 2,111				Elevator Air Monitoring
<b>TOTAL EXPENSES</b>	<b>\$ 3,126,306</b>	<b>\$ 831,736</b>				

## Unpaid Bills Detail

As of April 13, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Aleta Yarrow</b>			
	04/12/2016	Adult Prog 4/20 pd by ARTS grant	175.00
Total Aleta Yarrow			<u>175.00</u>
<b>Archives of Michigan</b>			
	04/12/2016	Genealogy records	53.29
Total Archives of Michigan			<u>53.29</u>
<b>Aridan Books, Inc.</b>			
	04/12/2016	Crayon Kiosk year of svc for BF	108.00
Total Aridan Books, Inc.			<u>108.00</u>
<b>Barnes &amp; Noble, Inc.</b>			
	04/12/2016	YA book purchase/SRC prize	151.07
Total Barnes & Noble, Inc.			<u>151.07</u>
<b>Capabilities, Inc.</b>			
	04/12/2016	Cleaning BF/HH/WE for MAR	1,168.00
Total Capabilities, Inc.			<u>1,168.00</u>
<b>CCLD Petty Cash</b>			
	04/12/2016	Petty Cash BF	144.38
Total CCLD Petty Cash			<u>144.38</u>
<b>Chemung Canal Trust Company</b>			
	04/12/2016	Registration Genealogical Studies course-M.Young	1,772.00
Total Chemung Canal Trust Company			<u>1,772.00</u>
<b>Chemung County Historical Society</b>			
	04/12/2016	membership dues	35.00
Total Chemung County Historical Society			<u>35.00</u>
<b>CHILDREN'S PLUS INC.</b>			
	04/12/2016	Books Purchased - BKM	544.30
Total CHILDREN'S PLUS INC.			<u>544.30</u>
<b>Cohocton Public Library</b>			
	04/12/2016	Patron refund - pd at ST	9.00
Total Cohocton Public Library			<u>9.00</u>
<b>Demco, Inc.</b>			
	04/12/2016	DVD albums/jewel cases, Book Truck pd by HH Friends	1,064.41
Total Demco, Inc.			<u>1,064.41</u>
<b>EBSCO Information Services</b>			
	04/12/2016	Annual magazine sub - Gift Account	316.27
Total EBSCO Information Services			<u>316.27</u>
<b>Eldridge Park Carousel Preservation Soc.</b>			
	04/12/2016	REGISTRATION for SRC final party 8/10/16 pd by Friends	325.00
Total Eldridge Park Carousel Preservation Soc.			<u>325.00</u>

## Chemung County Library District General Fund

Document #2016-21

## Unpaid Bills Detail

As of April 13, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Elmira Water Board</b>			
	04/12/2016	Water bills - WE 1/5-3/7	59.53
Total Elmira Water Board			<u>59.53</u>
<b>Fire Alarm Service Technology, Inc.</b>			
	04/12/2016	ST Annual Fire Alarm Monitoring	330.00
Total Fire Alarm Service Technology, Inc.			<u>330.00</u>
<b>First Transit</b>			
	04/12/2016	Bookmobile fuel-2/23-3/17; Repairs 1st QTR	1,646.20
Total First Transit			<u>1,646.20</u>
<b>Glenice Peel</b>			
	04/12/2016	mileage reimb 3/11-4/6	91.80
Total Glenice Peel			<u>91.80</u>
<b>Image Integrator</b>			
	04/12/2016	Annual Service contracts 3 MF machines	2,645.00
Total Image Integrator			<u>2,645.00</u>
<b>Imperial Door Controls, Inc.</b>			
	04/12/2016	Annual Maint contracts all libraries/repairs @ ST	3,297.02
Total Imperial Door Controls, Inc.			<u>3,297.02</u>
<b>Jamex, Inc.</b>			
	04/12/2016	copy card supply	412.70
Total Jamex, Inc.			<u>412.70</u>
<b>JFJ Disc Repair</b>			
	04/12/2016	DVD Repair supplies - ST	58.69
Total JFJ Disc Repair			<u>58.69</u>
<b>Kash Iraggi-Wiggins</b>			
	04/12/2016	4/23 program at HH	225.00
Total Kash Iraggi-Wiggins			<u>225.00</u>
<b>Kathleen Cory</b>			
	04/12/2016	patron refund	8.00
Total Kathleen Cory			<u>8.00</u>
<b>McGraw Technology Services</b>			
	04/12/2016	Professional Services-IT Department 4/3/16	535.00
Total McGraw Technology Services			<u>535.00</u>
<b>Michelle Erickson</b>			
	04/12/2016	VE Program Supplies	94.83
Total Michelle Erickson			<u>94.83</u>
<b>Multi Media Services</b>			
	04/12/2016	supply of library card apps	242.46
Total Multi Media Services			<u>242.46</u>



## Chemung County Library District General Fund

Document #2016-21

## Unpaid Bills Detail

As of April 13, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Petty Cash-Steele</b>			
	04/12/2016	Programming AD/YA/BF/VE	334.55
Total Petty Cash-Steele			<u>334.55</u>
<b>Quicker Printer</b>			
	04/12/2016	CCLD/CSEA contract printing	368.05
Total Quicker Printer			<u>368.05</u>
<b>Reliable Computer Products</b>			
	04/12/2016	printer cartridg	170.50
Total Reliable Computer Products			<u>170.50</u>
<b>Sayles &amp; Evans</b>			
	04/12/2016	Attorney fees 12/1-12/21	798.00
Total Sayles & Evans			<u>798.00</u>
<b>Small Farmer's Journal</b>			
	04/12/2016	one year subscription-HH	47.00
Total Small Farmer's Journal			<u>47.00</u>
<b>Sovereign Media</b>			
	04/12/2016	Okatu Mag subscription	18.95
Total Sovereign Media			<u>18.95</u>
<b>Staples Advantage</b>			
	04/12/2016	office supplies all libraries	449.50
Total Staples Advantage			<u>449.50</u>
<b>The Penworthy Company</b>			
	04/12/2016	Library materials HH	1,221.65
Total The Penworthy Company			<u>1,221.65</u>
<b>Unique Management Services, Inc.</b>			
	04/12/2016	collection notices-MAR	375.90
Total Unique Management Services, Inc.			<u>375.90</u>
<b>Vasco Brands, Inc.</b>			
	04/12/2016	cleaning/paper supplies	523.89
Total Vasco Brands, Inc.			<u>523.89</u>
<b>W. B. Mason Co, Inc.</b>			
	04/12/2016	office supplies all libraries	196.62
Total W. B. Mason Co, Inc.			<u>196.62</u>
<b>Wegmans Food Markets Inc.</b>			
	04/12/2016	HH & ST Juv	137.43
Total Wegmans Food Markets Inc.			<u>137.43</u>
			<u><u>20,153.99</u></u>

10:20 AM

04/06/16

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of April 6, 2016

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Ingram Library Services</b>			
Bill	4/6/2016	Non Fiction purchases	854.44
Total Ingram Library Services			854.44
<b>Southern Tier Library System</b>			
Bill	4/6/2016	NF processing fees	52.50
Total Southern Tier Library System			52.50
<b>TOTAL</b>			<b>906.94</b>

10:10 AM

04/06/16

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of April 6, 2016

Type	Date	Memo	Open Balance
<b>Amanda Farley</b>			
Bill	4/5/2016	Mileage 2/8-3/25 & HH Prog supplies	205.70
Total Amanda Farley			205.70
<b>Amazon Credit Plan</b>			
Bill	4/5/2016	purchases all libraries 2/9-3/8	3,694.60
Total Amazon Credit Plan			3,694.60
<b>Blackstone Audio</b>			
Bill	4/5/2016	DVD purchases FEB	129.98
Total Blackstone Audio			129.98
<b>Brodart Co.</b>			
Bill	4/5/2016	labels for books	97.27
Total Brodart Co.			97.27
<b>CCLD Petty Cash</b>			
Bill	4/6/2016	Petty Cash HH/WE	444.48
Total CCLD Petty Cash			444.48
<b>Cengage Learning, Inc.</b>			
Bill	4/5/2016	Fiction Purchases-ST	601.96
Total Cengage Learning, Inc.			601.96
<b>Chemung Canal Trust Company</b>			
Bill	4/6/2016	HH Seed prog/ST display/WE blinds/IT software	1,522.73
Total Chemung Canal Trust Company			1,522.73
<b>CHILDREN'S PLUS INC.</b>			
Bill	4/5/2016	Books Purchased - BF	822.60
Total CHILDREN'S PLUS INC.			822.60
<b>Doris Farmer</b>			
Bill	4/5/2016	Teen Yoga program 4/9	75.00
Total Doris Farmer			75.00
<b>Doug Rougeux</b>			
Bill	4/5/2016	4/16 program at ST	425.00
Total Doug Rougeux			425.00
<b>Elmira Water Board</b>			
Bill	4/5/2016	Water bills - ST 1/11-3/14	169.60
Total Elmira Water Board			169.60
<b>Glenice Peel</b>			
Bill	4/5/2016	mileage reimb 2/8-3/8	110.70
Total Glenice Peel			110.70
<b>Image Integrator</b>			
Bill	4/5/2016	toner for Microfilm Machine 3/14	229.00
Total Image Integrator			229.00
<b>Ingram Library Services</b>			
Bill	4/6/2016	Library materials - all libraries	11,567.86
Total Ingram Library Services			11,567.86
<b>Insect Lore</b>			
Bill	4/5/2016	HH Programming supply	43.90
Total Insect Lore			43.90
<b>Joyce Thompson-Hovey</b>			
Bill	4/5/2016	4/23 Adult prog at ST	75.00
Total Joyce Thompson-Hovey			75.00
<b>Lakeshore Learning Materials</b>			
Bill	4/5/2016	Magnetic Mazes for HH pd by Friends	111.75
Total Lakeshore Learning Materials			111.75
<b>MidWest Tape</b>			
Bill	4/5/2016	DVD/Audio purchases - HH/ST/WE	1,955.26
Total MidWest Tape			1,955.26
<b>Nicole B. Wood</b>			

10:10 AM

04/06/16

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of April 6, 2016

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Bill	4/5/2016	Patron Refund	15.00
Total Nicole B. Wood			15.00
<b>Petty Cash-Steele</b>			
Bill	4/5/2016	postage, supplies, PROG VE, Teen, AD, Mileage VE/BF	292.00
Total Petty Cash-Steele			292.00
<b>Recorded Books</b>			
Bill	4/5/2016	DVD purchases Jan & March	1,171.80
Total Recorded Books			1,171.80
<b>Ronald Shaw</b>			
Bill	4/5/2016	Mileage 12/17-3/17, INS reimb 2015/16 + ALA Conf expen...	1,041.61
Total Ronald Shaw			1,041.61
<b>U.S. Toy Co/Constructive Playthings</b>			
Bill	4/5/2016	Toy Trolley for HH pd by Friends	75.54
Total U.S. Toy Co/Constructive Playthings			75.54
<b>TOTAL</b>			<b>24,878.34</b>

## Document #2016-22

### Report of the April 6<sup>th</sup>, 2016 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Rachel Dworkin, Georgia Reynolds, Marge Kappanadze and Richard Roberts; and Joan Santulli and Ronald Shaw, CCLD management. Other board members in attendance were Phyllis Rogan, Jim Hare, Ann Hayes, Will Wehling and Pat Silvernail. The meeting opened at 6pm.

**UNPAID BILLS:** Mr. Hare moved, seconded by Ms. Dworkin to approve the Unpaid Bill lists dated 4/6/16 – General Fund - \$24,878.34 and the Grant Fund - \$906.94. VOTE: Unanimously Approved.

President Report. Mr. Roberts thanked Mr. Shaw for the informational emails that were sent to the board relating to a patron complaint on the limit of 50 book checkout per card. Homeschoolers are allowed to check out more than the 50 book limit, however, they will still follow DVD rules for Feature Films. The patron was grateful for the Director's response to the complaint.

Director Report. Mr. Shaw reported the following:

**National Library Week-** Being celebrated April 10-16. The prize being given is a Samsung Galaxy Tablet. The rule will be one ticket per checkout session not per item.

**Central Library Plan-** The adhoc Central Library Planning Committee met on Thursday, March 10<sup>th</sup>. The first draft of the 2017 - 2021 Central Library Plan of Service to STLS Member Libraries will be reviewed by the Committee along with the Directors Advisory Council. The deadline for input/feedback is Friday, April 29<sup>th</sup>. After the April 29 deadline, STLS will incorporate revisions to the best of our abilities in partnership with CCLD. We will then send a second draft copy to the full membership for review and comment. The membership deadline is June 24. Again, appropriate revisions will be made following the second review process in partnership with CCLD. The intent is to have a final draft completed by July for approval by the STLS and CCLD Boards of Trustees.

**Continuing Education Day May 13, 2016 -** Having issues securing presenters and are working with STLS to determine if we can partner with them. We have a deadline of April 12<sup>th</sup>. If STLS can't provide presenters and CCLD is unable to assist we have three options- cancel, reschedule or use the current date as a CCLD training event for staff using the results of the organizational evaluation. Our date for the decision is Friday, April 18<sup>th</sup>. Since training is such a large issue, CCLD will most likely keep the date and use the time for internal training options.

**Elmira Viaduct-** a new Writing & Visual Arts Zine produced by Maggie Young is available on our home page. There will also be some print copies provided for patrons.

**WorkForce NY –** Mr. Shaw is working with representatives from WFNY to possibly get some adult volunteers to assist staff with minor work duties.

The meeting adjourned at 6:14pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, May 4<sup>th</sup>, 2016 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

**Document #2016-23**

**Report of the April 13<sup>th</sup>, 2016 meeting of the Budget & Finance Committee of the Chemung County Library District.**

Attending the meeting were CCLD board members Georgia Reynolds, Marge Kappanadze, Rick Roberts and John Schamel. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

Ms. Santulli presented the March 31<sup>st</sup>, 2016 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the 4/13/16 Unpaid Bills Detail for the General Fund bills totaling \$20,153.99. The list includes a \$1,400 invoice for repairs to the Bookmobile that were not previously invoiced by First Transit. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Ms. Santulli stated that CCLD has been audited by the Worker's Comp insurance and has been told to expect a \$1,500 increase in the premium for this current year.

The auditors from EFP Rotenberg will be here beginning April 25<sup>th</sup> to audit CCLD's finances for fiscal year 2015. Ms. Santulli stated that she will request confirmation from the auditors of the dollar amount due to Chemung County to pay off the Debt Service due to them.

Mr. Shaw stated that he received notification of a \$6,000 distribution from the Steele Memorial Foundation account which he assumes is the dollar amount of Big Flats Advocates money being held by the Foundation. The money was given directly to the Advocates.

The meeting adjourned at 8:09am. The next meeting of the Budget & Finance Committee will be held on Wednesday, May 11<sup>th</sup>, 2016 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

**Document #2016-24**

**Report of the April 6<sup>th</sup>, 2016 meeting of the Buildings & Grounds Committee of the Chemung County Library District**

The meeting opened at 5:30pm. Present were Mr. Hare, Ms. Hayes and Mr. Roberts. Also attending were Joan Santulli and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Bathroom Project at the Steele Library. Bob Butcher (Project Manager) met with Mr. Shaw this week to look at the upstairs restrooms. He has sent an inquiry to Chemung County B&G for their input prior to finalizing the scope of the project and completing the design which will be presented to the Committee for review. The Committee requested that Mr. Butcher be contacted to give CCLD a timeline on this project. Teen Section Renovation at Steele. Mr. Muldoon will be sending an update of what he needs to send to Cornell to determine whether or not the blueprints for this project can be part of a “student project” at no cost to CCLD.

Big Flats Library “reading garden”. The Big Flats Advocates have received their money that was located in reserve with the Steele Memorial Foundation. No other report at this time as they are meeting this week.

Big Flats Community Days. Ms. Hayes stated that the Community Day Committee would like to have the Bookmobile participate in their Community Days on June 25<sup>th</sup>. Mr. Shaw will contact Ms. Corter, the Bookmobile Supervisor and Kim Jones, the driver to determine availability.

County Buildings & Grounds: Bob Dieterle and some members of County B&G visited. When they can send over the painter they will start work on the columns. We have already moved some shelving at their request.

Youth Services Office at Steele. The County is planning on building an office similar to the room they built for Adult Services. YS wants to use their current office as a storytime room and a supervised visits room in order to get better control of children.

The meeting adjourned at 5:40pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, May 4<sup>th</sup>, 2016 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

## I. Commissioner's Regulations 90.3 (a) Definitions

**Public Library System** means a library established by one or more counties, a group of libraries serving an area including one or more counties in whole or in part, a library of a city containing one or more counties, or a cooperative library system established pursuant to the provisions of section 255 of the Education Law.

**Approved plan of service** means a plan of library service submitted by a public library system board of trustees in accordance with section 272 of the Education Law that has been approved by the Commissioner pursuant to the provisions of this section. The plan of service defines the mutual commitments, responsibilities and obligations of the public library system and its members in meeting the service needs of the area served and statewide library service goals.

**Direct Access** means the ability of an individual, who resides within the boundaries of a public library system and who has a valid borrower's card issued by the system or any member library in the system, to borrow materials for home use directly from the premises of any library that is a member of the public library system on the same basis as that specified for cardholders in each individual library.

**Chartered service area** means the geographic area served by a library as stated in charter documents as approved by the Board of Regents and on file with the department. For purposes of this section, the phrase "and its environs" or its equivalent, as contained in any charter document will not be recognized by the commissioner as a valid part of the library's chartered service area. For purposes of this section, the commissioner will not recognize areas served by the library under contract as a valid part of a library's chartered service area.

**Resident borrower** means an individual who resides within the boundaries of the chartered service area of a public or association or Indian library as defined in section 253 of the Education Law and who is a library cardholder at that library.

**Non-resident borrower** means an individual who resides outside the boundaries of the chartered service area of a public or association or Indian library as defined in section 253 of the Education Law and who is a library cardholder at that library or at another member library of the public library system who is a system cardholder.

**Library resources** mean the print and non-print materials owned by the library and any other services provided by the library to the resident borrowers of the library's chartered service area.



**Local income** means funds supplied by local taxing agencies which may be municipalities, school districts or special districts. These funds may be from the library's sponsoring municipality or from a non-sponsoring municipality in payment for library services.

**On-site use** means the ability of an individual to use library resources on the premises of a library.

**Serious inequities and hardships** mean those conditions which adversely affect resident borrowers of member libraries. Such conditions are defined in accordance with the free direct access provisions contained in each system's approved plan of service and may include, but limited to, a definition of what constitutes excessive borrowing of a library's resources by non-resident borrowers.

**Unservd** means those individuals residing in geographic areas that are within the boundaries of a public library system but outside the boundaries of chartered service area of a library which is a member of that system.

**Underserved** means those individuals residing in geographic areas that are within the chartered service area of a member library and which the public library system had identified as having an inadequate level of local income to support the delivery of acceptable library services.

## II. STLS Free Direct Access Plan

**Describe how all individuals residing within the boundaries of the system but outside a member public library's chartered service area will receive library services.**

Member libraries will provide free on-site use of library resources, including the use of computers and access to the Internet, to all individuals residing within the boundaries of the public library system service area. Free on-site use of the resources of the system will also be available to all individuals residing within the boundaries of the system. No individual shall be excluded from on-site use of the library resources of the system or any of its member libraries because of age, cultural, economic or civic status.

Preference for such service may be given to local residents.

As required by Commissioner's Regulation [§90.3\(a\) through \(d\)\(4\)](#) neither the system nor member libraries will charge individuals for library cards.

Individuals residing within the boundaries of the system but outside a member public library's chartered service area will receive service and borrow materials by requesting a library card from a local library.

**Describe how the system will assure that those persons living within the system boundaries in an area where a member library chooses to withdraw from the system, or where a chartered and registered library was never a member of the system, will be served by the system.**

All chartered and registered libraries in the Southern Tier Library System region are members of the System. If a member library chooses to withdraw from the System, neighboring libraries will issue cards and provide service to residents living in the service area of the withdrawing library.

STLS provides interlibrary loan service to residents; that service will continue to be provided for persons in an area where a library chooses to withdraw from the library system, or ceases to fund library service.

**Describe what the system considers “serious inequities and hardships” and the criteria used by the system to make the determination.**

“Serious inequities and hardships” occur when jurisdictions refuse to support, or provide sufficient support for a library. Services to local taxpayers are reduced and materials are unavailable because out-of-chartered service area residents are using those services and materials. Economic impact on an STLS member library, resulting in serious inequities and hardships results when

1. Non-residents who actively borrow materials constitute over 25% of the library’s borrowers.
2. Direct loans to nonresident borrowers constitute over 25% of a library’s circulation.

**Describe what constitutes excessive out-of-chartered service area borrowing in the system.**

“Excessive borrowing” in the Southern Tier Library System occurs when nonresident borrowers account for more than 25% of a library’s circulation.

**Describe the unserved and the underserved population within the System.**

Unserved populations within the STLS region (populations outside of a chartered service area), are defined in color-coded maps developed by the Division of Library Development and posted online. Taxpayers in a majority of school districts in the STLS region have approved tax support for library service; therefore there is an implied contract for library service in the portions of the school districts which extend beyond library service areas.

**Describe the criteria used by the system to identify libraries as having an inadequate level of local income to support the delivery of acceptable library services (underserved). List those libraries so identified.**

The majority of chartered libraries in the System have a public funding referendum that aligns with school district geographic borders. Only 4 of 39 chartered libraries do not have a funding referendum. All 4 of these libraries receive public funds through their municipalities.

The System will use the criteria of Total Referendum Funding per Capita of School District Resident to identify libraries having an inadequate level of local income to support the delivery of acceptable library services.

The System has set the level of adequate funding at \$15.00 per School District Resident based on performance benchmarks within the System that align with New York State Minimum Standards and public library best practices.

The following libraries have been identified as having inadequate levels of local income.

20th Century Club Library	Genesee Library
Addison Public Library	Howard Public Library
Alfred Box of Books Library	Jasper Free Library
Andover Free Library	Modeste Bedient Memorial Library
Angelica Free Library	Montour Falls Memorial Library
Avoca Free Library	Prattsburg Free Library
Bolivar Free Library	Pulteney Free Library
Colonial Library	Rushford Free Library
Dutton S Peterson Memorial Library	Savona Free Library
E J Cottrell Memorial Library	Scio Memorial Library
Free Library of the Belmont Literary and Historical Society	Wide Awake Club Library
	Wimodaughian Free Library

**Describe the actions the system will take to expand the availability of library services to unserved and underserved individuals residing with the boundaries of the system.**

The Southern Tier Library System will be available upon request to work with Library boards of autonomous member libraries to:

1. Develop recommendations for funding options and/or charter changes for member libraries.
2. Meet with town and member library boards of trustees to discuss the following funding options and charter changes:

- a) contract with neighboring municipalities to provide library service, or
  - b) expand library service areas and request additional funds from the expanded area, or
  - c) request funding increases from local funding sources, or
  - d) establish voter referenda for library funding, or
  - e) request larger funding increases through voter referenda
3. Provide training workshops on funding and charter changes.
  4. Provide a timetable for such actions.  
Ongoing 2017 – 2021.
  5. Identify who will be responsible for carrying out these actions.  
The library system's Division of Library Sustainability and System Resources.

**Describe the conditions under which modifications to the free direct access plan can be made.**

**A. With the approval of the majority of member libraries and without prior approval of the Commissioner of Education**

If a jurisdiction\* with a population of over 10,000 ceases providing tax support for a library, and does not contract for service with a neighboring library, modification to this plan can be made with the approval of the majority of STLS member libraries.

Except for the central library, member libraries may refuse to loan non-print materials and equipment and printed materials, less than one year from the acquisition date, purchased with local funds. Libraries must certify to STLS that they are able to identify which materials and services were purchased with various funding sources in order to determine which materials may be restricted.

Member libraries may also restrict attendance at library programs if such programs are supported entirely with local funds.

However, under no circumstances will member libraries charge individuals, who reside within STLS, for library cards or deny on-site use as defined in Section 1 of this plan.

(\*A jurisdiction may be comprised of multiple municipalities which have formerly constituted one library service area.)

In addition, in cases where a member library, including the Central Library, can document "serious inequity or hardship" as described in items 3 and 4 of this document, the library can submit a request to the STLS Board of Trustees to place restrictions, consistent with Commissioner's Regulations 90.3, upon the use of library resources and use of services by

residents outside the library's chartered service area. The STLS Board of Trustees will conduct a vote of member libraries; if a majority approve, the library may place the restrictions as requested.

These restrictions are limited to:

- non-print materials
- equipment
- printed materials, less than one year old,

The above materials must have been purchased with local funds.

- attendance at library programs supported entirely with local funds. If attendance at programs must be limited, local residents may be given first access to them.

### **With the prior approval of the Commissioner of Education**

Certain additional modifications to this plan may be made for individual libraries with the approval of the majority of member libraries and with prior approval from the Commissioner of Education. Such requests will be submitted in writing to the System board of trustees. The System board will not unnecessarily delay the submission of a member request for additional restrictions once the member libraries have approved the request to go forward. They will include, but not be limited to, the requirements below:

1. a.) Documentation of the serious inequities and hardships affecting the resident borrowers of the member library making the request. (For example, if an unserved community defeats a library proposition or terminates a contract for library services, the system may request hardship waiver from the Commissioner on behalf of the affected library.)  
  
b.) The proposed modifications that will be implemented.

No modifications will be considered if they include charging for library services.

2. A description of the anticipated impact on resident and non-resident resident borrowers after modifications are approved and implemented. Restrictions apply only for member libraries. The System may not impose restrictions. The System will continue to serve those populations from areas where approved member library restrictions have been imposed.
3. A time frame for the beginning and end of such a modification. Modifications for restrictions will be approved for a certain period of time. Renewals must be made on a timely basis.

4. A recommendation from the STLS Executive Director regarding steps to be taken to remedy the underlying inequity with a proposed timetable for action.

**Describe how the system will assure that member libraries are complying with the System free direct access plan approved by a majority of member libraries.**

The System will require member libraries to certify annually that their library is in compliance with this Free Direct Access plan.

**Describe how the System obtained member library input to the plan for free direct access.**

The plan was discussed at a Directors Advisory Council meeting on January 27, 2016. Shortly following a draft copy of the proposed new plan, including a link to the current plan was sent to library directors and board presidents for comments. In response to questions, clarifying language was added and the draft plan was further revised by the Directors Advisory Council.

**Addendum:**

Towns with populations that are unserved and don't provide tax support for library service are:

**Allegany County**

Birdsall Town—the portion of the town in the Arkport School District

**Schuyler County**

Dix Town—the portion of the town not in the Watkins Glen School District

Orange Town—portion of the town in the Bradford and Corning Painted Post School Districts

Tyrone Town—portion of the town not in Dundee or Watkins Glen School Districts

**Steuben County**

Bradford Town—no support for library service

Cameron Town—portion of the town in the Jasper-Troupsburg School District

Cohocton—portion of the town in the Avoca School District

Dansville—portion of the town in the Arkport School District

Rathbone Town—portion of the town not in the Addison School District

Woodhull Town—portion of the town not in the Addison School District

**Yates County**

Italy Town—portion of the town in the Naples and Prattsburg School Districts



**2017 – 2021 Free Direct Access Plan  
Member Library Approval Form**



**STLS**  
Southern Tier Library System  
*Connecting Community Libraries*

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**2017 - 2021 Free Direct Access Plan  
Member Library Approval Form**

*As required by Commissioner's Regulation [§90.3\(a\) through \(d\)\(4\)](#) neither the library system nor member libraries will charge individuals for library cards.*

This overall statement along with supporting documentation of the Free Direct Access Plan of the Southern Tier Library System must be approved by all chartered libraries in STLS' service area. The Free Direct Access Plan was presented to member libraries for review, revisions and recommendations. In good faith, STLS has incorporated all justified recommendations from its member libraries and intends to uphold the Free Direct Access Plan as part of its Plan of Service 2017 – 2021.

By signing this approval form, our library also agrees to uphold the Free Direct Access Plan as part of STLS' Plan of Service 2017 – 2021.

**Member Library Agreement and Approval**

The Board of Trustees of the \_\_\_\_\_ Library

voted to approve the Southern Tier Library System's Free Direct Access Plan at a

meeting held \_\_\_\_\_ (date.)

Signature \_\_\_\_\_  
Board President

Name (please print) \_\_\_\_\_

Date: \_\_\_\_\_

Return to: Brian M. Hildreth, Executive Director  
Southern Tier Library System



Chris Corter April 2016 Activity Report  
(Dates covered March 10 – April 12, 2016)

Chris Corter

- PeopleWhere scheduling software was terminated on April 1. I archived all schedules prior to losing access. Transferred scheduling duties over to Steele supervisors. Created a new spreadsheet schedule for Bookmobile and West Elmira staff which will be included in the uploaded webpage schedules for Steele.
- Worked on preparations/publicity for Chess Tournament and Mental Health Month.
- Attended STLS Central Library Planning Committee meeting on March 10.
- Attended Friends meeting on April 4 and reported back to Ron and staff.
- Attended DAC meeting on March 30 at Bath Library and reported back to Ron.
- Developed plans/publicity for National Library Week device giveaway promotion.

West Elmira – Chris Corter

- Created and posted weekly schedule for West Elmira staff
- Approved material and programming orders for West Elmira.
- Generated weed reports for DVD and Audiobook collections.
- Visited West Elmira weekly and provided coverage during program on March 16.

Bookmobile – Chris Corter

- Chris ordered materials for Bookmobile.
- Generated weed reports for juvenile fiction collection.

## **MARCH 2016 AV & CIRCULATION REPORT**

### **Circulation:**

Nothing new to report

### **AV:**

Feature films have been weeded which has created enough room to make a TV Show section. Criteria used were items with less than 10 annual circulations. 275 Feature Films were discarded. Brian and Michelle E have established a rotating DVD collection for Van Etten which is going well.

### **March 18, 2016- April 12, 2016 Board Notes from Steele Youth Dept.**

### **Programs:**

Visits with stories and tours to Booth Head Start classes on March 18 and 24. Egg Hunt on Friday March 25 with 119 attending included an egg hunt, a visit from the Easter Bunny, an egg story skit with puppets and a craft. Thankfully we got help from other Depts for this big event, Caroline from Adult Services helped, Chris from BKM and Sue and Nina from the Circ. Dept. School day off Movie Day on April 28 with

around 60 attending. Regular programs for Emma Maker , Art and Lego Clubs and Preschool storytime and Janet, Book and Cookie Club and Baby Storytime

**Janet:**

Webinar on Summer Reading Club software on March 24, Meeting to view new scheduling software with Caroline and Brian on March 30 and we have started taking over scheduling duties from Chris C., met with Penworthy Book Sales rep on April 5, Summer Collaborative Meeting with Summer Cohesion staff, Don Keddell and other agencies on April 7

**Emma:**

Meeting with Makerspace Committee on March 21; worked with EC volunteers to move shelving in Picture Book area to accommodate the new area for the Youth office, County B & G will be coming to install the walls for this as soon as they can.

Departmental Report Teen and Adult Services

**Steele Library Teen Services**

- **Outreach to Broadway Academy** (7th graders) doing teen library services presentations and fun activities during Broadway's "Healthy Futures" event. Other local youth services organizations are also participating.
- **Attended Webinars** on Dynamic teen spaces & services from San Francisco Public Library, and Managing Collections (series, award winners, etc).
- **Participating in Youth Summit planning meetings** to implement programs designed by teens during the Youth summit at the YWCA.
- **Teen Writers' Group is planning a late May release party for their printed works. See events calendar for all our April & May teen events planned with the Teen Advisory Group.**

Non-Fiction and Reference

In the month of March, there were 664 queries answered on the Adult Services and 241 questions answered on the PC2 Desk. The Non-fiction book display was "Spring Gardening."

We have a great selection of gardening books on Annuals, Perennials, Herbs, Vegetables, Composting etc., that were definitely well received!

Currently I am weeding the Non-fiction section 001-199, being careful with History of Journalism, Child Psychology, and Philosophy.

The Elmira College volunteers are in a crunch to finish their hours, so our shelving and weeding projects are getting a lot of attention.

**Adult Programming**

Each month at Steele Memorial Library, a variety of programs for adults are planned. Some are taught/led by library staff and others by paid outside instructors or community members (volunteers). In March 2016, the following programs for adults took place:

March 2nd, 6pm - "Fan Infinity" Adult Fandom Club

March 5th, 10am - Yoga with Ultimate Fit Chick

March 14, 1-3pm: Introduction to Ancestry.com

March 14th, 6:30pm - Book of Color (QuickARTS grant funded Art Workshop)

March 17th, 1pm - Brick Wall Busters (Genealogy)

March 18th, 6:30pm - Bad Movie Night (Troll 2)

March 19th, 1pm - Wet Felting (Art Workshop)

March 21st, 6pm - Understanding Health Insurance

March 25th, 2pm - Friday Afternoon Film (Sabrina)

March 30th, 6:30pm - "...but what do I eat?" (Smoothies)

#### Recurring Programs

March 9th, 16th, 23rd, & 30th, 5:30pm - Knitting Class

March 9th & 30th, 7pm - Adult Coloring Club

#### Weekly Groups that Meet at Steele for Adults:

Adult Writing - Tuesdays

Chess Club - Wednesdays

Knit & Crochet Club - Wednesdays

Craft Club (ARC) - Thursdays

#### Tech Classes (not including classes planned by Tinker Lab staff):

March 15th, 1-3pm - Tablet Talk

March 16th, 1-3pm - Beginning Computer

March 23rd, 1-3pm - Beginning Internet

March 29th, 1-3pm - Tablet Talk

The monthly Adult Programming and Tech Class brochures were updated and printed.

#### **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 on March 1, highlighting March events throughout CCLD. Web promotion for the upcoming Maker Expo is ongoing. A submission form was created for potential exhibitors -- people interested in exhibiting at the Maker Expo can now apply via our website. Other information about the Maker Expo was added to the website.

## Magazines & Adult Graphic Novel Collection

Placed monthly order of graphic novels. Dealt with some magazine delivery issues. Submitted renewal order for EBSCO magazines.

## Other

Continued to work with Deb Brimmer on various Maker Expo planning and contacted potential exhibitors. Attended the Ithaca College Ed Tech Day with Deb Brimmer, toured lab facilities, spoke to others from organizations with Makerspaces, recruited potential exhibitors for our Maker Expo.

## Genealogy and Local History

Sherry and Maggie continue the monthly brick wall busting genealogy sessions. These are growing in popularity. Sherry has taught an ancestry.com class and will be teaching a class on familysearch.org on May 2.

Maggie has published the first issue of the "Elmira Viaduct," a literary and arts zine for the area in an effort to engage and showcase local creative talent. The response has been fun to see-- The day the first project was published, our facebook page was shared 20 times, viewed 33 times, 18 people liked the post and we received 2 comments and another new artist contributor. On March 27, our wordpress blog site had 374 views alone.

Maggie has begun an artist's way support group and will be teaching an Intro to Compassionate Communication class on April 15.

We have a volunteer who can create databases and he's currently looking into making a searchable database for the 1855 Chemung county censuses to be put online.

Maggie has completed data input on the finding aids for the gen/local history department and is currently organizing information to be printable for a print finding aids book.

## Adult Fiction

Caroline has launched a monthly program for developmentally disabled adults with a Mardi Gras celebration.

Coloring pages made available to adults are wildly popular, and a coloring Club has been set up for Wednesdays with an enthusiastic patron volunteer.

Adult Fiction podcast was also launched, available on the CCLD website. Books featured in the podcast are in a display identifying them on the second floor.

Weeding continues with paperbacks.

## Branch Activities Report

Horseheads

3/1--Amanda Farley visited Big Flats to participate in Fairy Garden program

3/7--Owen Frank attended CCLD Management Meeting

3/14--Owen Frank visited Van Etten Branch

3/16 Amanda Farley attended STLS Summer Reading Club workshop

3/22--Amanda Farley visited Big Flats to participate in Fairy Garden program

3/23--Amanda Farley & Owen Frank visited with Penworthy Sales Rep.

3/23--Owen attended Foundation for Public Libraries meeting

4/4--Owen attended Friends of the Horseheads Free Library meeting

### **Big Flats**

3/15 Becky Jackson visited Horseheads Branch

3/24 Glenice Broad St school visit 3 classes

3/25--Easter Hunt

3/30 Glenice Big Flats preschool visit

4/1 Glenice Visited with Penworthy Sales rep.

### **Van Etten**

Michelle Erickson

School closure required the cancellation of April 4 school visits. They have been rescheduled to April 11th.

Week of April 11th

Visited S-VE school and a few places around to distribute Maker Expo publicity material and flyers for students to become a VE library volunteer for this summer.

Visited the Community Center to secure the Zumba ladies to confirm their participation in the SRC Eldridge party.

**Office of the Director, CCLD**  
**March 2016**

**Major accomplishments:**

Appeared on WENY Early Morning Show- Discussed our new podcasts and access from the website; Steele Memorial's "So bad, it's good!" Movie Night! and the 4th semi-annual showing of Troll 2; Easter week events- Horseheads Scavenger hunt, Van Etten Egg Hunt, and where to find our calendar online.

Met with Phyllis Baillet and Randy Lee from CSS Workforce New York. Discussed goals and objectives of their job placement program and their partnership with Chemung County DSS. Gave examples of the types of positions CCLD could utilize their clients in due to CSEA/CCLD previous arrangements; the skill sets a successful placement would need; and specific examples of jobs the applicants could expect to do- indexing, covering Reference Desk 2 in order to assist patrons in getting on our computers; assisting Youth Services in conducting storytimes, shelving and weeding projects among others. CCLD would not pay the placements and they would be required to work 20 hours per week.

Continued follow-up phone interviews with Megan Zhang, Time Warner Cable News re: possible news stories. Followed up with several story ideas for the future such as National Library Week, Elmira Viaduct Zine, CCLD podcasts, CCLD 5th Annual Chess Tournament (May 7th) and the CCLD Maker Expo (May 21st).

Sent out emails with information addressing issues as noted in the organizational evaluation:

- Email/Workflows/Scheduling and Time off (PeopleWhere) that explains CCLD does not control email, the use of Outlook is limited to staff with dedicated computers and our attempts to resolve the issues with scheduling and time off requests including the explanation that department heads will be responsible for their own scheduling (with the need to ensure adequate departmental coverage) and that department heads will determine how they want to schedule- either through new software or other means to accurately track staffing needs and availability of time off for their staff instead of automatically approving leave.
- The interview process we follow including the use of the scoring matrix designed to make sure we focus on strengths when hiring and promoting, rather than lack of weakness
- An explanation that addresses the perception that staff members lose money when they take a promotion with examples of the increase in annual wages and the total amount the district would spend on each person
- A primer on Chemung County Civil Service that explains Civil Service the position classifications for all jobs Exempt, Non-competitive, Competitive and Labor; Eligible Lists and the "Rule of Three" with examples

**Bathroom Renovations:** Met with Bob Butcher to review scope of work at the second floor restrooms regarding design features, fixtures and drain (we will not be able to install a drain). He

has sent an inquiry to Chemung Co. B&G for their input. We also need to address air hand dryers for both sets of toilet rooms and verify we are not using auto flush valves.

**County Buildings & Grounds:** Bob Dieterle and some members of County B&G visited. When they can send over the painter they will start work on the columns. We have already moved some shelving at their request.

They are looking into building a room for Youth Services similar to the room they built for Adult Services. YS wants to use their current office as a storytime room and a supervised visits room in order to get better control of children.

Follow-up with Brian Hildreth regarding the Central Library Committee. Members have been recruited through STLS. We discussed the intent of the committee, CCLD input, the promotion of CCLD Central Library services and the possibility of new services, i.e., a new database or other option. The adhoc Central Library Planning Committee met on Thursday, March 10<sup>th</sup>. The first draft of the 2017 - 2021 Central Library Plan of Service to STLS Member Libraries will be reviewed by the Committee along with the Directors Advisory Council. The deadline for input/feedback is Friday, April 29th.

After the April 29 deadline, STLS will incorporate revisions to the best of our abilities in partnership with CCLD. We will then send a second draft copy to the full membership for review and comment. The membership deadline is June 24. Again, appropriate revisions will be made following the second review process in partnership with CCLD. Our intent is to have a final draft completed by July for approval by the STLS and CCLD Boards of Trustees.

**CE Day-** Having issues securing presenters and are working with STLS to determine if we can partner with them. We have a deadline of April 12th.

If they can't provide presenters and CCLD is unable to assist we have three options- cancel, reschedule or use the current date as a CCLD training event for staff using the results of the organizational evaluation. Our date for the decision is Friday, April 18th. (*We received word that STLS was able to secure presenters- details to follow*).

**Other site visits-** West Elmira, Big Flats, Horseheads, Centreville Regional Library (VA)

**Major meetings:** April Department head meeting. Requested Monthly labor Management meetings with CSEA Officers- M. Barrett, J. Lewis, A. Zell, D. Brimmer. They are asking to meet starting in May.

**Major Patron conversations:** Patrons concerned with security issues at SML- discussed the use of video surveillance and the response of police to issues; Patron upset with 50-item limit- Homeschoolers will have the 50-item limit waived but will still follow the DVD rule regarding Feature Films; ; Patron upset over losing his favorite magazines- Aviation Week, Sky & Telescope, Astronomy and Flying- sent an explanation of the how/why of the weeding of the magazine collection.

**Programs Attended/Visited** Booth Kinderbook visits.

**Community Presence:** Attend ECSD School Board meeting. Attend Rotary Club of Elmira meetings (4). Attend Rotary Club of Elmira Board meeting. Attend ECSD Buildings and Grounds meeting. Attend ECSD Document Committee meeting.

**Professional courses attended/completed:**

**PETS: President Elect Training Seminar (Rotary)-** Club presidents elect learn their new responsibilities and work with assistant governors to set their goals. The Multi District PETS is specifically design to meet the needs of Presidents and Assistant Governors for the 2016-2017 Rotary Year. Fri - Sat, March 18-19, 2016 2:00 PM (Friday) to 4:00 PM (Saturday).

Session 1- *Plan your year as President*; Session 2- *Club Management*; Session 3 - *Your Leadership*; Session 4- *Your Members*; Session 5 *Promote Rotary*; Session 6- *The Rotary Foundation and Your President's Project*; General Sessions- *Public Image*; *The Work of Rotary International*.

**Rotary Leadership Institute Part 2 - Strategic Planning & Analysis-** Strengthening your club by promoting and leading insightful planning and analysis. *Targeted Services-* Lead and promote your club's participation in unique, significant and targeted service opportunities. *Club Communication-* Leading and promoting effective communications to your club's internal and external audiences. *Team Building-* Lead and promote your club's collaboration in effective and motivational groups to accomplish Rotary goals of service. *Attracting Members-* Lead and promote your club's reexamination of its distinctive position in the community and the quality of members it attracts.

**Adult Literacy: Libraries in Action (Webinar- 1.5 hours),**

Become familiar with the Adult Literacy through Libraries Action Agenda of recommendations in seven key priority areas: Collection Development, Technology and Digital Literacy,- Collaboration and Strategic Partnerships, -Professional Development and Graduate Education, Community Planning and Program Evaluation, Raising Awareness and Influencing Policy, and Sustainability. Each priority area is broken down into specific outcomes, which are supported by concrete action recommendations. The webinar will include examples of pilot libraries implementing their own action plans grounded in community assessment, as well as an introduction to the online course (launching in late 2016) and supporting resources that will guide libraries through putting into practice the recommendations of the Action Agenda.

Learning objectives- Understand the structure and purpose of the Adult Literacy through Libraries Action Agenda; Learn practical strategies for expanding adult literacy services at your library; See examples of libraries creating and implementing tailored action plans; Become oriented to the free online course that will guide libraries through putting the Agenda into action.

**Coaching and Developing Employees** (webinar through Lynda.com)



In this course, business coach Lisa Gates teaches managers to harness the power of coaching in the workplace. Learn the benefits of developing your team and helping employees build their skills in ways that transform and empower them to do more productive and engaging work. Then discover how to build your own leadership and coaching skills and equip yourself with tools that encourage insight and growth. The course wraps with a look at how you can maintain the coaching momentum in the workplace and address common challenges.

**Social Media for Nonprofits** (webinar through Lynda.com)

Covers strategies for incubating online communities, sharing content, and inviting others to like and interact with your dynamic posts. Topics include: Planning your social media strategy; Creating a posting schedule; Blogging; Using the free and paid features on Facebook; Adding a donation button to your Facebook page; Setting up a Twitter account; Sharing content on Google+; Uploading video to YouTube; Creating a LinkedIn profile for your nonprofit; Getting followers on Instagram