



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

## Agenda

The January 2016 meeting of the Board of Trustees of the Chemung County Library District will be held on January 21, 2016 6:00 pm at the **Steele Memorial Library, 101 E. Church St. Elmira, NY 14901**. 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 #2016-01)
4. Treasurer's report
  - a) Financial report (document #2016-02)
  - b) Report of Unpaid Bills Detail (document #2016-03)
6. Correspondence
7. President's report.

**Consent Item: Approval of CCLD Board of Trustees slate of Officers.**  
Resolved: That the Board approve the appointment of the slate of officers for 2016 as presented.

**Consent Item: Approval of Selective Insurance for 2016.**  
Resolved: That the Board approve Selective Insurance as our agency for 2016.
8. Director's Report.
9. Committee reports:
  - a) Executive Committee (Roberts)
    - 1) Report of the Committee meeting (document #2016-04)
  - b) Budget & Finance Committee (Schamel)
    - 1) Report of the Committee meeting (document #2016-05)
  - c) Building & Grounds Committee (Muldoon)
    - 1) Report of the Committee meeting (document #2016-06)

**Consent Item: Approval of Big Flats Advocates Request**  
Resolved: That the Board of Trustees approve the request from the Big Flats Library Advocates to construct a pavilion at Big Flats.

  - 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
  - a) Board of Elections Letter
12. New business
13. Period for public expression
14. Adjournment

*(Minutes of the DECEMBER 17, 2015 meeting of the Chemung County Library District Board of Trustees. Document #2016-01)*

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

**Minutes.** The minutes of the November 2015 meeting (Document #2015-67) were presented for board review. The minutes were approved as submitted in writing by unanimous consent.

**Financial Report.** The November 30, 2015 Financial Report (Document #2015-68) was presented for board review. By unanimous consent the November 30, 2015 Financial Report was approved as distributed and will be filed for audit.

**Report of Unpaid Bills** (Document #2015-69). By unanimous consent, the board authorizes the payment of the unpaid bills dated 12/9/15 – General Fund \$73,278.47 as distributed. Ms. Kappanadze moved, seconded by Ms. Dworkin to approve the payment of the unpaid bills dated 12/17/15 – General Fund \$15,397.00 as submitted in writing. VOTE: Unanimously Approved.

**Correspondence.** Mr. Shaw received a letter from a patron who wished to thank CCLD for some of the services being provided – specifically Ms. Lewis' Tablet workshop and Ms. Young's Genealogy workshops. Also received were thank you cards from the Transformers Lego Robotics Team, the Chemung County AIDS Task Force for the quilt hanging at Steele and from HH Middle School students to Mr. Shaw for participating in the mock interviews for their careers class. Holiday cards were received from Unique Management, ReferenceUSA and Fagan Engineers.

Mr. Shaw received notification from Capabilities (the company cleaning our branch libraries) that due to the mandatory raise in the minimum wage in January, CCLD's 2016 contract with them will be increased by 5% over this year. He also responded to a patron request to reconsider allowing the title "Fault Lines" to be included on library shelves. The patron cited graphic content. The response was that the material will not be withdrawn from the collection as Ms. Huston is an award winning author and Fault Lines" received a French literary prize. H also cited the ALA's Bill of Rights and the Freedom to Read Statement.

**President's Report.** Mr. Roberts introduced William Wehling – 4<sup>th</sup> District who was elected to the board for a one-year term.

**CONSENT ITEM:** Approval of candidates for the STLS Board of Trustees: Ms. Reynolds moved, seconded by Ms. Silvernail that the CCLD board approves the appointment of Ms. Betsy (Elizabeth) Gorman and Ms. Mathilde Barr to the STLS Board of Trustees. VOTE: Unanimously Approved. Denise King then introduced Betsy Gorman to the board.

The approval of the charter for the Continuity Community Committee will be tabled until the next meeting.

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

Legislation. Notification has been received that the change in CCLD's legislation was vetoed by the Governor. It is believed that the "designee" to approve bill payments needs to be more specific for the Governor to re-consider approval. Mr. Shaw will check with CCLD's attorney to determine

whether or not the board can pre-approve a not-to-exceed amount for invoices that must be paid prior to the board meetings in order to receive discounts and/or to not accrue late and interest fees. Until further notice, it was decided that board members will continue to attempt to have a quorum of the board present at the Executive Committee meeting in order to pay the beginning of the month invoices.

**CONSENT ITEM:** Approval of donation from the Horseheads Foundation. Ms. Chollet moved, seconded by Ms. Rogan to accept the gift of \$57,637 from the Public Library Foundation of Chemung County. VOTE: Unanimously Approved. This brings the total 2015 donation from the Horseheads Foundation to \$102,894.00.

CCLD Issues. Mr. Shaw passed around a copy of the newly printed Bookmobile Cookbook that patrons of the Bookmobile compiled with their favorite recipes. Each person who included a recipe in the book received a free copy of the cookbook. A copy of the book will be included on the shelves of the Bookmobile and the Steele Library for patrons to check out.

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 #2015-79). The Committee approved the 2016/17 Holiday Schedule, the 2016 Board and Committee meeting schedule and authorized that Hogmanay (Food for Fines) be scheduled to take place at all CCLD libraries for a full month – to end on January 7, 2016.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2015-71). EFP Rotenberg has requested a one-year extension of their current contract to audit the 2015 financials of the Library District at a cost of \$10,000. Ms. Reynolds moved, seconded by Mr. Jones to approve the extension of the contract at a cost of \$10,000 and to authorize Director Ron Shaw to sign the engagement letter from EFPR Group. VOTE: Unanimously Approved. It is expected that the audit will be reviewed by the Budget & Finance Committee no later than the June meeting with the final issuance to the full board at the July meeting.

Mr. Shaw reported receipt of \$10,587.12 in PILOT funds bringing the total for the year to \$63,000 and the final 2015 payment of Local Library Services Aid in the amount of \$3,752. The NYS Tax Cap/Tax Freeze Forms have been completed and submitted on December 9, 2015. Mr. Shaw also reported that CCLD has been informed that the ConnectNY Grant that was originally approved by CCLD for expenditure in September of 2012 has finally been approved by New York for expenditure. The amount of the grant is \$36,000 with a match required from CCLD in the amount of \$7,435. All funds must be used for equipment and CCLD must make every attempt to utilize vendors who qualify as MWBE. CCLD has currently been informed that we have until June to expend the funding. Mr. Shaw stated the equipment will be ordered in January.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2015-72). Mr. Shaw reported that regarding the installation of Dark Fiber at CCLD libraries, ECC Technologies will be visiting each branch (except Van Etten) within the next month to gather information for the installation of the Dark Fiber. CCLD's access will be available by the end of the second quarter of 2016. High water consumption at the West Elmira Library is being looked at by the County Buildings & Grounds Department. Mr. Shaw also reported that he has met with Mike Straight; a NYSERDA EDGE Regional Outreach Contractor. To look for energy measures identified in the energy audit that may be eligible for funding.

**CONSENT ITEM:** Approval of the RFP for the Steele Bathroom Renovation Project. Ms. Chollet moved, seconded by Mr. Jones that the Board of Trustees approves the RFP from Foor & Associates as Project Engineers for the First Floor Restroom Project at the Steele Library – a New York State Construction Project. VOTE: Unanimously Approved.

**Old Business.** None.

**New Business.** None

**Public Expression.** None.

The meeting was adjourned at 6:42pm. The next regular meeting of the board will be held on Thursday, January 21, 2016 at 6:00pm at the **Steele Memorial Library, 101 East Church Street, Elmira, New York.**

**CHEMUNG COUNTY LIBRARY DISTRICT**

**(DOCUMENT #2016-02)**

**Financial Report - DECEMBER 31, 2015**

Income	2015 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,800	\$ 104,906	\$ -	155%		Sale of stock for NF \$20,389; <b>BKM \$1,000; Patron for ST \$5,000</b>
Grants (other than N.Y.S.)	\$ -	\$ 34,941				Donation for VanEtten Library \$1,300, HH Friends \$11,150, CCLD Friends \$14,478, STLS Foundation \$1,000, CCTC \$100; KOHLS for Maker Expo \$500; Howell for LEGO \$520; ARTS \$450; ELKS for HH \$1,440, BF Advocates \$1,159; Comm Found \$3,750
Foundation Contributions	\$ 165,000	\$ 177,637	(12,637)	108%		SML <b>\$80K</b> , HH <b>\$97,637</b>
Library District Tax Receipts	\$ 2,677,624	\$ 2,677,624	0	100%		
PILOT Funds	\$ 30,000	\$ 64,363				
Interest on Investments	\$ 1,000	\$ 5,708	(4,708)	571%		Interest to Date on ICS \$3,602.73
State Aid	\$ -					
Central Library Development	\$ 80,000	\$ 94,184	(14,184)	118%		
Central Book Aid	\$ 54,000	\$ 64,133	(10,133)	119%		
Local Library Services Aid	\$ 37,000	\$ 37,517	(517)	101%		<b>FINAL for 2015</b>
Other State Aid	\$ -	\$ 99,318	(99,318)			Final for HH and Steele 2014 Construction Projects; \$88,695 - 2016 Project
<b>TOTAL INCOME</b>	<b>\$ 3,112,424</b>	<b>\$ 3,360,331</b>	<b>\$ (141,497)</b>	<b>108%</b>	<b>100%</b>	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
<b>Personnel</b>						
Salaries	1,367,938	\$ 1,317,188	\$ 50,751	96%		
Overtime & Holiday Salaries	7,035	\$ 15,448	(8,413)	220%		incl OT pay for IT staff
<b>Employee Benefits</b>						
FICA	105,185	\$ 99,705	\$ 5,480	95%		
NY State Retirement	287,205	\$ 165,669	\$ 121,536	58%		
Medical & Dental	392,982	\$ 310,537	\$ 82,445	79%		
Other (Disability, Wk. Comp, Unemp)	20,263	\$ 30,310	\$ (10,047)	150%		ANNUAL pymt - Worker's Comp \$17,851 (higher than budgeted); Disability \$2,582
<b>Subtotal - Personnel Expenses</b>	<b>2,180,608</b>	<b>1,938,856</b>	<b>\$ 241,752</b>	<b>89%</b>	<b>100%</b>	
<b>Contractual</b>						
Equipment	27,161	\$ 35,589	(8,428)	131%		<b>TOT pd from donations \$9,820:</b> BF Kiosk-Gift funds \$4,421; Grant \$1,146; CCLD Friends \$670; HH Found \$3,583
Telephone	12,300	\$ 11,188	1,112	91%		Verizon-paid annual fees
Supplies	37,200	\$ 53,965	(16,765)	145%		<b>TOT pd from donations \$16,765:</b> Grant for MS \$1,645; CCLD Friends \$1,946; HH Friends \$4,603; Gifts \$1,901; HH Found \$863; Marketing \$880; BF Gifts \$43; HH Elks \$907. Also includes Scheduling software \$3,977
Travel & Continuing Education	15,615	\$ 12,250	3,365	78%		
Repairs & Maintenance	39,060	\$ 35,946	3,114	92%		
Postage	2,625	\$ 2,347	278	89%		
Library Materials (books, video, etc.)	302,551	\$ 309,034	(6,483)	102%		<b>TOT pd from donations \$11,928:</b> Gifts \$8,553; CCLD Friends \$771; HH Friends \$2,604
Utilities	66,000	\$ 61,760	4,240	94%		4th Qtr 2014; 1st, 2nd & 3rd Qtr 2015
Building Cleaning Supplies	18,125	\$ 18,125	0	100%		TOT pd NON-BUDGET exp - Tree Removal HH \$2,850 & WE \$1,500
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 2,820	1,180	71%		
Insurance	39,913	\$ 39,913	0	100%		ANNUAL for D&O insurance and Flood Ins \$11,794; 4 of 4 pymts for Liability Insurance
Vehicle Operation / Maintenance	1,000	\$ 555	445	56%		
Professional Fees (audit, engineer/legal fees)	20,255	\$ 50,886	(30,631)	251%		NON BUDGETED AMTS \$30,631: Energy Study \$5,000; Atty fees \$13,131 plus \$12,500 Policy Manual
Data Processing Expenses (Cost Share)	118,713	\$ 118,713	0	100%		ANNUAL for Time Warner (VPN), <b>Annual for STLS</b>
Payment of Taxes	4,775	\$ 4,757	18	100%		
Library Programming	27,500	\$ 53,228	(25,728)	194%		<b>TOT pd from donations \$25,728:</b> HH Friends \$8,373; CCLD Friends \$9,328; Gifts \$2,091; Grant funds \$4,106; VE \$1,636; MKT Comm \$194
Chemung County costs (B&G, vision)	9,000	\$ 9,000	0	100%		Repair/paint walls at ST + purchase 2 new industrial water heater; bathrooms at BF/WE; CHG FOR MATERIALS ONLY In 2015 <b>overspent by \$16,987</b>
Capital Improvements STATE CONST see below	10,000	\$ 7,169	2,831	72%		Hunt Eng - prog pymt for Proj. Mger \$6,744
Contingency Fund	52,651	\$ 33,980	18,671	65%		Used for Supplies \$8,129; Bld Clean \$2,861; Ins \$206; Prof Fee \$3,147; Cost Share \$233; Programming \$2,417 & County \$16,987
Debt Service	\$ 62,372	\$ 62,372	0	100%		<b>FINAL for 2015</b>
<b>Subtotal Expenses</b>	<b>\$ 3,051,424</b>	<b>\$ 2,862,453</b>	<b>\$ 188,971</b>	<b>94%</b>	<b>100%</b>	
2014 & 2015 State Construction Projects		\$ 108,447				Elevator project-both CCLD and State share
<b>TOTAL EXPENSES</b>	<b>\$ 3,051,424</b>	<b>\$ 2,970,900</b>				

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of January 13, 2016

Type	Date	Memo	Open Balance
<b>Capabilities, Inc.</b>			
Bill	1/11/2016	Cleaning BF/HH/WE for DEC	1,112.00
Total Capabilities, Inc.			1,112.00
<b>Chemung County Chamber of Commerce</b>			
Bill	1/11/2016	Membership Dues - 2016	260.00
Total Chemung County Chamber of Commerce			260.00
<b>Chemung County Treasurer</b>			
Bill	1/11/2016	Sewer tax - ST 2016	1,642.12
Total Chemung County Treasurer			1,642.12
<b>CHILDREN'S PLUS INC.</b>			
Bill	1/12/2016	Books Purchased - BKM	298.10
Total CHILDREN'S PLUS INC.			298.10
<b>Compulink Technologies, Inc.</b>			
Bill	1/11/2016	SW grant: Dell computers x 2/ Adobe Photoshop x 12/ Makerbot replicator	5,855.00
Total Compulink Technologies, Inc.			5,855.00
<b>Demco, Inc.</b>			
Bill	1/11/2016	DVD/CD cases/tape/laminate	632.72
Total Demco, Inc.			632.72
<b>Dutton S. Peterson Memorial Library</b>			
Bill	1/11/2016	Patron Refund	11.40
Total Dutton S. Peterson Memorial Library			11.40
<b>Fire Alarm Service Technology, Inc.</b>			
Bill	1/11/2016	BF/WE monitor panic alarms 2016	600.00
Total Fire Alarm Service Technology, Inc.			600.00
<b>H. L. Treu Office Supply Corp.</b>			
Bill	1/11/2016	copy paper	64.95
Total H. L. Treu Office Supply Corp.			64.95
<b>Horseheads Do It Center</b>			
Bill	1/11/2016	HH - supplies	12.93
Total Horseheads Do It Center			12.93
<b>LTA</b>			
Bill	1/11/2016	Membership-Trustees Association	225.00
Total LTA			225.00
<b>MNJ Technologies Direct, INC.</b>			
Bill	1/11/2016	SWest grant - Projector/Touchscreen monitors/Privacy filters/APC	5,406.27
Total MNJ Technologies Direct, INC.			5,406.27
<b>Oriental Trading Company, Inc.</b>			
Bill	1/11/2016	Program Supplies BKM	251.56
Total Oriental Trading Company, Inc.			251.56
<b>Orkin</b>			
Bill	1/11/2016	Pest control ST DEC/Jan	46.80
Total Orkin			46.80
<b>Perry &amp; Carroll, Inc.</b>			
Bill	1/11/2016	Crime policy for 2016 all libraries	1,014.00
Bill	1/11/2016	Consultant Services - CCLD staff - Bailey	2,900.00
Total Perry & Carroll, Inc.			3,914.00
<b>Rebecca Blunt, MS, LMHC</b>			
Bill	1/11/2016	Services provided Oct/Nov	360.00
Total Rebecca Blunt, MS, LMHC			360.00
<b>Reliable Computer Products</b>			
Bill	1/11/2016	printer cartridge BKM	71.87
Total Reliable Computer Products			71.87
<b>Sayles &amp; Evans</b>			
Bill	1/11/2016	Attorney fees 9/2-9/28/15	752.00
Total Sayles & Evans			752.00

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of January 13, 2016

Type	Date	Memo	Open Balance
<b>Southern Tier Library System</b>			
Bill	1/11/2016	Processing fees Sept-Nov/ eBook purchases/barcodes	3,034.55
Total Southern Tier Library System			3,034.55
<b>Thomas A. Edison High School</b>			
Bill	1/12/2016	2015/16 Yearbook purchase	55.00
Total Thomas A. Edison High School			55.00
<b>Town of Elmira</b>			
Bill	1/11/2016	WE - Sewer Tax - 2016	137.93
Total Town of Elmira			137.93
<b>Town of Horseheads</b>			
Bill	1/11/2016	HFL- Sewer Tax - 2016	275.64
Total Town of Horseheads			275.64
<b>Ultimate Fit Chick</b>			
Bill	1/12/2016	4 exercise wkshops Adult programming	240.00
Total Ultimate Fit Chick			240.00
<b>Unique Management Services, Inc.</b>			
Bill	1/11/2016	collection notices-DEC 2015	626.50
Total Unique Management Services, Inc.			626.50
<b>Upstart</b>			
Bill	1/11/2016	SRC 21016 supplies all libraries	2,357.26
Total Upstart			2,357.26
<b>Vasco Brands, Inc.</b>			
Bill	1/11/2016	cleaning supply	153.31
Total Vasco Brands, Inc.			153.31
<b>Verizon</b>			
Bill	1/11/2016	ST/WE Annual for 2016	5,212.20
Total Verizon			5,212.20
<b>TOTAL</b>			<b>33,609.11</b>

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

Type	Date	Memo	Open Balance
<b>3M Company</b>			
Bill	1/6/2016	Service agmt for Security gate at Steele-2016	1,347.00
Total 3M Company			1,347.00
<b>Aleta Yarrow</b>			
Bill	1/6/2016	Adult Prog 1/11 pd by ARTS grant	200.00
Total Aleta Yarrow			200.00
<b>Amanda Farley</b>			
Bill	1/6/2016	Mileage 9/28-12/15 & programming purchases HH	65.64
Total Amanda Farley			65.64
<b>Amazon Credit Plan</b>			
Bill	1/6/2016	purchases all libraries 11/9-12/7/15	3,560.42
Total Amazon Credit Plan			3,560.42
<b>AT&amp;T - Georgia</b>			
Bill	1/6/2016	Elevator phone ANNUAL for 2016	490.21
Total AT&T - Georgia			490.21
<b>Blackstone Audio</b>			
Bill	1/6/2016	DVD purchases 11/19	147.99
Total Blackstone Audio			147.99
<b>Casella Waste Systems, Inc.</b>			
Bill	1/6/2016	BF/WE/HH ANNUAL for 2016	2,259.72
Total Casella Waste Systems, Inc.			2,259.72
<b>CCLD Petty Cash</b>			
Bill	1/6/2016	Petty Cash BF/HH/WE	625.76
Total CCLD Petty Cash			625.76
<b>Cengage Learning, Inc.</b>			
Bill	1/6/2016	Fiction Purchases-ST	925.71
Total Cengage Learning, Inc.			925.71
<b>Chemung Canal Trust Company</b>			
Bill	1/6/2016	Mspace supplies/Prof Fees/VE Prog/Wkshop Reg	634.14
Total Chemung Canal Trust Company			634.14
<b>Chemung County Treasurer</b>			
Bill	1/6/2016	Payment for W-2 supplies	15.40
Total Chemung County Treasurer			15.40
<b>Dex Media</b>			
Bill	1/6/2016	advertising -phone book - ANNUAL 2016	461.40
Total Dex Media			461.40
<b>Doris Jean Metzger</b>			
Bill	1/6/2016	Teen & JUV Programs/workshop reimb.	239.98
Total Doris Jean Metzger			239.98
<b>Glenice Peel</b>			
Bill	1/6/2016	mileage reimb 12/2-1/4/16	122.04
Total Glenice Peel			122.04
<b>Gressco LTD.</b>			
Bill	1/6/2016	DVD security cases for ST	645.28
Total Gressco LTD.			645.28
<b>Haefele TV, Inc.</b>			
Bill	1/6/2016	Internet for Van Etten -annual for 2016	639.40
Total Haefele TV, Inc.			639.40
<b>Image Integrator</b>			
Bill	1/6/2016	toner for Microfilm Machine	229.00
Total Image Integrator			229.00
<b>Ingram Library Services</b>			
Bill	1/6/2016	Library materials - all libraries	4,587.41
Total Ingram Library Services			4,587.41
<b>JanWay Company USA, Inc.</b>			



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

Type	Date	Memo	Open Balance
Bill	1/6/2016	supply of ear buds	235.01
Total JanWay Company USA, Inc.			235.01
<b>Judy Cerio</b>			
Bill	1/6/2016	Patron Refund	40.00
Total Judy Cerio			40.00
<b>Kevin Shook</b>			
Bill	1/6/2016	Patron Refund	20.00
Total Kevin Shook			20.00
<b>Library Supply Solutions</b>			
Bill	1/6/2016	Supply of Security Strips	396.00
Total Library Supply Solutions			396.00
<b>Maggie Young</b>			
Bill	1/6/2016	Geneal purchases & supplies for rare books	62.95
Total Maggie Young			62.95
<b>McGraw Technology Services</b>			
Bill	1/6/2016	Professional Services-IT Department	300.00
Total McGraw Technology Services			300.00
<b>MCI</b>			
Bill	1/6/2016	Long distance chg-HH/BF ANNUAL for 2016	698.04
Total MCI			698.04
<b>MH Software</b>			
Bill	1/6/2016	Calendar Software - all libraries-2016 annual fee	540.00
Total MH Software			540.00
<b>Michelle Barrett</b>			
Bill	1/6/2016	Mileage 12/10/15	21.77
Total Michelle Barrett			21.77
<b>Michelle Erickson</b>			
Bill	1/6/2016	VE Program Supplies/mileage DEC	141.57
Total Michelle Erickson			141.57
<b>MidWest Tape</b>			
Bill	1/6/2016	DVD/Audio purchases - HH/ST/WE	961.20
Total MidWest Tape			961.20
<b>Multi Media Services</b>			
Bill	1/6/2016	supply of time off cards	217.34
Total Multi Media Services			217.34
<b>Office Depot, Inc</b>			
Bill	1/6/2016	paper/pens	151.66
Total Office Depot, Inc			151.66
<b>Petty Cash-Steele</b>			
Bill	1/6/2016	postage, supplies, PROG Bkm/YA/AD/BF/HH	480.83
Total Petty Cash-Steele			480.83
<b>Staples Credit Plan</b>			
Bill	1/6/2016	BF/IT supplies -APC backups/laser printer/IPad/Se...	999.48
Total Staples Credit Plan			999.48
<b>Tanino Ristorante Italiano</b>			
Bill	1/6/2016	Horseheads Volunteer Party 12/10/15	1,209.60
Total Tanino Ristorante Italiano			1,209.60
<b>Time Warner Cable</b>			
Bill	1/6/2016	VPN service Annual for 2016 all libraries	6,639.96
Total Time Warner Cable			6,639.96
<b>Verizon</b>			
Bill	1/6/2016	HH/BF phones ANNUAL for 2016	935.52
Total Verizon			935.52
<b>Verizon Wireless</b>			
Bill	1/6/2016	BKM/Admin Cell svc ANNUAL for 2016	2,109.12

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

Type	Date	Memo	Open Balance
Total Verizon Wireless			2,109.12
Village of Horseheads Bill	1/6/2016	fire inspection 12/2/15	100.00
Total Village of Horseheads			100.00
<b>TOTAL</b>			<b><u>33,456.55</u></b>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of December 31, 2015

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
Bill	12/31/2015	Reference materials	149.21
Total Baker & Taylor Books			149.21
<b>Ingram Library Services</b>			
Bill	12/31/2015	Non Fiction DEC interim invoice	93.91
Total Ingram Library Services			93.91
<b>New York Legal Publishing Corp.</b>			
Bill	12/31/2015	reference material	137.50
Total New York Legal Publishing Corp.			137.50
<b>TOTAL</b>			<b>380.62</b>

1:24 PM

12/30/15

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of December 31, 2015

Type	Date	Memo	Open Balance
<b>Barnes &amp; Noble, Inc.</b>			
Bill	12/30/2015	YA book purchase	15.99
Total Barnes & Noble, Inc.			15.99
<b>Ingram Library Services</b>			
Bill	12/30/2015	Library materials - YA/BKM/Gr Novels/AV final for 2015	1,980.34
Total Ingram Library Services			1,980.34
<b>MidWest Tape</b>			
Bill	12/30/2015	DVD/Audio purchases - ST final for 2015	587.95
Total MidWest Tape			587.95
<b>Recorded Books</b>			
Bill	12/30/2015	DVD purchases final for 2015	173.20
Total Recorded Books			173.20
<b>TOTAL</b>			<b>2,757.48</b>

## **Document #2016-04**

### **Report of the January 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, Marge Kappanadze and Georgia Reynolds, Richard Roberts, Jack Schamel and Joan Santulli, CCLD management. Other board members in attendance were Ann Hayes, Pat Silvernail, Phyllis Rogan and Michael Muldoon. The meeting opened at 6pm.

UNPAID BILLS: Ms. Reynolds moved, seconded by Ms. Dworkin to approve the Unpaid Bill lists dated December 31, 2015 as follows: General Fund - \$2,757.48 and Grant Fund - \$380.62 and the Unpaid Bill list dated January 6, 2016 – General Fund - \$33,456.55. VOTE: Unanimously Approved

President's Report. Mr. Roberts stated that the change in CCLD's Legislation was vetoed by the Governor because the language was too vague regarding the designee authorized to pay the bills prior to a board meeting. He proposes re-sending the request immediately only specifying the Executive Committee as the designee so that the Legislature can vote on it right away. The new proposal will be submitted to the full board at the next meeting.

There was some discussion regarding the flurry of activity at the end of December to make a decision on insurance coverage for 2016. In the future, board members wish to have more time to review and make a decision. Ms. Santulli stated that she will request that Perry & Carroll begin the process of requesting new quotes in September or October each year. The insurance coverage will be discussed further at the next board meeting.

Ms. Santulli submitted three donations that were received at the end of December that require board acceptance. Mr. Schamel moved, seconded by Mr. Muldoon to accept the \$5,000 from a patron who wishes to remain anonymous, \$20,000 from the Steele Memorial Library Foundation bringing their total to \$80,000 for 2015 and \$1,000 from the estate of Madeline C. Mattichak to be earmarked for use by the Bookmobile. VOTE: Unanimously Approved.

Mr. Roberts stated that the Slate of Officers will need to be on the Agenda for the January board meeting. Current officers all stated their intent to remain in their position for the next year.

The meeting adjourned at 6:30pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, February 3<sup>rd</sup>, 2016 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

**Document #2016-05**

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

Attending the meeting were CCLD board members Marge Kappanadze and Richard Roberts. Also attending was Joan Santulli, CCLD Administration. The meeting opened at 8:10am.

Ms. Santulli presented the December 30<sup>th</sup>, 2015 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

The final 2015 Fund Balance Report and the final 2015 Public Library Foundation of Chemung County (HH) reports were reviewed by the Committee and will be distributed at the January meeting for board review.

Ms. Santulli presented the 1/13/16 Unpaid Bills Detail for the General Fund bills totaling \$33,609.11. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:20am. The next meeting of the Budget & Finance Committee will be held on Wednesday, February 10<sup>th</sup>, 2016 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

## Document #2016-06

### Report of the January 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. Muldoon, Ms. Hayes and Mr. Roberts. Also attending was Joan Santulli, CCLD Management.

The Committee received reports on the following:

- Elevator Project at Steele. The project is complete. Final paperwork will be sent to the State this month. CCLD's application for funding through NYSERDA was not accepted because their Consolidated Funding program was recently closed.
- Bathroom Project at the Steele Library. Acceptance/declination letters were sent. Mr. Shaw and Bob Butcher (Project Manager from Foor & Associates) will meet next week for an initial walkthrough.
- West Elmira Library. No word yet from the County B & G regarding the high consumption of water and a possible leak.
- Chiller replacement at Steele. CCLD is still waiting for a new estimate as requested by DASNY for the application for State funding. Mr. Shaw has spoken to Jeff Robbins at Hunt Engineers to see if they can get Trane to speed up the process. Mr. Muldoon stated that he will follow up on this.

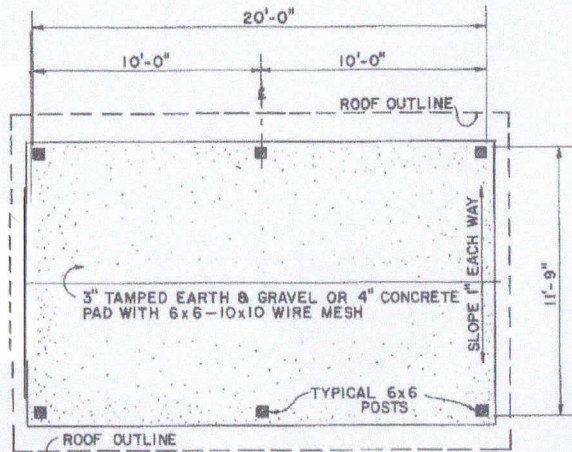
Lee Younge and Betsy Gorman were present representing the Big Flats Library Advocates. It is their desire to install a "reading garden" in the area behind the Big Flats Library. The garden would include a 12' x 24' pavilion with a concrete base. The Advocates plan on completely funding the project at a cost of approximately \$5,700. The Committee reviewed the paperwork that was submitted. It was stated that prior to approval, the drainage that was installed to alleviate "Lake Minier" in the parking lot needs to be located and a determination be made that this project will not interfere with it. The request will be forwarded to the board for their review. Mr. Muldoon stated that he will contact Karl Schwesinger of Fagan Engineers to discuss the location of the drainage ditch.

The meeting adjourned at 5:47pm.

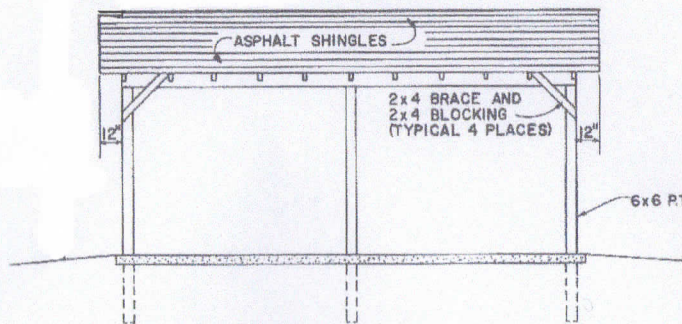
The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, February 3<sup>rd</sup>, 2016 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.



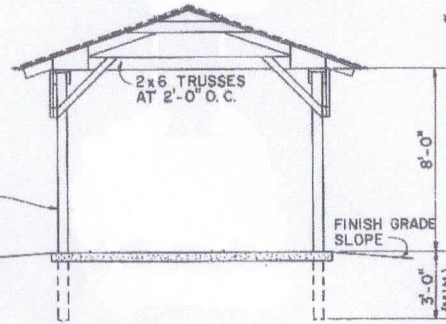




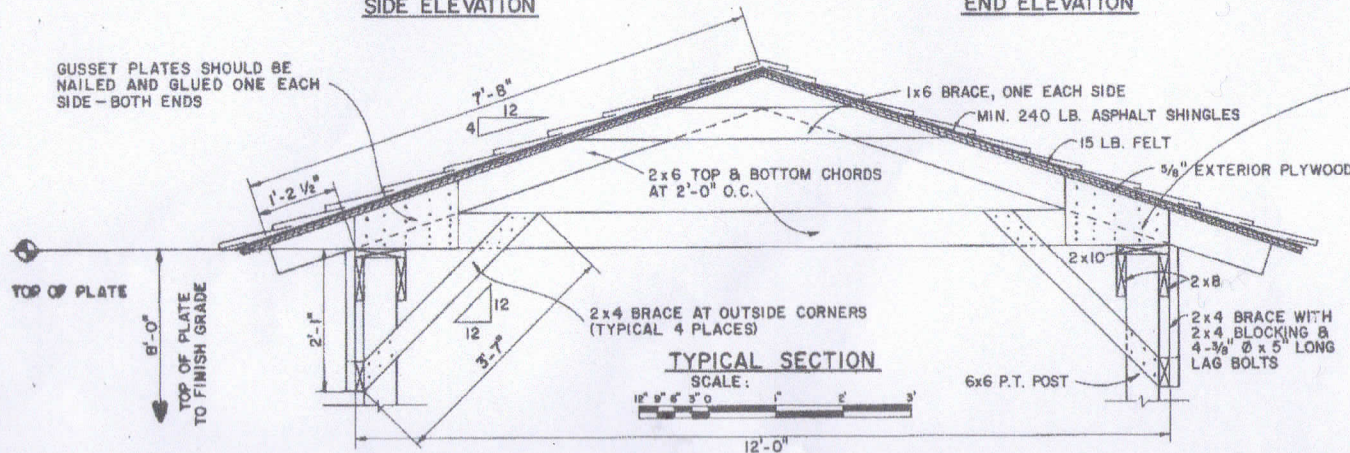
PLAN



SIDE ELEVATION



END ELEVATION



TYPICAL SECTION

SCALE:



12'-0"

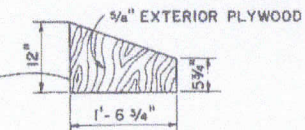
BILL OF MATERIALS

DESCRIPTION	QUANTITY	REMARKS
1x6 x 12'-0"	11 PC.	COLLAR BRACES
2x4 x 8'-0"	4 PC.	KNEE BRACES
2x6 x 8'-0"	22 PC.	TOP CHORDS
2x6 x 12'-0"	11 PC.	BOTTOM CHORDS
2x6 x 10'-0"	8 PC.	GIRTS
2x10 x 10'-0"	4 PC.	TOP PLATE
5/8" EXT. PLYWOOD	13 SHT.	SEE NOTE NO. 1
1x8 ROOF SHEATHING	394 BM	*OPTIONAL
ASPHALT SHINGLES	4 SQ.	
*DRIP STRIP	80 LIN. FT.	*OPTIONAL
15" LB. FELT	1 ROLL	
NAILS ROOFING	6 LBS.	1 1/4" GALV. LG. HEAD
" 10D. & 20D.	20 LBS. & 5 LB.	COMMON BRIGHT
LAG BOLTS	16	3/8" O x 5" LG. GALV.
*CONCRETE	3 1/2" YDS.	*OPTIONAL
6x6 x 12'-0"	6 PC.	PRESSURE TREATED

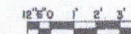
GENERAL NOTES:

- GUSSET PLATES ARE TO BE CUT FROM EXCESS ROOF SHEATHING. IF 1x8 SHEATHING IS USED THEN ONLY 2 SHEETS OF 1/2" EXTERIOR PLYWOOD MAY BE USED FOR GUSSET PLATES.
  - ALL END GRAIN LUMBER SHALL HAVE 1 COAT OF OIL BASE STAIN PRIOR TO ERECTION. ALL OTHER WOOD MEMBERS SHALL RECEIVE 2 COATS AFTER ERECTION.
- \*\* MATERIAL FOR FIREPLACE NOT INCLUDED, OTHER THAN FLASHING STRIP.

NOTE: BASED ON-CLEMSON UNIV. PLAN NO. 4525



GUSSET PLATE



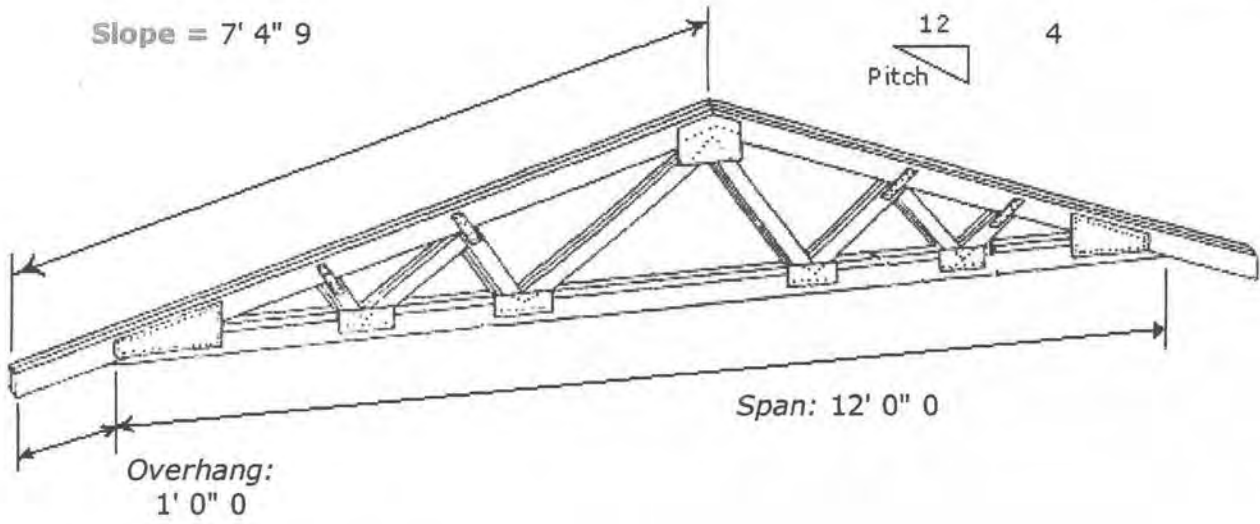
SCALE: UNLESS OTHERWISE NOTED

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

AND UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATING

PICNIC SHELTER

S.C. '77 6295 SHEET 1 OF 1



**Your results are as follows:**

Units in Feet (Span)= 12

Units in Feet (Overhang)= 1

**Slope = 7' 4" 9/16"**

back

*11 truss*

PAVILION COST ESTIMATE				
DESCRIPTION	QUANTITY	REMARKS	COST	TOTAL
12' TRUSS	11 PC	ROOF TRUSS	\$35.15	\$386.65
2 x 10 x10"	4 PC	COLLAR BRACES	\$11.93	\$47.72
2 x 4 x 8"	4 PC	KNEE BRACES	\$3.11	\$12.44
5/8" EXT. PLYWOOD	12 PC	ROOF SHEETING	\$27.97	\$335.64
ASPHALT SHINGELS	4 SQ	3 BUNDLES/SQ	\$30.46	\$365.52
DRIP STRIP	80 LIN. FT.	10' LONG	\$5.86	\$46.88
15 LB. ROOF FELT	1 ROLL		\$20.65	\$20.65
NAILS ROOFING	6 LBS.		\$4.27	\$25.62
NAILS 10D	20 LBS	COMMON BRIGHT	\$2.39	\$47.92
NAILS 16D	5 LBS	COMMON BRIGHT	\$3.72	\$18.60
CARRAGE BOLTS	12	3/8" x 8" GAL	\$2.38	\$28.56
6" x 6" x 12'	6 PC	PRESSURE TREATED	\$39.57	\$237.42
CONCRET 80 LB. BAGS	16 BAGS	POST HOLES	\$4.15	\$66.40
CONCRET 3000 PSI	11 YDS	SLAB	\$90	\$990
		SUB TOTAL		\$2,630.02
		8 % TAX		\$210.40
				\$2,840.42
LABOR AND EQUIPMENT				
PLUS 10 % CONTINGENCY				
ADD ALUMINUM RAILINGS ON 3 SIDES				
				\$1,100.00
				\$3,940.42
12/19/2015				

## PAVILION COST ESTIMATE

DESCRIPTION	QUANTITY	REMARKS	COST	TOTAL
12' TRUSS	11 PC	ROOF TRUSS	\$35.15	\$386.65
2 x 10 x10"	4 PC	COLLAR BRACES	\$11.93	\$47.72
2 x 4 x 8"	4 PC	KNEE BRACES	\$3.11	\$12.44
5/8" EXT. PLYWOOD	12 PC	ROOF SHEETING	\$27.97	\$335.64
METAL ROOF	4 SQ	STANDING SEAM	\$500.00	\$2,000.00
BLACK PORCH RAILING	44 FT	ALUMINUM		\$1,000.00
15 LB. ROOF FELT	1 ROLL		\$20.65	\$20.65
ROOFING FASTNERS				\$100.00
NAILS 10D	20 LBS	COMMON BRIGHT	\$2.39	\$47.92
NAILS 16D	5 LBS	COMMON BRIGHT	\$3.72	\$18.60
CARRAGE BOLTS	12	3/8" x 8" GAL	\$2.38	\$28.56
6" x 6" x 12'	6 PC	PRESSURE TREATED	\$39.57	\$237.42
CONCRET 80 LB. BAGS	16 BAGS	POST HOLES	\$4.15	\$66.40
CONCRET 3000 PSI	11 YDS	SLAB	\$90	\$990
		SUB TOTAL		\$5,292.00
		8 % TAX		\$423.36
				\$5,715.36
LABOR AND EQUIPMENT				
PLUS 10 % CONTINGENCY				
THIS ESTIMATE INCLUDES A METAL ROOF AND RAILINGS ON 3 SIDES.				
12/19/2015				

## PAVILION COST ESTIMATE

DESCRIPTION	QUANTITY	REMARKS	COST	TOTAL
12' TRUSS	11 PC	ROOF TRUSS	\$35.15	\$386.65
2 x 10 x10"	4 PC	COLLAR BRACES	\$11.93	\$47.72
2 x 4 x 8"	4 PC	KNEE BRACES	\$3.11	\$12.44
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CONCRET 3000 PSI	11 YDS	SLAB	\$90	\$990
		SUB TOTAL		\$2,630.02
		8 % TAX		\$210.40
				\$2,840.42
LABOR AND EQUIPMENT				
PLUS 10 % CONTINGENCY				

# CCLD Strategic Plan 2013-2018

**Facilities.** Chemung County Library District patrons will find our libraries to be inviting spaces with a customer-focused staff that supports the library's service program and meets community needs.

**Objective 1: Provide library spaces that are inviting, stimulating, comfortable, clean, and safe.**

Desired Outcome: Updated libraries with more inviting and functional multi-purpose spaces.

Activity A: Employ creative space planning to make Library buildings flexible and responsive to patron priorities as less space is needed to house physical collections.

Activity B: Develop a long-term capital plan to address the recommendations in the Existing Conditions/Capital Reassessment Report.

Activity C: Develop a plan to update or renovate library furnishings. Input will be gathered from the public and used during the renovation design phase.

Activity D: Look for opportunities to reutilize space in existing buildings for group work, conversation, and conference.

Activity E: Explore ways to reduce/contain noise in certain areas of the library, allowing for both quiet and active spaces and, through space re-allocation create a significantly enhanced separation between different areas of the library

Activity F: Explore ways to create additional meeting, program and study space, and add gallery space; identify ways to make greater use of outdoor patio/surrounding lawn and the promenade.

Activity G: Investigate the possibility of a "reading garden"—outdoor space for reading, meeting, games, laptop/tablet use, and other activities.

Responsibility: Director, Board of Trustees, Buildings & Grounds Committee, Budget & Finance Committee.

**Objective 2: Bring Library resources to where people are.**

Desired Outcome: Develop the ability to plan for expanded services throughout Chemung County.

Activity A: Begin collecting demographic and statistical data of Chemung County.

Activity B: Determine factors to be considered for library expansion within the county.

Activity C: Investigate possibility of new branch in northern section of county.

Activity D: Investigate possible location on Southside.

	Jan-15		Feb-15		Mar-15		Apr-15		May-15		Jun-15		Jul-15		Aug
	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total
Adult Non-Fiction	3,746	7.15%	3,187	6.75%	3759	6.93%	3448	6.88%	3050	6.75%	3223	6.40%	3292	6.02%	3066
Adult Fiction	8,546	16.31%	7,162	15.16%	8420	15.53%	8011	15.98%	7427	16.43%	8495	16.86%	8874	16.23%	8434
Juv NF	2,149	4.10%	2,041	4.32%	2369	4.37%	2415	4.82%	2020	4.47%	1788	3.55%	2809	5.14%	2054
Juv Fic	9,418	17.97%	8,798	18.62%	10624	19.60%	9521	18.99%	8817	19.51%	9722	19.29%	12704	23.23%	10256
AV	17,596	33.57%	15,787	33.41%	17876	32.98%	16160	32.23%	14104	31.20%	16149	32.05%	15615	28.56%	14876
Periodicals	301	0.57%	371	0.79%	386	0.71%	343	0.68%	255	0.56%	305	0.61%	363	0.66%	391
Other	509	0.97%	558	1.18%	632	1.17%	396	0.79%	404	0.89%	338	0.67%	381	0.70%	287
Public Pcs	4,000	7.63%	3,471	7.35%	4067	7.50%	4013	8.00%	3524	7.80%	3809	7.56%	3877	7.09%	3747
Wireless	2,866	5.47%	2,245	4.75%	2621	4.84%	2662	5.31%	2172	4.81%	2923	5.80%	2945	5.39%	2360
Down Audio	463	0.88%	451	0.95%	571	1.05%	515	1.03%	505	1.12%	572	1.14%	563	1.03%	572
Down Ebooks	1,378	2.63%	1,422	3.01%	1617	2.98%	1458	2.91%	1413	3.13%	1413	2.80%	1612	2.95%	1540
Down Music	1,420	2.71%	1,743	3.69%	1257	2.32%	1173	2.34%	1498	3.31%	1641	3.26%	1361	2.49%	1186
Down Video	21	0.04%	12	0.03%	7	0.01%	17	0.03%	9	0.02%	13	0.03%	85	0.16%	82
Down Mags													199	0.36%	150
<b>Total</b>	<b>52,413</b>		<b>47,248</b>		<b>54,206</b>		<b>50,132</b>		<b>45,198</b>		<b>50,391</b>		<b>54,680</b>		<b>49001</b>

3-15	Sep-15		Oct-15		Nov-15		Dec-15		2015		2014		2013	
	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total
6.26%	3157	6.64%	3182	6.27%	3047	6.44%	3079	6.55%	39,236	6.58%	42,314	7.16%	48952	8.32%
17.21%	8283	17.41%	8431	16.62%	7252	15.33%	7254	15.44%	96,589	16.21%	103,254	17.48%	110498	18.77%
4.19%	1991	4.18%	2210	4.36%	2156	4.56%	1641	3.49%	25,643	4.30%	25,876	4.38%	24473	4.16%
20.93%	9616	20.21%	9636	18.99%	9539	20.16%	8325	17.71%	116,976	19.63%	122,885	20.81%	126150	21.43%
30.36%	14589	30.67%	16012	31.56%	14682	31.04%	15062	32.05%	188,508	31.64%	185,420	31.39%	178525	30.33%
0.80%	247	0.52%	299	0.59%	318	0.67%	282	0.60%	3,861	0.65%	4,408	0.75%	4677	0.79%
0.59%	409	0.86%	1050	2.07%	861	1.82%	1284	2.73%	7,109	1.19%	7,485	1.27%	6445	1.09%
7.65%	3520	7.40%	3765	7.42%	3370	7.12%	3535	7.52%	44,698	7.50%	47,570	8.05%	49524	8.41%
4.82%	2553	5.37%	2560	5.05%	2364	5.00%	2302	4.90%	30,573	5.13%	30,995	5.25%	21323	3.62%
1.17%	586	1.23%	609	1.20%	528	1.12%	550	1.17%	6,485	1.09%	4,929	0.83%	4240	0.72%
3.14%	1471	3.09%	1469	2.90%	1546	3.27%	1544	3.29%	17,883	3.00%	15,047	2.55%	13741	2.33%
2.42%	992	2.09%	1187	2.34%	1372	2.90%	1704	3.63%	16,534	2.77%	253	0.04%	22	0.00%
0.17%	82	0.17%	219	0.43%	148	0.31%	293	0.62%	988	0.17%	211	0.04%	37	0.01%
0.31%	79	0.17%	109	0.21%	122	0.26%	141	0.30%	800	0.13%				
	47575		50738		47305		46996		595,883		590,647		588,607	



Chris Corter January 2016 Activity Report  
(Dates covered December 10, 2015 – January 13, 2016)

Chris Corter

- Created and posted weekly desk schedules for West Elmira Branch and Steele Library with revisions from day to day.
- Covered at West Elmira Branch when staff needed lunch or were approved time off.
- Developed publicity for Hogmanay, monitored progress, ran final reports and contacted Food Bank to pick up food. Over 1,100 items were collected District-wide, 869 of which came from Steele. Approximately, \$3,000 in fines was forgiven. Van Etten Branch donated their food items to the VE Food Cupboard.
- Began staff evaluations to be completed by January 31st.
- Attended Friends meeting on January 4th and reported back to Ron and staff.

West Elmira – Chris Corter

Michelle worked on a furnishings request for the newly created teen space. The request was sent to Ron to be included along with other requests to the Steele Foundation. Friends of CCLD generously funded a storytime rug to spruce up the programming area. The staff is working on another request from the Friends for start up funds for a Lego club. They have replaced the long running pj storytime with a new family movie/craft night which have been well received. They're focusing on the makerspace idea by offering adult maker program such as ice cream making. The program, scheduled for January 25th, has over 30 people registered.

Bookmobile – Chris Corter

Prior to Christmas break, the bookmobile experienced a problem that was corrected by Transit. It took a few days for them to figure out what happened so they were off the road. It turned out a part of the wheel chair lift that locks down at turn off was not tight. This safety feature prevented the vehicle from starting. Once they found the problem, it was easily fixed. After a holiday break, Kim and Chris Russo are back on the road to regular stops.

## **DECEMBER 2015 AV & CIRCULATION REPORT**

**AV:**

Weeded duplicate titles in Audiobook CD.

**CIRC:**

Staff did an excellent job with the "Food for Fines". It was a great success.

**Steele Youth Board Notes for Dec 11, 2015-Jan. 20, 2016**

**Programs: Merry Grinchmas program, Gingerbread House decorating, Kids Movie Day, Lego and Maker Clubs and regular storytimes**

**Janet: Summer Literacy Coalition Meeting, Jan. 7; Kinderbook Meeting, Jan. 12; STLS Youth Advisory Mtg. Jan. 20; conducted page interviews with Owen and Brian Jan. 12 and 14**

**Emma: Early Literacy Webinar Jan. 14**

## **Adult Services Department**

**December, 2015**

### **Adult Services Report**

**Connie Ogilvie**

In the month of December, 2015 there were 417 queries answered on the Adult Services Desk and 208 questions answered on the PC 2 Desk. The Non-fiction book display was titled "Happy Holidays" and featured books about Christmas, Kwanza, and Chanukah.

Now that the New Year is here, the weeding of Non-fiction materials will continue and we will plan to get staff to working towards shifting the Non Fiction and Reference collections.

#### **Fiction**

**Caroline Poppendeck**

Adult Fiction display for " See What Our Staff is Reading" did well. Our special display for December was "Enjoy a Christmas Story".

The Adult Coloring pages are doing very well - strong response from patrons. The colored pencils are also being borrowed to use in the library.

We participated in an EBI Tour and the following webinars; "Library Simplified and the E-Content Access Project", "Libraries in the Teeth of Change", "Booklist What We Are Reading: Spring", and "12 Ways to More Effective Marketing".

Classes consisted of Beginning Computer and Beginning Internet, and Sewing in the Tinker Lab.

#### **Genealogy**

**Maggie Young**

mag fiche -0-  
newspapers -248-  
census film -67-  
vital stats -291-  
soundex -6-  
misc -11-

Currently planning ways to get more active involvement in genealogy/local history with patrons. Genealogy tech sessions have been going well and have helped people access databases and use CCLD resources. We will continue with these monthly. Maggie will now do the yearly "Intro to genealogy" course, and Sherry will focus on ancestry.com and familysearch.org classes in 2016. We will be meeting Jan 7 to begin mapping these programs

out for 2016.

Library scrapbooks are brittle and falling apart. Maggie is purchasing archival boxes to encase these from the elements and shelf wear and tear. Looking for options on how to better house these irreplaceable artifacts.

GENEALOGY DEPT: Some ref books that are in gen/LH right now will be submitted for review for inclusion into general ref. Genealogy dept. will adopt church records and local books currently in general ref into the gen/LH dept.

Year-end total for Genealogy inquiries is \$953.20.

### **Adult Programming**

**Jennie Lewis**

The following programs for adults took place at Steele in December 2015:

Dec 3 - Harnessing the Power of Mobile  
Dec 3 - Bad Art Night  
Dec 4 - Friday Film  
Dec 8 - Tablet Talk  
Dec 9 - Creative Card Making  
Dec 10 - Genealogy Tech Session  
Dec 11 - "So bad, it's good!" Movie Night  
Dec 16 - Beginning Internet  
Dec 22 - Genealogy Tech Session

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

### **Social Media**

**Jennie Lewis**

Posts to the various Social Media accounts continued this month. The electronic newsletter went out on December 1, highlighting December events throughout CCLD.

**Dec 15, 2015-Jan 15, 2016**

**Steele Library Teen Services**

**Doris Jean Metzger**

- Doris Jean is scheduling visits to local schools, parent partners, and youth bureau SPOT events to do outreach for Library Lover's week and Teen tech week.
- Webinar on offering Life Hacks programs (getting teens ready for adulthood w/ basic skills: money management, etc)
- Attended makerspace meeting to coordinate teen "making" & technology focused teen programs.

- Doing Year end weeding and purchasing replacements of damaged popular titles.
- Creating ongoing Teen Advisory Group recommends display for books, music, etc.

### **Information Technology Department - Deb Brimmer**

#### **December 2015**

This month the IT Department continued to maintain servers and handle upgrades, software updates and Help Desk calls from staff. We also continue to support the staff in helping patrons with computer problems. Unfortunately, we are still down one IT staff person and are trying to keep up with IT issues as they arise, this is becoming increasingly difficult to stay on top of.

Worked on Southern Tier West Grant submission. Researched and submitted items for approval. Items were approved and purchased and submitted for reimbursement.

Due to the holidays, the Tinker Lab saw a small drop in numbers but not in activity. Patrons were busy making gifts and decorations in all of the labs. One patron even made a video Christmas Card in the Digital Media Lab.

### **CCLD Makerspaces**

The month saw approximately 135 patrons and we offered 9 programs to the public (2 Cricut, 2 ornament craft, 3 DML cert, 1 3D print intro, 1 sewing)

#### **Tinker Lab:**

- Completed large 3D Print collaboration with Penn Yan
- Created pricing chart
- Sorted and integrated newly purchased Little Bits
- Steve and John learned some Little Bits
- Trained Steve and John on the other 3D printer
- Assisted other staff with needs related to their programs
- Equipment inventory and descriptions (s&j)
- New Tinker Lab capability: 3D Scanning with Kinect (p)
- Performed a fair bit of equipment maintenance and responded to support questions (p)
- Started brainstorming room reorganization in depth, including 3D model of room (s)
- Produced 3D printer and Cricut training videos (s&j)
- Made a custom filament spool rack for the room (p)
- Processed 3D print orders for patrons
- Printed and set out brochures for the January classes and events
- Set up promotional materials for the month of December (flyers, digital signs, online calendar entries)
- Took photos of Tinker Lab and equipment for use in presentation
- Created a video publishing format guide to post in the Digital Media Lab
- Tested methods of topology clean up inside Blender for scanned 3D models
- Started training on the Arduino
- Measured Tinker Lab and furniture and started the creation of a 3D floor plan for a new room layout

- Recorded footage for the Cricut and 3D Printer training videos

**Digital Media Lab:**

- Finished DML staff training (s&j)

**In General:**

- Phelps Tour (and subsequent discussion of photos and integration of ideas)
- Tompkins County Public Library Presentation (created and gave talk, gave demo)
- Began work on cohesive graphic design for Lab Central promotional materials
- Planned programming out through March
- Provided Deb with recommendations and suggestions for Southern Tier West Grant-

**Office of the Director, CCLD  
November 2015**

**Major accomplishments:**

Met with Jeff Robbins from Hunt Engineering to ask for assistance in getting a contractor's estimate for the chiller replacement project from Trane. Also followed up with Mike Saglibene from Hunt Engineers.

Phone conversation with Brian Lichorowiec from DASNY Grants administration updating him on the issues with obtaining the acceptable bid for the project. When it is received we will send the estimate and the proof of available funds to complete the project.

Contacted Rich Davis, Rotenberg Group re: CCLD 2015 yearend audit engagement. Asked for a written agreement with timeline/milestones. Their intent is to work on it the week of April 18th. The small conference room has been reserved for their use for most of the week.

Toured SML with Jeffrey Sullivan, Senior Safety Management Specialist from Selective Insurance.

Applied for energy grant (Application Number 61041). Unfortunately we were denied assistance under both of the current NYSERDA programs.

Continuing to work with staff on a funding request for the Steele Memorial Library Foundation.

Working with Brian Hildreth on the Central Library Plan of Service and the Ad Hoc Central Library Planning Committee. The committee we be formed in January and meet late February at SML. STLS will subsidize committee members' mileage and pay for lunch.

After attending ALA Mid-Winter we are looking into CoolNerd Kiosk (the kiosks aggregate a library's content from multiple digital vendors, including OverDrive, OneClick Digital and Biblioteca), PatronLink (takes data and compresses it against their database to find trends about patrons, create reports for use in marketing, etc.), SignUp (an online meeting room scheduling software that will allow patrons to reserve the meeting rooms at SML remotely), and became further convinced that SML must have an automated attendant phone system to assist staff as many calls are to check hours or see if we are open.

**Other site visits-** Boston Public Library to check on the progress of Phase 2 of their Central Library Renovation Project. The project includes updating computers and relocating new books, fiction, movies and music. There will also be integrated display's of their art, maps and manuscripts, photographs, etc. The Mezzanine will include a community learning center, meeting rooms, classroom, and world languages. The lower level will have an updated lecture hall, digital labs, and business innovation center. The "back of the house" will have an improved loading dock and updated staff break room. Finally, the exterior will have landscaping and sidewalk improvements and a more "welcoming" main entrance.

There were also new exterior windows installed as one of the major issues was to improve the quality of lighting for all of its users, of all ages, students, children, laptop users, researchers, and those who are visually impaired. According to staff the "quantity of lighting in these spaces meets or exceeds library lighting standards and is significantly brighter than the original lighting design. The new design has increased daylight, more overall ambient lighting, and more task lighting at desk areas to satisfy the range of user reading requirements." This is something we should investigate under the NYSERDA Energy Audit results.

Changing to clear glass from tinted windows allowed the library to place reading areas along the outside perimeter to take advantage of increased natural light. New interior walls were illuminated as well. Another side benefit was glare control to improve visual comfort.

**Major meetings:** Meeting with Michael Straight, NYSERDA EDGE Regional Outreach Contractor, STREDC to apply for energy grant funds.

Second meeting with Mr. Straight to review our completed application and submit.

**Major Personnel Issues:** Several confidential conversations with staff and supervisors. Discussions regarding current CCLD staffing issues- number of available staff, scheduling, time off requests (with and without pay). Discussions regarding interviews, scheduling, interviewing, and retention.

**Major Patron conversations:** Requests for a water fountain on the first floor and a mirror in the second floor men's restroom. Banning a patron (with Elmira PD officers as witnesses) under our patron code of conduct.

**Programs Attended/Visited:** Horseheads Volunteer Party

**Community Presence:** Attend ECSD School Board meeting. Attend Rotary Club of Elmira meetings (3). Attend Rotary Club of Elmira Board meeting. Attend ECSD Buildings and Grounds meeting. Attend ECSD Policy Committee meeting.

**Professional readings:**

American Library Association. (2015). *Communities have challenges: Libraries can help. A step-by-step guide to turning outward to your community*. Bethesda, MD: The Harwood Institute for Public Innovation.

"Libraries Transforming Communities (LTC) — an initiative of the American Library Association — seeks to strengthen librarians' roles as core community leaders and change-agents. The initiative addresses a critical need within the library field by developing and distributing new tools, resources and support for librarians to engage with their communities in new ways.

LTC will help libraries become more reflective of and connected to their communities and achieve a domino effect of positive results, including stronger relationships with local civic agencies, non-profits, funders and corporations, and greater community investment in civility,

collaboration, education, health and well-being. ALA also hopes to shift public discourse away from past themes about libraries in crisis and toward talk of libraries as agents of positive community change."

**Professional courses attended/completed:**

ALA Webinar- *"Go Out & Play: Community Engagement through Turning Outward"*

"All communities have challenges. Libraries can help conquer them — given the right tools. Learn how Columbus (Wis.) Public Library, Red Hook (N.Y.) Public Library, and Spokane County (Wash.) Library District are bringing residents, local organizations and city leaders together to tackle a variety of issues using the “turning outward” approach.

Created by The Harwood Institute for Public Innovation, the step-by-step “turning outward” process is being used by libraries and nonprofits across the country to engage communities and help bring about positive change. Learn how you can facilitate more effective community conversations, build stronger partnerships and take more effective action on the issues that the community views as most important. In this 60-minute introduction, representatives of Columbus Public Library, Red Hook Public Library, and Spokane County Library District will share how they are using the free “turning outward” tools to be intentional with resources, realign day-to-day library operations, and succeed in community relationships outside of the building. This webinar is offered as part of ALA’s Libraries Transforming Communities (LTC) initiative."

*Business Ethics* through Lynda. com (CCLD online training subscription).

Topics included: Understanding the purpose and intent of business ethics; Practicing business ethics; Working with suppliers; Reporting ethical problems; Messaging staff; Creating escalation procedures for ethical issues; and Handling a crisis.