



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

Agenda

The July 2016 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, July 21, 2016 at 6:00 pm at **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. Presentation by Rich Davis- EFPR Group
4. Approval of minutes (document #2016-37)
5. Treasurer's report
 - a) Financial report (document #2016-38)
 - b) Report of Unpaid Bills Detail (document #2016-39)
6. Correspondence
7. President's report.
8. Director's Report.

Consent Item: Approval of Request for Purchase of Microform Machines by the Steele Memorial Library Foundation.

Resolved that the CCLD Board of Trustees approve the request by Maggie Young to request funds from the Steele Memorial Library Foundation for the purchase of microform machines as submitted.

9. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2016-40)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document #2016-41)
 - 2) Copy of 2017 Budget (To be distributed at meeting)

Consent Item: Approval of payoff to Chemung County for Debt Service

Resolved that the CCLD Board of Trustees approve a final payment to Chemung County for debt service as submitted.

- c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2016-4)

Consent Items: Approval of Contracts for Restroom Project

Resolved that the CCLD Board of Trustees approve the award of contracts for the restroom project as submitted.

Consent Item: Approval of Lighting Estimate

Resolved that the CCLD Board of Trustees approve the replacement of existing lighting with LED lighting as submitted.

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

Continuity Committee (tabled from June 2016 meeting)

12. New business

13. Period for public expression

14. Adjournment

Library Materials Expenditure Report for 2016

June 30, 2016	50%	through 2016							**Percentage
Department	Gift Funds 6/30/2016	2016 budget	total spent this year	Open Invoices & On order 6/30/2016	Total spent & on order	Balance LEFT TO SPEND includes Gift funds	Total spent this month	Total spent this year	spent this year
						Col.1+Col.2-Col.5			
Steele Memorial Library									
Children's (JUV)	\$ 1,195	\$ 28,990	\$ 11,600	\$ 1,799	\$ 13,399	\$ 16,786	\$ 2,715		44%
Juv eBooks CBA Fund		\$ 3,500			\$ -	\$ 3,500			0%
Young Adult		\$ 6,750	\$ 2,225	\$ 244	\$ 2,469	\$ 4,281	\$ 499		37%
YA eBooks CBA Fund		\$ 3,500							0%
Graphic Novels		\$ 3,000	\$ 632	\$ 383			\$ 52		34%
Reference - CBA Grant		\$ 10,000	\$ 3,022		\$ 3,022	\$ 6,978	\$ 445		30%
Electronic Reference -CBA Grant		\$ 5,000	\$ 5,000		\$ 5,000	\$ -			100%
Electronic Reference - Gen. Fund		\$ 15,500	\$ 5,511	\$ 6,300	\$ 11,811	\$ 3,689			76%
Periodicals	\$ 134	\$ 9,000	\$ 1,722	\$ 8	\$ 1,730	\$ 7,404			19%
Zinio - CBA Grant + \$2K Gen Fund	\$ 2,000	\$ 22,900			\$ -	\$ 24,900			0%
Microforms/Genealogy	\$ 7,753	\$ 2,000	\$ 1,570	\$ 210	\$ 1,780	\$ 7,974	\$ 105		18%
Fiction	\$ 876	\$ 35,200	\$ 15,684	\$ 2,245	\$ 17,929	\$ 18,146	\$ 3,659		50%
FIC eBooks CBA Fund		\$ 12,000			\$ -	\$ 12,000			0%
AV-DownL Aud/music/dvd/blue ray Gen.		\$ 8,500			\$ -	\$ 8,500			0%
Adult Non-Fiction-General Fund	\$ 2,045	\$ 1,000	\$ 424		\$ 424	\$ 2,621	\$ 145		14%
Non-FIC eBooks CBA Fund		\$ 1,500			\$ -	\$ 1,500			0%
Non-Fiction-CBA Fund		\$ 6,000	\$ 3,239		\$ 3,239	\$ 2,761	\$ 1,014		54%
Non-Fic Educ DVD - CBA Fund		\$ 3,000							0%
Audio video/music/dvd/blue ray - Gen.	\$ 11,189	\$ 51,000	\$ 24,587	\$ 9,237	\$ 33,824	\$ 28,365	\$ 5,010		54%
Subtotal for Steele	\$ 25,191	\$ 228,340	\$ 75,216	\$ 20,426	\$ 94,627	\$ 149,404	\$ 13,643		38%
Big Flats Library	\$ 1,596	\$ 20,961	\$ 9,443	\$ 3,167	\$ 12,610	\$ 9,946	\$ 944		56%
Bookmobile	\$ 1,562	\$ 6,504	\$ 3,782	\$ 225	\$ 4,007	\$ 4,059	\$ 440		50%
West Elmira Library	\$ 793	\$ 20,961	\$ 7,785	\$ 4,047	\$ 11,832	\$ 9,921	\$ 1,783		54%
Horseheads Free Library-Adult	\$ 955	\$ 18,300	\$ 8,435	\$ 1,276	\$ 9,711	\$ 9,544	\$ 2,075		50%
HFL- AV	\$ 436	8,000	\$ 3,734	\$ 922	\$ 4,656	\$ 3,780	\$ 456		55%
HFL - Books Plus	\$ 612	-	\$ 106		\$ 106	\$ 506	\$ 48		17%
HFL - Juvenile	\$ 50	\$ 15,724	\$ 7,002	\$ 1,180	\$ 8,182	\$ 7,592	\$ 1,236		52%
VanEtten Library	\$ 123	\$ 5,202	\$ 2,377	\$ 473	\$ 2,850	\$ 2,475	\$ 282		54%
Subtotal for other libraries	\$ 6,125	\$ 95,652	\$ 42,664	\$ 11,290	\$ 53,954	\$ 47,823	\$ 7,263		53%
GRAND TOTALS	\$ 31,316	\$ 323,992	\$ 117,880	\$ 31,716	\$ 148,581	\$ 206,727	\$ 20,906		42%
E-Books purchased from Cost Share NOT included - STLS will track									

	Jan-16		Feb-16		Mar-16		Apr-16		May-16		Jun-16		Jul-16		Aug-16		Sep-16		Oct-16		Nov-16		Dec-16		2016		2015		2014	
	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age
Adult Non-Fiction	3,265	7.03%	3,092	6.41%	3452	6.37%	3559	7.13%	2897	6.52%	3147	6.63%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	19,412	6.75%	39,236	6.58%	42,314	7.16%
Adult Fiction	7,190	15.48%	7,208	14.93%	7619	14.06%	7653	15.33%	7026	15.82%	8345	17.59%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	45,041	15.67%	96,589	16.21%	103,254	17.48%
Juv NF	1,939	4.18%	2,186	4.53%	2380	4.39%	2103	4.21%	1845	4.15%	1719	3.62%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	12,172	4.23%	25,643	4.30%	25,876	4.38%
Juv Fic	8,549	18.41%	9,515	19.71%	10029	18.50%	9881	19.80%	8391	18.89%	9467	19.96%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	55,832	19.42%	116,976	19.63%	122,885	20.81%
AV	15,412	33.19%	15,385	31.87%	15634	28.84%	15165	30.39%	13594	30.61%	13544	28.55%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	88,734	30.86%	188,508	31.64%	185,420	31.39%
Periodicals	268	0.58%	300	0.62%	276	0.51%	294	0.59%	233	0.52%	253	0.53%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,624	0.56%	3,861	0.65%	4,408	0.75%
Other	297	0.64%	548	1.14%	676	1.25%	480	0.96%	301	0.68%	274	0.58%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2,576	0.90%	7,109	1.19%	7,485	1.27%
Public Pcs	3,502	7.54%	3,513	7.28%	3983	7.35%	3470	6.95%	2976	6.70%	3276	6.91%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	20,720	7.21%	44,698	7.50%	47,570	8.05%
Wireless	2,706	5.83%	2,795	5.79%	2900	5.35%	2707	5.42%	2739	6.17%	2743	5.78%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	16,590	5.77%	30,573	5.13%	30,995	5.25%
Down Audio	454	0.98%	604	1.25%	621	1.15%	658	1.32%	550	1.24%	588	1.24%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3,475	1.21%	6,485	1.09%	4,929	0.83%
Down Ebooks	1,366	2.94%	1,528	3.17%	1496	2.76%	1594	3.19%	1388	3.13%	1422	3.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	8,794	3.06%	17,883	3.00%	15,047	2.55%
Down Music	1,289	2.78%	1,250	2.59%	1617	2.98%	1859	3.72%	2020	4.55%	2357	4.97%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	10,392	3.61%	16,534	2.77%	253	0.04%
Down Video	91	0.20%	233	0.24%	201	0.37%	390	0.78%	346	0.78%	169	0.36%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,430	0.50%	988	0.17%	211	0.04%
Down Mags	109	0.23%	116	0.24%	138	0.25%	96	0.19%	105	0.24%	135	0.28%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	699	0.24%	800	0.13%		
Total	46,437		48,273		54,206		49,909		44,411		47,439		0	0	0	0	0	0	0	0	0	0	0	0	287,491		595,883		590,647	

(Minutes of the JUNE 16, 2016 meeting of the Chemung County Library District Board of Trustees. Document #2016-37)

The meeting was called to order at 6:00pm by President Richard Roberts. Present were Pat Silvernail, Ann Hayes, William Wehling, Bonnie Chollet, John Schamel, Michael Muldoon, Marge Kappanadze, Juan Jones, Phyllis Rogan, Rachel Dworkin, Jim Hare and Jared Myers. Excused: Georgia Reynolds and Tim Blandford. 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 April 2016 meeting (Document #2016-31) were presented for board review. The minutes were approved as corrected by unanimous consent.

Financial Report. The May 31, 2016 Financial Report (Document #2016-32) was presented for board review. By unanimous consent the May 31, 2016 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2016-33). By unanimous consent, the board authorizes the payment of the unpaid bills dated 6/8/16 – General Fund \$57,301.28 as distributed in writing

Correspondence. Mr. Shaw passed around thank you notes from the Big Flats Homeschoolers for staff member Becky Jackson, from the Horseheads High School students for Mr. Shaw's participation in their mock interviews and from Holy Family for the Bookmobile visits at their school.

President's Report. Nothing new to report.

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

STLS Awards. CCLD will once again nominate Ann Thurber for the Library Volunteer Award and is nominating CCLD's election videos and social media for STLS's "Best Use of Social Media Award".
STLS Strategic Plan Focus Group for 2017-2021 Plan of Service. Staff members attending are Mr. Shaw, Ms. Corter and Ms. Ogilvie. Trustee Ms. Rogan also plans to attend to represent CCLD.
STLS – Budget & Public Funding Workshop. This is being held July 11 and is free for Library District Trustees.

CONSENT ITEM: Approval of Adjustment to 2016 Summer Hours. Resolved by Ms. Dworkin, seconded by Mr. Schamel that the CCLD Board of Trustees approves the extension of the 2016 summer hours to end on Saturday, September 10th. VOTE: Unanimously Approved.

CONSENT ITEM: Approval of Young Adult Area Project. Board members discussed this project and Mr. Schamel moved, seconded by Mr. Wehling to continue with the concept of the Teen Space area and to authorize Mr. Shaw to apply for the 2017 NYS Construction Project grant. 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 #2016-34). It was reported that the new Beaver Dams Bookmobile stop will begin in December of this year.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2016-35). The Library District will be working on developing a credit card policy and a petty cash policy. Staff will also look at the current Disaster

Recovery document to look at ways to improve it. This plan will delineate steps to take should a disaster happen at CCLD.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2016-36). Mr. Muldoon reported that two bids were received for the Bathroom Restoration project at the Steele Library. The initial project only includes the downstairs public restrooms. The bids also included an additional alternate amount which is to renovate the upstairs public restrooms. The upstairs restrooms are not part of the State Construction Project. Elmira Structures bid \$143,400 for the base bid and \$79,000 for the alternate. Streeter Associates bid \$145,000 for the base bid and \$82,000 for the alternate. Mr. Hare moved, seconded by Ms. Chollet to approve the entire project and to accept the low bid of Elmira Structures in the total amount of \$222,400. VOTE: 12 Approved, Mr. Muldoon abstained. Motion Carried.

Big Flats Reading Garden. Ms. Silvernail reported that the posts have been painted and the benches and railings have been ordered.

Lighting Estimate. The project will replace current light fixtures with LED lighting. The estimate received was \$27,352 of which \$7,275 will be a rebate. The project is estimated to give energy savings of \$9,000 annually which would mean the project pays for itself within 2 years. The information will be sent to board members to review prior to the next meeting.

Old Business. Ms. Reynolds submitted in writing a charter for a new CCLD Committee – The Continuity Committee. This Committee would replace the Nominating Committee and its charge would be to “ensure” representation on the CCLD board of trustees. Discussion ensued and the matter was tabled until the next meeting.

Attorney Conrad Wolan was present to inform the board of the decision of the Chemung County Board of Elections to no longer hold CCLD trustee elections after the current year. In order for the County to continue to include the budget proposal on the General Election ballot, a change needs to be made to the Legislation that formed the Library District to separate the two elections. Board members also discussed the change to the Legislation that will allow the Executive Committee to authorize payment of invoices between the monthly board meetings. Ms. Dworkin moved, seconded by Mr. Wehling to have the attorney submit both changes to New York State Senator Tom O’Mara for submission to the State Legislature for approval. VOTE: Unanimously Approved. The changes to the Legislation that will to be submitted to the State are as follows:

1. Amend Section 2 of Chapter 380 of the Laws of 2005 as follows:

In the event that the Chemung county library district is created, there shall be an annual election conducted by the board of trustees of the district in accordance with the election procedures provided in subdivision one of this section, at a time to be set by the district board, at which election vacancies on the board of trustees shall be filled ~~and at which any~~

Any proposed budget which the board shall determine to submit to the voters pursuant to section four of this act shall be submitted to the voters at the annual election conducted by the trustees as set forth in the prior sentence or at the annual general election conducted by the local county board of elections.

2. This Act shall take effect immediately and shall apply to annual general elections scheduled to occur more than ninety days after its effective date.

6. The treasurer of the Chemung county library district shall be custodian of all funds of the library district including gifts and trust funds paid over to the trustees. The board of trustees may authorize the investment of funds in the custody of the treasurer in the same manner in which school district funds may be invested. Proceeds of obligations received from the county may be invested in accordance with section 165.00 of the local finance law. The county shall promptly pay over to the Chemung county library district all moneys which belong to or are raised for the library district. No moneys shall be disbursed by the treasurer of the library district except after audit by the board of trustees or by the board’s executive committee if the board has by prior resolution designated such committee to perform such claims

auditing. The board of trustees of the library district or the board's executive committee shall audit all claims and shall order the payment thereof, except as otherwise provided by this section. No such claims shall be audited or ordered paid by the trustees or the board's executive committee unless an itemized voucher therefor shall be presented to the board of trustees or the board's executive committee for audit and allowance. The foregoing requirement that no moneys shall be disbursed by the treasurer of the library district except after audit by the board of trustees or the board's executive committee shall not be applicable to payment of claims of fixed salaries and amounts which the library district may be required to pay on account of retirement contributions for past or current services to officers and employees of the library district. The treasurer shall keep such records in such manner as the board of trustees may require.

Personnel Committee. CONSENT ITEM: Resolved by Ms. Dworkin, seconded by Ms. Hayes that the CCLD Board of Trustees approves the Personnel actions as submitted in writing and approves the new hires of part time Library Clerk Jeff Mathews and the temporary part time shelver Brittanie Moyer. VOTE: Unanimously Approved.

Mr. Shamel moved, seconded by Ms. Silvernail to move into Executive Session to discuss the Library Director's evaluation. Mr. Shamel moved, seconded by Mr. Hare to come out of Executive Session. Ms. Kappanadze moved, seconded by Mr. Muldoon to approve of the draft copy of the Director's evaluation and to give Mr. Shaw a 1.5% salary increase retroactive to his anniversary date of hire. VOTE: Unanimously Approved.

Public Expression. None

The meeting was adjourned at 7:46pm. The next regular meeting of the board will be held on Thursday, July 21st, 2016 at 6:00pm at the **Steele Memorial Library, 101 East Church Street, Elmira, New York.**

Document #2016-40

Report of the July 6th, 2016 meeting of the Executive Committee of the Chemung County Library District:

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

UNPAID BILLS: Mr. Hare moved, seconded by Mr. Schamel to approve the Unpaid Bill lists dated 7/6/16 – General Fund - \$52,408.05 and the Grant Fund - \$2,987.90.
VOTE: Unanimously Approved.

President Report. Mr. Roberts reminded board members about the Budgets and Funding workshop for trustees being held in Hammondsport on Monday. He reported that Labor/Management meetings are being held once each month. One board member each month need to attend – the main purpose is to listen, not participate.

Mr. Roberts received a letter from the Public Library Foundation of Chemung County which states they anticipate distributing \$105,000 to CCLD in 2017 for the support of the Horseheads Free Library. The letter also delineated items which have been approved by them for payment in 2017.

Director Report. Mr. Shaw reported receipt of an email from Rich Davis, auditor from EFP Group which states that he will be out of town and not able to attend the July meeting of the board. He does plan to attend the July 13 meeting of the Budget & Finance Committee to review the draft of the 2016 CCLD audit.

Ms. Young, the librarian in charge of Genealogy and Local History, would like to request some new Microfilm machines from the Steele Memorial Library Foundation. Board members will discuss this at the next meeting.

CCLD will again this year assist Catholic Charities with their “back-to-school” drive with boxes for patrons to donate to be located in each library.

The meeting adjourned at 6:25pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, August 3rd, 2016 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2016-41

Report of the July 13th, 2016 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting were CCLD board members Georgia Reynolds, Richard Roberts and Marge Kappanadze. Also attending were Joan Santulli, CCLD Administration and Rich Davis of the accounting firm EFPR Group. The meeting opened at 8:00am.

Mr. Davis discussed the draft of the 2015 audit of CCLD's financial statements. Mr. Davis stated that the letter from EFPR which accompanies the audit is a standard letter; there is nothing to be concerned about. The firm encountered no difficulties in performing the audit and there were no disagreements with management. Mr. Davis will attend the July meeting of the full board to review the final copy of the audit.

Ms. Santulli presented the June 30th, 2016 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the 7/13/16 Unpaid Bills Detail for the General Fund bills totaling \$36,842.51. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Ms. Santulli submitted the first draft of CCLD's proposed budget for 2017. After review and discussion, the Committee determined that once a budget is adopted by the board, an aggressive campaign is needed to promote the Library District and its services. This is not just the job of the Administration nor of the staff, it is also the responsibility of each trustee serving on the board. The proposed budget will be distributed at the next meeting of the board, giving trustees time to review it and ask questions prior to adopting a final budget at the August meeting.

The meeting adjourned at 9:20am. The next meeting of the Budget & Finance Committee will be held on Wednesday, August 10th, 2016 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2016-42

Report of the July 6th, 2016 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30pm. Present were Mr. Muldoon, 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) will be asked to have the contract from Elmira Structures ready to be signed at the July meeting of the board. He will also request a new timeline for the project start to finish. Mr. Butcher submitted samples of the tiles to be used so that CCLD can choose the color. He recommended that the color “Snow White” which has a 66.4% LRV rating be chosen for the project. It will give the best lighting in a room that has no windows. The B & G Committee agreed with his recommendation.

Teen Section Renovation at Steele. Mr. Muldoon is still working with Cornell University to determine whether or not they are willing to allow the project planning & drawings to be part of a “student project” at no cost to CCLD. He is waiting to hear from the Chair of the Committee.

Mr. Shaw stated that he has received confirmation that the New York State Dormitory Authority has approved CCLD’s Chiller Project for funding. The original estimate was \$305,000. CCLD is receiving \$101,000 from the State Construction Project funding and \$150,000 from Senator O’Mara’s office for this project. He will update the State Construction Project worksheet and submit it to the board.

The meeting adjourned at 5:42pm.

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

Chris Corter July 2016 Activity Report
(Dates covered June 7 - July 12, 2016)

Chris Corter

- Met with Ron about job duties
- Completed Welcome to CCLD Brochure and distributed to all CCLD libraries to be given to new card holders.
- Submitted CCLD event postings to Elmira Downtown Development every Tuesday
- Attended Maker Expo follow up meeting on June 14
- Attended City of Elmira Comprehensive Plan meeting on June 15th
- Attended STLS Plan of Service Focus Group meeting on June 28th
- Taped WETM Community Focus program on June 21st with Janet Ackerman to promote summer events. The show aired on June 26th. Appeared on WENY Good Morning Twin Tiers on June 30th to promote summer concerts.
- Hosted summer concerts on July 5th and 12th.

West Elmira – Chris Corter

- Approved and submitted material orders for West Elmira
- Visited West Elmira and provided coverage on June 15th, 23rd, 27th, 28th, 29th, 30th and July 6th
- Consulted with staff and submitted 2017 Budget Requests for West Elmira

Bookmobile – Chris Corter

- Selected and ordered materials for Bookmobile
 - Created publicity posters for Spoon Man and monthly Book Discussion Club.
 - Consulted with Kim and submitted 2017 Budget Requests for Bookmobile
- Worked with Kim on blog article about summer on the Bookmobile

Circ & AV Report June 2016

- **Circulation:**
- Keeping up with the Summer crowd. Staff is doing a great job.
- **AV:**
- Number of items added:
- DVD: 60
- Music CD: 46
- Audiobook CD: 82
- Total: 188

Steele Youth Board Notes for June 15-July 11, 2016

Programs:

Summer Storytimes started June 17 and continues through Sept. 2,

Summer Movie Days June 23 and July 8

Summer Reading Club Kick off Events, each library sent a Youth staff member to cover each other's event and took their own craft, activity....Steele's Thurs. June 30

Giant Game Day July 7

Theatre Camp for Tweens begins July 11

Janet:

Appearance with Chris Corter on WETM's Community Focus program, taping on June 21 airing June 26
Community Outreach to Orange Leaf Cafe for yogurt for kick off event and American Family Karate for appearance at kick off event, Kingsbury's Cyclery and Rita's Ice for Eldridge Park give aways for Kids finishing the Reading Program

Heard from Arts Council of the Southern Finger Lakes that we were awarded a grant for the Summer Tween/Teen Theatre Camp, contacted Melissa Neufer to run this camp again.

Attended West Elmira's Kick off event on June 27

Led Cohesion Training for 80 Teen Counselors on June 29 as part of the Summer Collaborative, on the importance of Summer Reading

Attended a Dept head Meeting on July 5

Met with Brian Harris and Caroline Poppendeck for Scheduling

Emma:

Decorated wall for Summer Reading Club

Community Outreach to Corning Y for appearance at SRC kick off by Judo Instructors and to Jim's Gym in Elmira for use of their mats for program

Made appearances at Big Flats kick off 06/28 and Horseheads 06/29

Organized event and created props for Giant Candy Land for Game Day

Trained 2 new staff members: Jeff Mathews, new PT clerk for the Youth Dept and Brittainie Moyer, PT Summer Page as well as a Chemung Youth employee who is working here over the Summer

Jeff:

Has observed storytime, been learning Circ. and Youth Desk procedures and will help Melissa Neufer with the Theatre Camp beginning July 11

Nonfiction and Reference Report- Connie Ogilvie

In the month of June, 2016 there were 598 queries on the Adult Services Desk and 253 questions answered on the PC2 Desk. The Nonfiction book display theme for this month was "Adopt a Cat." Our wide array of books concerning cats, care of cats and those featuring cat stories were quite popular.

The Nonfiction weeding continues, currently still working on the 600s-629 list. Also, we have already begun shifting the Nonfiction collection.

Adult Fiction – Caroline Poppendeck

Upload podcast

Library blog

Budget requests

Coloring Club

Sewing class

Developmentally Disabled Adults program

Beginning Computer class

Beginning Internet Class
Record podcast
One-on-one session w/patron
Staff scheduling

Board report : genealogy and local history

We continue with our indexing projects and providing long-distance research service. Paypal is working well and it has been popular with researchers. We continue with monthly research sessions and are now offering to schedule appointments with people who would like individual assistance with genealogy. Sherry is managing quite a few volunteers and the indexing and volunteer projects. Maggie is working on collection-level projects, programming, long-term planning for the genealogy web pages, digital projects, equipment for the department. Maggie is also looking at passive programming for the 2nd floor and doing arts and crafts for adults, as well as the lit and arts zine for the library.

Maggie Young

Steele Library Teen Services Doris Jean Metzger, MLIS

Mid June 2016-Mid July 2016

- **Booktalk on WENY's Monday Midday Makeover book segment.**
- **Teen Summer Reading is underway. Teens can read and win three ways: online, at check out when they take out books, and via a paper gaming themed log.**
- **Partnering with Summer Spot (Chemung County Youth Bureau's program). July Teen Steele summer events are among the choices of activities Summer Spot teens can choose to participate in.**
- **Also partnering with YWCA and local businesses King Kone and Vincenzo's Pizza to offer prizes for teens who read.**
- **Attending STLS ILL training.**

Adult Programming/Jennie

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 June 2016, the following programs for adults took place:

June 1st, 6:00pm - [Tabletop Gaming](#)
June 2nd, 6:30pm - [Book Talk with Jeanne Mackin](#) (Elmira Garden Club)
June 7th, 6:00pm - [Bad Art Night](#)
June 8th, 6:00pm - ["Fan Infinity" Adult Fandom Club](#)
June 8th, 6:30pm - [Adult Coloring Club](#)
June 10th, 17th, 24th, 3:30pm - [Artist's Way](#)
June 13th, 1:00pm - [Brick Wall Busting \(Genealogy\)](#)
June 13th, 6:30pm - [Watercolor Basics](#)

June 17th, 2:00pm - [Friday Afternoon Film](#)
June 22nd, 6:00pm - [Tabletop Gaming](#)
June 23rd, 6:30pm - ["So bad, it's good!" Movie Night](#)
June 27th, 6:00pm - ["Fan Infinity" Adult Fandom Club](#)
June 29th, 12:00pm - [Measuring Your Marketing](#)

Weekly Groups

Tuesdays, 7:30-8:30pm - [Adult Writing Group](#)
Wednesdays, 9-4pm - [Chess Club](#)
Wednesdays, 12:30-2pm - [Knit & Crochet Club](#)
Thursdays, 9-11am - [Craft Club](#)

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

June 14th, 1:00pm - [Tablet Talk](#)
June 15th, 1:00pm - [Beginning Computer](#)
June 21st, 1:00pm - [Intro to Google Mail](#)
June 29th, 1:00pm - [Beginning Internet](#)

The monthly Adult Programming and Tech Class brochures were updated and printed. A summer reading club brochure for adults was created.

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 the 1st, highlighting events throughout CCLD. The Summer Reading Club page was updated and the reading club launched on June 27th.

Magazines & Adult Graphic Novel Collection

Placed monthly order of graphic novels. Dealt with some magazine delivery issues. Submitted Zinio renewal order.

Other

Received a \$500 QuickARTS grant to fund additional art classes for the summer.

Horseheads

June 7th Owen attended CCLD Management Meeting

June 20th Owen attended Friends of the Horseheads Free Library Meeting

June 22nd Owen attended Public Library Foundation of Chemung County Meeting

Amanda Farely participated in Branch SRC kickoff events at West Elmira and Steele 6/27 and 6/30

Kelly Brown participated in the Big Flats Library SRC kickoff event on 6/28.

Pam Lee attended an Interlibrary Loan Training station at STLS 7/12.

Big Flats

6/25 Glenice built a float for the Big Flats Community Days Parade and won 1st prize!

Glenice and Becky participated SRC kickoff events at other CCLD Branches: 6/27 West Elmira; 6/29 Horseheads; 6/30 Steele.

Glenice attended an Interlibrary Loan Training station at STLS 7/12.

Van Etten by Michelle Erickson

On July 6th -Outreach to the YWCA kids wrap around at the SVE Elementary school- invites to SRC events and invite to the library as a field trip for the kids.

Placed flyers for SRC events in town (post office & dandymart)

Tentative date for visit to SVE Farmers market- Saturday July 23rd from 10am-1pm

Book club will meet July 29th 11:30am-book discussion and select book for August.

Office of the Director, CCLD
July 2016

Major accomplishments:

SML Teen Space- Presented the CCLD 2017 NYS Construction Grant request for the Young Adult area to the STLS Buildings & Grounds Committee.

STLS Award Nominations- Prepared and submitted a nomination for Ann Thurber for the "Library Volunteer" award and our 2015 budget campaign for "Best Use of Social Media."

Casey Award- Prepared and submitted a nomination for Joe Caprulo for the FLS Daniel W. Casey Library Advocacy Award.

WENY Early Morning Show- Chemung County Library District Electronic Resources: Lynda.com; Transparent Languages Online; Zinio; IndieFlix.

Chiller- Resubmitted FS-10 forms top NYS Division of Library Development in order for them to begin processing payment.

Labor-Management Meeting- Discussed CSEA concerns regarding FT staff at WE/BF; management Concerns of extra hours for staff; update on moving the first Saturday open to September 17, 2016.; probationary periods for new employees and for promotional employees; job duties; statistics for extended Saturday hours.

Other site visits: Big Flats, John V. Brown Library (Williamsport (PA),

Major meetings: Department Heads, Labor-Management,

Major Patron conversations:

Programs Attended/Visited: Steele - Adult & Teen arts n crafts: Washi tape bookmark day; West Elmira Summer Reading Club Kick-Off; Teen Writer's Group; "Fan Infinity" Adult Fandom Club; Video Game Tourney w/ Rainy Toad Gaming (Teen Summer Fun); Life Sized Board Game Day!; Merry Go Round Youth Theatre presents..."The Tortoise and the Hare"

Community Presence: Attend Rotary Club of Elmira meetings (3). Attend Rotary Club of Elmira Board meeting.

Professional Readings:

Chan, H. C. (2015, October). Library3.0 for Public Library. *Journal of Service Science and Management*, 8, 741-753. Retrieved June 20, 2016, from <http://www.scirp.org/journal/jssm>
<http://dx.doi.org/10.4236/jssm.2015.85075>

The number of visitors to public library has been dropping in most of the developed cities as a result of digitalization and Internet proliferation. The role of public library has to be converted into a place for discourse, peer collaboration, social learning, and particularly inspiration through and learning from people. Social capital can thus be built up and that the process of building social capital can be part of a community development. Base on the principles of Library3.0 and Connectivism which is considered as the learning theory of this digital age, and the study of “Next” public library, this paper supports that Library3.0 implementation can facilitate this conversion with emphasis on the importance of Personalization in the creation of different space/zones for individual. Library3.0 in reality is introduced at the end.

Mathews, B. (2014). Librarian as Futurist: Changing the Way Libraries Think About the Future. *Portal: Libraries and the Academy Portal*, 14(3), 453-462. doi:10.1353/pla.2014.0019

Are librarians preoccupied with the future? There are countless books, articles, blog posts, webinars, and conference presentations filled with speculation about what libraries will become. This is understandable with the emergence of new roles for libraries and librarians as we determine our identity across the digital landscape. This essay offers guidance for thinking about the future. By adopting the cognitive tools and mindsets used by practitioners of strategic foresight, library leaders can position their organizations for greater impact and value. Knowing how to discover, design, assess, and address possible future scenarios is becoming increasingly critical, and this skill should become part of our professional fluency.

Mathiesen, K. (2013). The Human Right to a Public Library. *Journal of Information Ethics*, 22(1), 60-79. doi:10.3172/jie.22.1.60

As a result of the global economic turndown, many local and national governments are disinvesting in public libraries. This paper proposes that governments have an obligation to create and fund public libraries, because access to them is a human right. Starting with the *Universal Declaration of Human Rights*, and appealing to recent work in Human Rights Theory, I argue that there is a right to information, which states are obligated to fulfill. Given that libraries are highly effective institutions for ensuring that this right is fulfilled, there is a derived human right to a public library.

Professional courses attended/completed: *Library Campaign training Institute Part I: Building Your Base*. American Library Association.

This workshop makes the connection between program and services outreach and building a library's base of support for advocacy. This workshop details: Using recent research as well as preparing public service return on investment calculations; How to map a community and use of social media; Connection between customer service and advocacy.