



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 June 2016 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, June 16, 2016 at 6:00pm at the **Van Etten Library, 83 Main St. Van Etten, NY 14889**. 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 #2016-31)
4. Treasurer's report
 - a) Financial report (document #2016-32)
 - b) Report of Unpaid Bills Detail (document #2016-33)
5. Correspondence
6. President's report.
7. Director's Report.

Consent Item: Approval of Adjustment to 2016 Summer Hours
Resolved that the CCLD Board of Trustees approve the 2016 summer hours as submitted.

Consent Item: Approval of Young Adult Area Project
Resolved that the CCLD Board of Trustees approve the Young Adult project for the 2017 NYS Construction Project Grant.
8. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2016-34)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document #2016-35)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2016-36)
 - d) Personnel Committee (Kappanadze)

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

(Minutes of the MAY 19, 2016 meeting of the Chemung County Library District Board of Trustees. Document #2016-31)

The meeting was called to order at 6:00pm by President Richard Roberts. Present were Pat Silvernail, Georgia Reynolds, William Wehling, Bonnie Chollet, John Schamel, Michael Muldoon, Marge Kappanadze, Phyllis Rogan, Rachel Dworkin, Jim Hare, Tim Blandford and Jared Myers. Excused: Ann Hayes and Juan Jones. 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.

The meeting started with a presentation by Emma Howard, Library Clerk in the Juvenile Department at the Steele Library. She introduced herself and explained her job duties in the department which include planning and leading the Middle Makers & Lego Clubs, assisting in storytimes, Kinderbook visits, weeding projects, cataloguing and repairing library materials, supervising juvenile volunteers, assisting library patrons as well as many other duties. The board thanked Ms. Howard for attending the meeting and making her presentation.

Minutes. The minutes of the April 2016 meeting (Document #2016-25) were presented for board review. The minutes were approved as corrected by unanimous consent.

Financial Report. The April 30, 2016 Financial Report (Document #2016-26) was presented for board review. Mr. Schamel reported that financially CCLD is doing well. A question was raised as to the difference in the Library Materials budget line on the Financial report vs. the budget on the Book Budget report. Ms. Santulli will review both reports. By unanimous consent the April 30, 2016 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2016-27). Mr. Schamel mentioned that the list includes the 1st quarter Utility payment to Chemung County, a progress payment to the auditors and the second payment to Perry & Carroll for the Property & Liability insurance. By unanimous consent, the board authorizes the payment of the unpaid bills dated 5/10/16 – General Fund \$31,974.88 as distributed in writing. Ms. Santulli requested that an additional invoice be approved – Chemung Canal Trust Company in the amount of \$1,158.36 – to make a payment on the CCLD credit card which was maxed out due to the Continuing Ed Day and the Maker Expo. Ms. Reynolds moved, seconded by Ms. Dworkin to approve this payment to CCTC. VOTE: Unanimously Approved.

Correspondence. Mr. Shaw passed around a letter from a patron who stated that he appreciated the professional service given to him by the Tinker Lab staff; letters from the ARTS Council for Janet Ackerman (ST) and Michelle Barrett (WE) for displaying art during National Youth Arts month; and a letter from the ARTS Council thanking CCLD for the contribution made to their Annual Snapshot for Fiscal year July 2014 – June 2015.

Mr. Blandford and Ms. Chollet left at this time.

EXECUTIVE SESSION: Ms. Reynolds moved, seconded by Mr. Muldoon to go into Executive Session to discuss an employee. VOTE: Unanimously Approved. Ms. Reynolds moved, seconded by Ms. Dworkin to come out of Executive Session. VOTE: Unanimously Approved. Ms. Kappanadze left the meeting at this time.

President's Report. Mr. Roberts reported that the Auditors cannot attend the June meeting. The next two Library Board meetings will be held as follows: June 16th – meeting in Van Etten and July 21st – meeting at Steele. It appears as though CCLD will need to move from a cash accounting

system to an accrual basis for accounting. The auditors will be asked how to move forward with this process.

Board of Elections. Mr. Roberts, Mr. Hare and Ms. Rogan had another meeting with the Chemung County Board of Elections. Mr. Wolan, CCLD's Attorney, will write work with the Board of Elections to write up wording in our request to change the Legislation that both the County and the Library District board can agree to. It will then be submitted to the State for approval. If it passes, the County will continue to hold the CCLD elections, if not, CCLD will need to hold its own elections.

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

Summer Concerts will be starting soon. It appears as if the Friends of CCLD will sponsor these concerts as well as other major events being held by CCLD.

Continuing Ed Day was a great success. Over 100 people were in attendance which included several staff members from other STLS libraries. A big thank you to Brian Hildreth and his staff for helping to make the event a success. Thank you as well to CCLD staff members, Ms. Corter and Ms. Brimmer and her crew for the hard work they put into this event to make it successful.

Local History Project. Ms. Young is working on utilizing the Broadcast Lab for this new project.

Maker Expo. CCLD has received a donation from Wal-Mart to support the Maker Expo. Ms. Dworkin moved, seconded by Mr. Wehling to accept the \$1,000 donation from Wal-Mart for the purposes stated. VOTE: Unanimously Approved.

Bookmobile repairs. The work for the service bulletin and speedometer is not covered under warranty and will be repaired by the Bluebird shop in Whitney Point. New Skylights have been ordered and Ms. Jones will pick them up as soon as they are delivered. First Transit will install the skylights.

Elmira Water Board. The Water Board will hold its annual election at the Steele Library on June 7th, 2016.

CONSENT ITEM: Approval of 2016 Summer Hours. Resolved by Ms. Reynolds, seconded by Ms. Rogan that the CCLD Board of Trustees approves the 2016 summer hours as submitted in writing. VOTE: Unanimously Approved.

CONSENT ITEM: Approval of Change to Patron Code of Conduct. Resolved by Mr. Shamel, seconded by Mr. Hare that the CCLD Board of Trustees approves the change to the Patron Code of Conduct as submitted in writing. VOTE: Unanimously Approved.

CONSENT ITEM: Approve of CSEA Retiree Vision Memorandum. Resolved by Ms. Dworkin, seconded by Mr. Shamel that the CCLD Board of Trustees approves the CSEA Retiree Vision Memorandum as submitted in writing. 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 #2016-28). All items have been covered.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2016-29). CCLD has received a notice from Excellus that they are requesting that the State approve a 13% premium rate increase for 2017. A check has been received from Chemung Canal in the amount of \$43 as a result of a securities litigation settlement with Dell SEC Fair Fund. The CCLD Administration will submit the 2017 Budget countdown calendar to the Committee at its next meeting.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2016-30). Mr. Muldoon stated that the Restroom Renovation Project at the Steele Library is nearly ready to be put out for bid. The Board agreed that

the timetable for the bid process be as follows: 5/23/16 – put project out for bid; 6/16/16 – sealed bids due to CCLD by 3pm and to be opened; 6/16/16 – Bid to be awarded at the CCLD board meeting; 6/27/16 – project to start and 8/22/16 – project to be completed. Foor & Associates has submitted a request for a progress payment. Mr. Muldoon moved, seconded by Mr. Hare to approve the payment of \$6,502.90 to Foor & Associates. VOTE: Unanimously Approved.

Teen space at Steele. Mr. Muldoon reported that he has a draft letter nearly ready to be sent to the Cornell Architecture Department to determine whether or not the students can assist with the development of a blueprint for the project.

Big Flats Reading Garden. Ms. Silvernail reported that the concrete slab for the pavilion has been installed by the Town of Big Flats who are covering the cost. The Committee has received \$1,000 donation from Wal-Mart, a \$1,000 donation from the Big Flats Community Fund and is waiting to hear from the Corning Foundation on a request for funding. Paving blocks from the library building to the pavilion still need to be installed and the Committee is looking at what furniture is needed to be placed in the pavilion. A ribbon-cutting ceremony will be planned once the project is complete.

Marketing Plan. Mr. Shaw is working on having a formal document to distribute to the board at the next meeting.

Dark Fiber. Mr. Shaw stated that Todd's Cable is doing the install at all CCLD locations. Once the sites are connected, STLS will work with CCLD's IT Department to install the hardware that makes the connection happen.

Personnel Committee. CONSENT ITEM: Resolved by Ms. Dworkin, seconded by Mr. Muldoon that the CCLD Board of Trustees approves the Personnel actions as submitted in writing. VOTE: Unanimously Approved.

Mr. Shaw reported that the part-time clerk assigned to the Bookmobile will be off on Disability Leave for several weeks. He requested that he be allowed to hire a seasonal part-time Library Page to cover staff absences during the summer months. Ms. Reynolds moved, seconded by Mr. Wehling to approve the hiring of a temporary Library Page for the summer. VOTE: Unanimously Approved.

Old Business. The board commended Trustee Silvernail for taking the time to look for new sites for Bookmobile stops in Chemung County.

It was reported that the Montour Falls Library was asking voters for a 28% increase in funding.

New Business. Ms. Silvernail requested to know if the Southern Tier Library System was asking for volunteers from the board of trustees to serve on their focus groups for the STLS Plan of Service. Mr. Shaw will clarify and let the board know whether board members are invited to be part of the focus groups.

Plans for the Maker Expo have come together and it is expected that the event will be a fabulous success. The date for the Expo is Saturday, May 21st.

Public Expression. None

The meeting was adjourned at 8:42pm. The next regular meeting of the board will be held on Thursday, June 16th, 2016 at 6:00pm at the **Van Etten Library, 83 Main Street, Van Etten, NY 14889.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2016-32)

Financial Report - MAY 31, 2016

Income	2016 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 76,700	\$ 34,955	\$ 41,745	46%		Includes \$6,500 Fines collected by STLS thru PayPal 2014/15
Grants (other than N.Y.S.)	\$ -	\$ 46,198				Corning Lib \$2K for Zinio; Friends of CCLD \$7,085, HH Friends \$5,500, Swest Grant \$29,813, ARTS \$700, CCTC \$100, WalMart \$1,000
Foundation Contributions	\$ 165,000	\$ 20,000	145,000	12%		SML Foundation 1st Qtr
Library District Tax Receipts	\$ 2,725,648	\$ 2,725,648	0	100%		
PILOT Funds	\$ 40,000	\$ -				
Interest on Investments	\$ 1,000	\$ 2,147	(1,147)	215%		
State Aid						
Central Library Development	\$ 89,276	\$ -	89,276	0%		
Central Book Aid	\$ 61,958	\$ -	61,958	0%		
Local Library Services Aid	\$ 37,000	\$ -	37,000	0%		
Other State Aid		\$ 5,949				Final for Elevator Project
TOTAL INCOME	\$ 3,196,582	\$ 2,834,897	\$ 373,833	89%	42%	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,418,630	\$ 584,980	\$ 833,650	41%		
Overtime & Holiday Salaries	14,787	\$ 9,530	5,257	64%		
Employee Benefits						
FICA	109,658	\$ 47,689	\$ 61,969	43%		
NY State Retirement	266,616	\$ 100,626	\$ 165,990	38%		
Medical & Dental	395,628	\$ 165,857	\$ 229,771	42%		
Other (Disability, Wk. Comp, Unemp)	26,828	\$ 28,499	\$ (1,671)	106%		WC & Disability pd ANNUAL
Subtotal - Personnel Exp	2,232,147	937,181	\$ 1,294,966	42%	42%	
Contractual						
Equipment	40,689	\$ 38,718	1,971	95%		SouthWest Grant \$29,813, HH Gift \$258
Telephone	11,350	\$ 10,192	1,158	90%		Paid Annually
Supplies	42,900	\$ 20,027	22,873	47%		TOTAL \$3,583: MakerSpace/EXPO Grant \$1,308, FR of CCLD \$582, HH Friends \$576, Mktng \$219, HH Foundation \$898
Travel & Continuing Education	14,715	\$ 4,562	10,153	31%		
Repairs & Maintenance	39,412	\$ 19,978	19,434	51%		
Postage	2,000	\$ 402	1,598	20%		
Library Materials (books, video, etc.)	318,551	\$ 97,622	220,929	31%		Gifts \$316
Utilities	67,000	\$ 27,850	39,150	42%		
Building Cleaning Supplies	21,325	\$ 5,380	15,945	25%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 777	3,223	19%		
Insurance	38,701	\$ 20,828	17,873	54%		
Vehicle Operation / Maintenance	1,000	\$ 1,000	0	100%		for items not billed in 2015
Professional Fees (audit, engineer/leg)	20,825	\$ 18,378	2,447	88%		HR Consultant \$2,900, Audit \$6,000
Data Processing Expenses (Cost Shar	124,308	\$ 36,494	87,815	29%		VPN-Time Warner
Payment of Taxes	4,975	\$ 4,887	88	98%		
Library Programming	27,500	\$ 19,725	7,775	72%		TOTAL \$6,284 =Grant \$734; Gifts \$1,250; HH Friends \$3,590, FR of CCLD \$325, Mktng \$36, EXPO \$349
Chemung County costs (B&G, vision	12,000	\$ 7,441	4,559	62%		
Capital Improvements STATE CONST se	25,000	\$ 11,901	13,099	48%		Hunt Eng for Elevator Project \$3,508/Fagan for Restroom project \$8,393
Contingency Fund	61,618	\$ 481	61,137	1%		BKM - for repairs not billed in 2015
Debt Service	\$ 16,290	\$ -	16,290	0%		
Subtotal Expenses	\$ 3,126,306	\$ 1,283,824	\$ 1,842,482	41%	42%	
2015 & 2016 State Construction Projects		\$ 2,111				Elevator Air Monitoring
TOTAL EXPENSES	\$ 3,126,306	\$ 1,285,935				

Unpaid Bills Detail

As of June 8, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Aleta Yarrow			
	06/08/2016	Adult Prog 7/20 Clay beads	225.00
Total Aleta Yarrow			<u>225.00</u>
American Button Machines			
	06/08/2016	Button Machine supply-pd by Marketing	103.02
Total American Button Machines			<u>103.02</u>
Avoca Library			
	06/08/2016	Payment for lost book	17.00
Total Avoca Library			<u>17.00</u>
Benjamin Sher			
	06/08/2016	7/5 concert pd by Friends of CCLD	400.00
Total Benjamin Sher			<u>400.00</u>
Capabilities, Inc.			
	06/08/2016	Cleaning BF/HH/WE for MAY	1,095.00
Total Capabilities, Inc.			<u>1,095.00</u>
Catherine McGrath			
	06/08/2016	7/12 concert pd by Friends of CCLD	450.00
Total Catherine McGrath			<u>450.00</u>
Charlie and Checkers			
	06/08/2016	7/19 program at BF	275.00
Total Charlie and Checkers			<u>275.00</u>
Chemung Canal Trust Company			
	06/08/2016	Maker EXPO/M.Space/web storage/QB upgrade	688.19
Total Chemung Canal Trust Company			<u>688.19</u>
Chris Corter			
	06/08/2016	mileage 4/21-5/26	75.60
Total Chris Corter			<u>75.60</u>
City of Elmira			
	06/08/2016	Permit for Electric Use Maker EXPO	50.00
Total City of Elmira			<u>50.00</u>
Classified Marketplace			
	06/08/2016	Legal Notice-Ad for Restroom renovation project	215.48
Total Classified Marketplace			<u>215.48</u>
Convenient Tape & Supplies			
	06/08/2016	receipt printer tape supply - all libraries	248.68
Total Convenient Tape & Supplies			<u>248.68</u>
CPE Interlink			
	06/08/2016	Data cables for new JUV office at ST - pd with grant	1,267.94
Total CPE Interlink			<u>1,267.94</u>
Cris Johnson			
	06/08/2016	7/20 program at WE	250.00
Total Cris Johnson			<u>250.00</u>
David Black			
	06/08/2016	7/11 program at WE	325.00
Total David Black			<u>325.00</u>
Deborah L. Brimmer			
	06/08/2016	mileage 12/1/15-5/31/16	664.43
Total Deborah L. Brimmer			<u>664.43</u>
Demco, Inc.			
	06/08/2016	Computer tables for VE/CD case replacements	1,320.79
Total Demco, Inc.			<u>1,320.79</u>
Doug Rougeux			
	06/08/2016	7/18 program at HH pd by Friends of HH	390.00
Total Doug Rougeux			<u>390.00</u>

Unpaid Bills Detail

As of June 8, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Eastern Copy Products			
	06/08/2016	Steele staff & patron copy charges 2nd qtr	2,134.37
Total Eastern Copy Products			<u>2,134.37</u>
Eldridge Park Carousel Preservation Soc.			
	06/08/2016	Bal due SRC final party 8/10/16 pd by Friends	325.00
Total Eldridge Park Carousel Preservation Soc.			<u>325.00</u>
Fire Alarm Service Technology, Inc.			
	06/08/2016	WE battery replacement	131.00
Total Fire Alarm Service Technology, Inc.			<u>131.00</u>
First Transit			
	06/08/2016	Bookmobile fuel-4/27-5/20	134.61
Total First Transit			<u>134.61</u>
Foor & Associates Architects			
	06/08/2016	Progress Pymt - Proj Mger-Restroom project at ST	4,077.00
Total Foor & Associates Architects			<u>4,077.00</u>
Glenice Peel			
	06/08/2016	mileage reimb 4/8-5/31	117.72
Total Glenice Peel			<u>117.72</u>
H. L. Treu Office Supply Corp.			
	06/08/2016	copy paper	64.95
Total H. L. Treu Office Supply Corp.			<u>64.95</u>
Horseheads Do It Center			
	06/08/2016	HH - supplies	43.19
Total Horseheads Do It Center			<u>43.19</u>
Imperial Door Controls, Inc.			
	06/08/2016	BF & HH door repair - not covered under contract	86.04
Total Imperial Door Controls, Inc.			<u>86.04</u>
Kimberly Jones			
	06/08/2016	BKM - purchase 2 Skylights	94.56
Total Kimberly Jones			<u>94.56</u>
Kirkus Reviews			
	06/08/2016	annual subscription - HH	199.00
Total Kirkus Reviews			<u>199.00</u>
LaFrance Equipment Corp.			
	06/08/2016	Annual Fire Ext. Inspection/Charge-ST, BF, WE,HH	192.00
Total LaFrance Equipment Corp.			<u>192.00</u>
Lily Gershon			
	06/08/2016	VE Program July 13	200.00
Total Lily Gershon			<u>200.00</u>
Madcap Productions			
	06/08/2016	Bal Due HH/BF programs in July	462.50
Total Madcap Productions			<u>462.50</u>
Merry-Go-Round Playhouse			
	06/08/2016	7/14 program ST-Juv	500.00
Total Merry-Go-Round Playhouse			<u>500.00</u>
Michael L. Baker			
	06/08/2016	7/19 concert pd by Friends of CCLD	550.00
Total Michael L. Baker			<u>550.00</u>
New York Bus Sales, LLC			
	06/08/2016	Bookmobile repairs-instrument cluster	875.74
Total New York Bus Sales, LLC			<u>875.74</u>
Oriental Trading Company, Inc.			
	06/08/2016	Program Supplies HH pd by Friends	70.94
Total Oriental Trading Company, Inc.			<u>70.94</u>

Unpaid Bills Detail

As of June 8, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Orkin			
	06/08/2016	Pest control ST ANNUAL	576.00
Total Orkin			<u>576.00</u>
Pastricks Sporting Goods & Trophies, Inc.			
	06/08/2016	Chess Trophies bal due	5.00
Total Pastricks Sporting Goods & Trophies, Inc.			<u>5.00</u>
PermaCard			
	06/08/2016	Overdue mailers - all libraries	424.60
Total PermaCard			<u>424.60</u>
Petty Cash-Steele			
	06/08/2016	ST plants/Teen Prog/mileage reimb ST&BF	187.02
Total Petty Cash-Steele			<u>187.02</u>
Quicker Printer			
	06/08/2016	Flyers - Maker EXPO/Teen SRC	898.00
Total Quicker Printer			<u>898.00</u>
Recorded Books			
	06/08/2016	DVD purchases May/June	470.80
Total Recorded Books			<u>470.80</u>
Reliable Computer Products			
	06/08/2016	printer cartridges WE copier	500.95
Total Reliable Computer Products			<u>500.95</u>
Rivershore Reading Store			
	06/08/2016	library stickers-all libraries	66.80
Total Rivershore Reading Store			<u>66.80</u>
Sayles & Evans			
	06/08/2016	Attorney fees Feb/March 2016	2,214.50
Total Sayles & Evans			<u>2,214.50</u>
Southern Tier Library System			
	06/08/2016	Processing fees March-May	2,680.80
	06/08/2016	Cost share 2nd qtr 2016	29,367.50
Total Southern Tier Library System			<u>32,048.30</u>
The Binghamton Zoo			
	06/08/2016	Program at BF 7/6	140.00
Total The Binghamton Zoo			<u>140.00</u>
Unique Management Services, Inc.			
	06/08/2016	collection notices-MAY	456.45
Total Unique Management Services, Inc.			<u>456.45</u>
Vasco Brands, Inc.			
	06/08/2016	cleaning supplies	254.11
Total Vasco Brands, Inc.			<u>254.11</u>
W. B. Mason Co, Inc.			
	06/08/2016	office supplies all libraries	185.73
Total W. B. Mason Co, Inc.			<u>185.73</u>
Wegmans Food Markets Inc.			
	06/08/2016	ST JUV/ADult/Teen & Cont Ed	323.32
Total Wegmans Food Markets Inc.			<u>323.32</u>
Weston Woods Studios			
	06/08/2016	Library Materials BF	29.95
Total Weston Woods Studios			<u>29.95</u>
WLVY Radio			
	06/08/2016	Radio for Maker EXPO pd by Friends of CCLD	200.00
Total WLVY Radio			<u>200.00</u>
			<u><u>57,301.28</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of June 1, 2016

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books				
	Bill	06/01/2016	Reference materials	<u>6.53</u>
Total Baker & Taylor Books				6.53
Ingram Library Services				
	Bill	06/01/2016	Non Fiction purchases	<u>1,014.09</u>
Total Ingram Library Services				1,014.09
N.A.D.A. Appraisal Guides				
	Bill	06/01/2016	reference materials	<u>438.00</u>
Total N.A.D.A. Appraisal Guides				<u>438.00</u>
TOTAL				<u><u>1,458.62</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of June 1, 2016

Type	Date	Memo	Open Balance
Amazon Credit Plan			
Bill	06/01/2016	purchases all libraries 4/9-5/9	3,888.97
Total Amazon Credit Plan			3,888.97
Blackstone Audio			
Bill	06/01/2016	DVD purchases April	147.99
Total Blackstone Audio			147.99
CCLD Petty Cash			
Bill	06/01/2016	Petty Cash BF/WE	236.48
Total CCLD Petty Cash			236.48
Cengage Learning, Inc.			
Bill	06/01/2016	Fiction Purchases-ST	497.00
Total Cengage Learning, Inc.			497.00
Elmira Water Board			
Bill	06/01/2016	Water bills - WE/ST 3/7-5/3	224.10
Total Elmira Water Board			224.10
Faronics Technologies USA, Inc.			
Bill	06/01/2016	Deep Freeze Licenses - Steele	330.00
Total Faronics Technologies USA, Inc.			330.00
Giuseppe's Restaurant & Pizzeria			
Bill	06/01/2016	Pizza for volunteers -Maker Expo	158.00
Total Giuseppe's Restaurant & Pizzeria			158.00
Glenice Peel			
Bill	06/01/2016	Insurance reimbursement 2016	195.00
Total Glenice Peel			195.00
Image Integrator			
Bill	06/01/2016	toner for MF machine	229.00
Total Image Integrator			229.00
Ingram Library Services			
Bill	06/01/2016	Library materials - all libraries	9,106.97
Total Ingram Library Services			9,106.97
Joan Santulli			
Bill	06/01/2016	reimb for Cont Ed supplies	186.74
Bill	06/01/2016	reimb for Maker EXPO supplies -	475.97
Total Joan Santulli			662.71
Kimberly Jones			
Bill	06/01/2016	BKM - purchase 2 Skylights	94.56
Total Kimberly Jones			94.56
Margeson's Landscaping Inc.			
Bill	06/01/2016	HFL mowing 4/23, 5/6 - Cleaning	260.00
Total Margeson's Landscaping Inc.			260.00
Melinda Hudson			
Bill	06/01/2016	Patron Refund	16.00
Total Melinda Hudson			16.00
Michelle Erickson			
Bill	06/01/2016	VE Program Supplies	105.06
Total Michelle Erickson			105.06
MidWest Tape			
Bill	06/01/2016	DVD/Audio purchases - HH/ST/WE	1,969.00

Chemung County Library District General Fund
Unpaid Bills Detail
 As of June 1, 2016

Type	Date	Memo	Open Balance
Total MidWest Tape			1,969.00
Petty Cash-Steele			
Bill	06/01/2016	JUV prog/ST supplies/postage/Teen SRC	460.52
Bill	06/01/2016	Maker EXPO expenses - pd w/grant funds	336.16
Total Petty Cash-Steele			796.68
Staples Credit Plan			
Bill	06/01/2016	IT supplies	73.28
Total Staples Credit Plan			73.28
The Penworthy Company			
Bill	06/01/2016	Library materials Steele Juv	1,261.90
Total The Penworthy Company			1,261.90
Town of Big Flats			
Bill	06/01/2016	BF -Water Bill 2/1-5/3	56.00
Total Town of Big Flats			56.00
Village of Horseheads			
Bill	06/01/2016	Water bill 2/1-5/2	41.68
Total Village of Horseheads			41.68
Wellsville Library			
Bill	06/01/2016	Payment for lost book	35.00
Total Wellsville Library			35.00
TOTAL			20,385.38

Document #2016-34

Report of the June 1st, 2016 meeting of the Executive Committee of the Chemung County Library District:

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

UNPAID BILLS: Mr. Hare moved, seconded by Ms. Dworkin to approve the Unpaid Bill lists dated 5/1/16 – General Fund - \$20,385.38 and the Grant Fund - \$1,458.62. VOTE: Unanimously Approved.

President Report. Mr. Roberts reported that Mr. Wolan met with representatives from the Chemung County Board of Elections. The legislative session ends in a few weeks and draft legislation will be written addressing their concerns and once finalized will be sent through NYS Division of Library Development in time for the fall legislative session.

Director Report. Mr. Shaw reported the following:

Youth Services- No current staff member was selected for SML YS. We are now interviewing outside candidates.

Street Painting Festival- Maggie Young would like to do a "passive program" that would also promote the Elmira street Painting festival (July 9-10). The week before the festival (July 4-8) we could purchase sidewalk chalk and have it out on our sidewalk outside our doors for patrons to doodle with. Maggie will make a sign to welcome them to draw on our sidewalk and to then attend the festival that weekend. If someone writes or draws something inappropriate, we can just erase it.

2017 Budget timeline- will be sent out after B&F meeting.

June 1st labor management Meeting- Cancelled at the request of the union rescheduled for June 8th.

RFP for Audit Services- Draft has been completed. It will be sent out to the board and, after approval, be sent to auditing firms for quotes.

Beaver Dams Bookmobile Stop:

The meeting adjourned at 6:22pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, July 6th, 2016 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2016-35

Report of the June 8th, 2016 meeting of the Budget & Finance Committee of the Chemung County Library District.

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

Mr. Shaw presented the May 31st, 2016 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Mr. Shaw presented the 6/8/16 Unpaid Bills Detail for the General Fund bills totaling \$57,301.28. The list includes the STLS 2nd Quarter Cost Share (\$29,367.50), a bill from Foor & Associates for services (\$4,077.00) and attorney fees from Sayles & Evans (\$2,214.50). The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Mr. Roberts asked about the impact of the Office of the State Comptroller's Report on common findings in public library audits. Mr. Shaw informed the committee that initially the board will need to develop a credit card policy and a petty cash policy. Directive 620-3 Disaster Recovery is a basic document. It was drafted Connie Ogilvie, Joan Santulli, Deb Brimmer, Brian Ewanyk, Sherry Nichols, and Janet Ackerman. After reviewing examples from other libraries we will review it and make any necessary improvements. .

The meeting adjourned at 8:15am. The next meeting of the Budget & Finance Committee will be held on Wednesday, July 13th, 2016 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2016-36

Report of the June 1st, 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, Mrs. Hayes and Mr. Roberts. Also attending was Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Bathroom Project at the Steele Library. An advertisement was placed in the Star Gazette on Friday, May 27th, Saturday May 28th and Sunday May 29th. The Committee will have sealed bids back to the library prior to their June meeting so the project can be awarded at the June Board meeting. A pre-bid walkthrough has been scheduled for June 9th. Mr. Muldoon stated that the timeline may be pushed back a week or two but the project should be complete close to the original timeline.

Teen Section Renovation at Steele. Mr. Muldoon provided the draft letter that will be sent to Cornell University Department of Architecture. The letter proposes that this project be the subject of a design studio or charrette involving Cornell university students. As the owner, CCLD would welcome collaboration and are happy to provide feedback for the design process. The intent of the project would be to design a space for teens within the confines of the library. The space shall embrace technology, research, and new ways of learning, while acknowledging the history of the traditional library. Mr. Shaw provided the committee with a copy of Mr. Muldoon's draft letter, the SML Teen Space Request, and a contractor's estimate from Elmira Structures.

Big Flats Library "reading garden": The Pavilion is complete. We are still waiting to hear from the insurance company as to what "extra" coverage if any will be needed.

County Buildings & Grounds: No word yet on when the painters will start work on the columns at the Steele Library.

Youth Services Office at Steele. The project is still being worked on subject to availability of County crews.

Lighting Estimate: Mr. Shaw met with Mr. Allington from Booth. He is working on getting the estimate for the project that will include the payback period.

Facility Tour: Mr. Shaw took several board members around the building. The first stop was the LED lights so board members could see the difference in lighting. He then took them upstairs and showed the tentative location of the YA space. The project includes shelving for YA materials so they may be brought upstairs. There will also be visibility into the room so staff can monitor the room. He explained the need to shift Biographies to the end of the non-fiction section in order to make room and showed the effects of the partially completed weeding of non-fiction to prepare for the move.

The meeting adjourned at 5:55pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, July 6th, 2016 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

Library Materials Expenditure Report for 2016

May 31, 2016	42%	through 2016							
Department	Gift Funds 5/31/2016	2016 budget	total spent this year	Open Invoices & On order 5/31/2016	Total spent & on order	Balance LEFT TO SPEND includes Gift funds	Total spent this month	Col.1+Col.2-Col.5	**Percentage spent this year
Steele Memorial Library									
Children's (JUV)	\$ 1,195	\$ 28,990	\$ 8,885	\$ 2,262	\$ 11,147	\$ 19,038	\$ 1,077		37%
Juv eBooks CBA Fund		\$ 3,500			\$ -	\$ 3,500			0%
Young Adult		\$ 6,750	\$ 1,726	\$ 499	\$ 2,225	\$ 4,525	\$ 438		33%
YA eBooks CBA Fund		\$ 3,500							0%
Graphic Novels		\$ 3,000	\$ 580	\$ 52			\$ 114		21%
Reference - CBA Grant		\$ 10,000	\$ 2,577	\$ 438	\$ 3,015	\$ 6,985	\$ 1,003		30%
Electronic Reference -CBA Grant		\$ 5,000	\$ 5,000		\$ 5,000	\$ -	\$ 5,000		100%
Electronic Reference - Gen. Fund		\$ 15,500	\$ 5,511		\$ 5,511	\$ 9,989			36%
Periodicals	\$ 134	\$ 9,000	\$ 1,722		\$ 1,722	\$ 7,412	\$ 727		19%
Zinio - CBA Grant + \$2K Gen Fund	\$ 2,000	\$ 22,900			\$ -	\$ 24,900			0%
Microforms/Genealogy	\$ 7,553	\$ 2,000	\$ 1,465	\$ 80	\$ 1,545	\$ 8,008	\$ 749		16%
Fiction	\$ 813	\$ 35,200	\$ 12,025	\$ 3,206	\$ 15,231	\$ 20,781	\$ 1,739		42%
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	\$ 279		\$ 279	\$ 2,766	\$ 30		9%
Non-FIC eBooks CBA Fund		\$ 1,500			\$ -	\$ 1,500			0%
Non-Fiction-CBA Fund		\$ 6,000	\$ 2,225	\$ 1,014	\$ 3,239	\$ 2,761	\$ 267		54%
Non-Fic Educ DVD - CBA Fund		\$ 3,000							0%
Audio video/music/dvd/blue ray - Gen.	\$ 11,189	\$ 51,000	\$ 19,577	\$ 6,300	\$ 25,877	\$ 36,312	\$ 4,622		42%
Subtotal for Steele	\$ 24,928	\$ 228,340	\$ 61,572	\$ 13,850	\$ 74,790	\$ 168,978	\$ 15,765		30%
Big Flats Library	\$ 1,496	\$ 20,961	\$ 8,499	\$ 659	\$ 9,158	\$ 13,299	\$ 2,439		41%
Bookmobile	\$ 1,562	\$ 6,504	\$ 3,342	\$ 341	\$ 3,683	\$ 4,383	\$ 443		46%
West Elmira Library	\$ 793	\$ 20,961	\$ 6,002	\$ 3,018	\$ 9,020	\$ 12,734	\$ 1,578		41%
Horseheads Free Library-Adult	\$ 903	\$ 18,300	\$ 6,360	\$ 1,308	\$ 7,668	\$ 11,535	\$ 1,090		40%
HFL- AV	\$ 436	8,000	\$ 3,278	\$ 797	\$ 4,075	\$ 4,361	\$ 696		48%
HFL - Books Plus	\$ 612	-	\$ 58	\$ 48	\$ 106	\$ 506	\$ 26		17%
HFL - Juvenile	\$ 50	\$ 15,724	\$ 5,766	\$ 1,236	\$ 7,002	\$ 8,772	\$ 824		44%
VanEtten Library	\$ 123	\$ 5,202	\$ 2,095	\$ 224	\$ 2,319	\$ 3,006	\$ 178		44%
Subtotal for other libraries	\$ 5,973	\$ 95,652	\$ 35,400	\$ 7,630	\$ 43,030	\$ 58,595	\$ 7,275		42%
GRAND TOTALS	\$ 30,901	\$ 323,992	\$ 96,972	\$ 21,481	\$ 117,821	\$ 237,073	\$ 23,040		33%
E-Books purchased from Cost Share NOT included - STLS will track									

6/1/2016	160	Library administration distributes timeline & forms for input to the 2017 CCLD budget by library department heads
6/8/2016	153	CCLD Budget & Finance Committee issues instructions regarding the preparation of the first draft of the 2017 budget to library administration
6/1/2016	160	CCLD Building & Grounds Committee submits capital project plans to Library administration for inclusion in the proposed 2017 CCLD budget
6/20/2016	141	Department Heads & Committees to submit their budget requests to the Budget & Finance Committee to implement their projects.
6/20/2016	141	Library department heads submit personnel, equipment, continuing education and building needs requests to library administration
6/24/2016	137	Library administration completes the 2017 proposed payroll roster
7/13/2016	139	CCLD Budget & Finance Committee reviews and revises the proposed 2017 CCLD budget
7/20/2016	111	Library administration finalizes the proposed 2017 budget
8/10/2016	90	CCLD Budget & Finance Committee reviews and revises the proposed 2017 budget
8/18/2016	82	CCLD Budget & Finance Committee presents the Committee's proposed 2017 budget to the Library District Board of Trustees for review, amendment, and approval
8/30/2016	70	Board of Elections deadline for the wording of the vote on the Proposed 2016 Library District budget. (This is the same deadline for the petitions for nomination to the Board of Trustees of the Library District)
10/9/2016	30	Publish a legal notice in the Star-Gazette on the wording of the proposition for the Library District's 2017 proposed budget. Place the legal notice in the Star-Gazette on Sunday, October 9, 2016
Various	TBD	Library administration presents the proposed 2017 CCLD budget to the community as needed; the proposed budget is made available through the CCLD www page and contacts with the media to inform them about the budget are made; press release is sent.
11/8/2016	D-Day	General election day in Chemung County.
11/29/2016	D+21	Notify the Real Property Tax Office in writing that the voters have (or have not) passed the budget and inform them of the tax revenues to be raised to support the Library District in 2017.

	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
Adult Non-Fiction	3,265	7.03%	3,092	6.41%	3452	6.37%	3559	7.13%	2897	6.52%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	16,265	6.78%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	36,696	15.29%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	10,453	4.35%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	46,365	19.31%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	75,190	31.32%	188,508	31.64%	185,420	31.39%
Periodicals	268	0.58%	300	0.62%	276	0.51%	294	0.59%	233	0.52%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,371	0.57%	3,861	0.65%	4,408	0.75%
Other	297	0.64%	548	1.14%	676	1.25%	480	0.96%	301	0.68%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2,302	0.96%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	17,444	7.27%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	13,847	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2,887	1.20%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	7,372	3.07%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	8,035	3.35%	16,534	2.77%	253	0.04%
Down Video	91	0.20%	233	0.24%	201	0.37%	390	0.78%	346	0.78%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,261	0.53%	988	0.17%	211	0.04%
Down Mags	109	0.23%	116	0.24%	138	0.25%	96	0.19%	105	0.24%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	564	0.23%	800	0.13%		
Total	46,437		48,273		54,206		49,909		44,411		0		0		0		0		0		0		240,052		595,883		590,647	

Chris Corter June 2016 Activity Report
(Dates covered May 11 – June 6, 2016)

Chris Corter

- Attended The DAC meeting on May 25th. Completed final draft of system-wide patron card application and sent to Brian Hildreth for posting on the STLS website. This application will be used by all member libraries to standardize information entered into the ILS.
- Submitted publicity/press release to online calendars, media, etc. for the Friends Summer Concert Series. Patron volunteer, Sara Hurley, assisted with posting signs at various locations in the City.
- Updated publicity sign templates. Sent out holiday signs. Created new food and cell phone signs for Steele.
- Attended Friends Annual Meeting on June 6.
- Assisted with interviews for new IT and Youth hirings.

West Elmira – Chris Corter

- Approved and submitted material orders for West Elmira
- Encouraged staff to boost publicity efforts for programming, including attendance at the Hendy Blacktop Carnival on June 8th.
- Visited West Elmira and provided coverage on May 23rd and 26th.

Bookmobile – Chris Corter

- Worked with Kim to decide on summer schedules and staffing needs for bookmobile.
- Advised Kim on creating new stops- Hickory Grove Apartments, HH beginning June 6th and Fairport Terrace Apartments beginning July 7th and developed plans to try a stop in Beaver Dams in December. School stops are ending and summer stops begin in July.
- Selected and ordered materials for Bookmobile
- Kim continues to run monthly Book Discussion Club at the Bulkhead location. Participants are enjoying it.
- Kim coordinated repairs for the speedometer cluster and is waiting on replacement of sky lights due to leaking. Unexpected need for generator fuel pump occurred on June 2nd. Repair done on June 6th.

MAY 2016 CIRCULATION & AV REPORT

- **Circulation:**
- Business as usual.
-
- **AV:**
- Continue to order new items daily.

Adult and Teen Services

Board Report May 2016

Genealogy and Local History

Maggie and Sherry continue to work on long term projects and programs. Our first 6 months of tech lab sessions (brick wall busters) are over and it was a success. We had several people sign up for each one. We are scheduling tech lab sessions every month and will offer another ancestry.com and intro to genealogy class in the fall. We will begin offering one-on-one appointments with people to help get them started researching genealogy. Maggie continues with art workshops on Friday afternoons. Sherry and volunteers are indexing and we are adding indexes to website.

magazine -0-

newspapers -299-

census film - 18-

vital stats -201-

misc -19-

Nonfiction and Reference Report

Connie Ogilvie

May, 2016

In the month of May, 2016 there were 575 queries answered on the Adult Services Desk and 156 questions answered on the PC2 desk. The Nonfiction book display this month was "Celebrate Cooking." It was an opportunity to display just some of our incredible cookbook collection. This includes books about techniques for cooking and many ethnic cookbooks. Currently I am weeding the Nonfiction section, 600-629. This summer we plan to shift the Nonfiction books, to close the gaps created from weeding and start creating space for the Young Adult Collection.

Currently it is that time of year for the updates to the Consolidated Law Service books, which is literally three boxes of updates. It is a chance for me to shift and review the placement of all these volumes.

Adult Fiction

Publish/upload Podcast for May

Developmentally disabled adults program

Beginning Computer class

Beginning Internet class

Coloring Club/ passive coloring program

Continuing Ed Day

Record Podcast for June

WENY TV spot for adult fiction

Jewelry program at HH

Sewing class

Maker Expo Sewing demonstration

Adult Programming

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

May 2nd, 1pm - [Introduction to FamilySearch](#)
May 4th, 6pm - ["Fan Infinity" Adult Fandom Club](#)
May 5th, 4:30pm - [Recovery Stories Dinner](#)
May 6th, 6:30pm - ["So bad, it's good!" Movie Night](#)
May 7th, 8:30am-4:30pm - [Chess Challenge](#)
May 9th, 6:30pm - [Color Mixing \(art workshop\)](#)
May 11th, 6:30pm - [Adult Coloring Club](#)
May 12th, 19th, 26th, June 9th, 16th, 6:30pm - [Seed to Supper: Vegetable Gardening on a Budget](#)
May 18th, 6:00pm - [Tabletop Gaming](#)
May 19th, 1pm - [Brick Wall Busting \(Genealogy\)](#)
May 21st, 11am - [CCLD Maker Expo](#)
May 27th, 3:30pm - [Artist's Way Support Group](#)
May 31st, 6pm - [Fan Infinity - The Force Awakens](#)
June 2nd, 6:30pm - [Book Talk with Jeanne Mackin](#) (Elmira Garden Club)

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):
May 3rd, 1-3pm - [Tablet Talk](#) (Steele)
May 11th, 1-3pm - [Beginning Computer](#) (Steele)
May 18th, 1-3pm - [Beginning Internet](#) (Steele)
The monthly Adult Programming and Tech Class brochures were updated and printed.

Social Media/Website/Newsletter

Posts to the various Social Media accounts continued this month as well as regular website updates. The electronic newsletter went out on May 1, highlighting events throughout CCLD. Web promotion for the upcoming Maker Expo continued this month. Additional exhibitors and other information about the Maker Expo was added to the website. A \$10 ad was purchased to boost the reach of the Facebook event for the Expo. Some social media posts were made during the event as well.

Magazines & Adult Graphic Novel Collection

Placed monthly order of graphic novels. Dealt with some magazine delivery issues. Started reviewing titles for Zinio selection.

Other

Continued to work with Deb Brimmer on various Maker Expo planning and purchasing of supplies, Continued to work with local artist Wynn Yarrow for ongoing art series. Planned various other programs. Applied for a QuickARTS grant to fund additional art classes for the summer.

Mid May-Mid June 2016

Steele Library Teen Services

Doris Jean Metzger, MLIS

- **Visited Elmira High School, Ernie Davis Academy, and Broadway Academy to promote teen summer reading**
- **Participated at B-fest (Teen book festival) at Barnes & Noble. Gave out teen summer reading flyers and library promo materials.**
- **Brainstormed with Corning Library, & B&N events manager, re collaborations such as: getting a bus for area teens to go to next year's teen book festival in Rochester, NY , AND how to get author Laurie Halse Anderson (teen author) to visit.**
- **TAG made their first teen podcast, available on cclid home page. Content and editing were done entirely by the teens.**
-

Horseheads Branch

5/21 Owen participated in the CCLD Maker Expo at the Steele Memorial Library

5/23 Owen visited Van Etten Branch

5/25 Owen attended Public Library Foundation of Chemung County Meeting

6/1 Owen visited Visit Big Flats Branch

6/7 Owen attended CCLD Management Meeting

6/7 Kinderbook visit at the Horseheads Branch

6/9 Kinderbook visits at the Horseheads Branch

6/15 Kinderbook visit at the Horseheads Branch

Big Flats Branch

5/21 Glenice participated in the CCLD Maker Expo at the Steele Memorial Library

Held the 2nd class in the Christmas ornament series for Ladies Night Out on May 10 (quilted ornament).

Taught the sewing class at the Maker Faire on Saturday, May 21.

Storyhour for BF Preschool on May 25.

Storyhour for 3 classes, Head Start Preschool in Broad Street School June 1.

Worked an information table at Big Flats Community Center Information Day representing the BF Library on June 9.

Held the 3rd class in the Christmas ornament series for Ladies Night Out on June 14 (photo ornament).

Van Etten

VE Library has finally ordered all the goodies for the Early Literacy Center. We now have a double sided easel with chalkboard, white board and paper for drawing. We also, now have a children's seating area with wooden table and chairs. Plus, other great things like Legos, puzzles, Spelling and Word matching games, wooden blocks, and many more fun learning activities. All

these items made possible from donations given from library patrons and remaining funding from the Inspire grant received for the Open Art Studio.

June 6th-Last Kinderbook visit, 35 visitors

June 6th-Pre K classes also had a field trip visit to VE library, 44 students & 8 teachers visited!

The week of June 13th, a planned trip to the SVE Community center, elementary & intermediate school to promote SRC 2016 and drop off events flyers.

I will also be getting in touch with the Panther Pack, it is like the Summer Cohesion in Chemung County. They are at the SVE elementary school in the afternoons during the summer, they get "field trip" permission slips and walk over to the library. They visited at least two or three times last summer for SRC events.

A Visit to the VE senior's apartment building to drop off / pick-up reading material for two patrons.(I do not recall the exact date, but I go usually twice a month)

The Garden Club is in action...we finally planted the VE garden.

The Book club had the first meeting on May 27, four people attended. More participants are in the club but could not attend the first meeting. Next meeting is June 24th.

Besides this, just family storytimes, the Father's Day craft coming up next Wed and the "End of School Year" movie June 24th.

VE/Steele DVD rotating collection is still going well.

Office of the Director, CCLD
March 2016

Major accomplishments:

SML Teen Space- Worked with Doris Jean Metzger to provide justification for CCLD to apply for a NYS Construction Grant for a Young Adult area on the second floor.

LED Lighting- Tour of the facility with Rick Allington. Will be receiving quote the week of June 13th.

WENY Early Morning Show- Discussed the Maker Expo, "Kitty Lit" and the Summer Reading Club.

Audit- Completed standard fraud interview with Aelim Jung (Staff Accountant, EFPR Group, LLP). Questions were: Do you have knowledge of any fraud or suspicions of fraud affecting the entity?; What would you do and who would you go to if you suspected any fraud? Do you think there are proper controls in place to mitigate the risk of fraud? What are they?; What areas do you think are most susceptible to fraud?

Budget- Developed budget timeline and letter to Budget & Finance asking for guidance re: 2017 Budget. Sent out continuing education, personnel and equipment request forms to department heads.

Labor-Management Meeting- June 8th- Worked with CSEA Reps to set schedule, ground rules, agenda setting and minutes. Issues discussed included issues that occur when department heads are not in the building; promotional/probational periods for Civil Service; extra hours for employees, approval of time when depart head/schedulers are not available; and sick bank.

Restroom Renovations- Several phone conversations with Bob Butcher to review scope of work. Discussed air hand dryers for both sets of toilet rooms, the use of auto flush valves, stainless steel changing tables, and construction.

Second meeting regarding restroom renovations- met with Bob Butcher (project Manager), John Hewitt (Mechanical Engineer Labella Assoc.) and Bob Dieterle and Gary Morenus (Chemung Co, B&G). Discussed the electrical, plumbing, HVAC, and interior design on the project to include building materials, ADA layout and timeline.

Horseheads High School Mock Interviews- Interviewed 5 students as part of their Career Development class.

Other site visits: East Longmeadow Public Library, South Philadelphia Branch (Free Library of Philadelphia)

Major meetings: Department Heads, Labor-Management, Discussion with Jim Galbraith (Friends of CCLD President) regarding the funding request process, types of

projects/equipment/materials that should be able to be asked for, and the need to stay on top of the sorting area at SML.

Major Patron conversations:

Programs Attended/Visited: Maker Expo; Kinderbooks visit from Holy Family; Friends of CCLD Annual Business meeting;

Community Presence: Attend ECSD School Board meeting (1). Attend Rotary Club of Elmira meetings (3). Attend Rotary Club of Elmira Board meeting.

Professional Readings:

Armstrong, S. (2010). *The essential performance review handbook: A quick and handy resource for any manager or HR professional*. Franklin Lakes, NJ: Career Press.

Discusses how performance reviews serve as an important business tool; motivate personnel and increase productivity; help achieve your company goals; improve manager-employee communication.

Reduce your risk of legal liability.

Bruce, A. (2005). *Perfect phrases for documenting employee performance problems*. New York: McGraw-Hill.

Provides tools for precise, effective business communication. Discusses ways to enhance customer service in any business; dialogues and scripts to practice interactions with customers or employees; answers to a wide range of interview questions; tips for documenting performance issues and conducting face-to-face reviews. Provides a quick-reference tool to find effective ways to document performance problems and then be able to offer practical, helpful feedback to those individuals.

Ferguson, R. (2014). *Finally! Performance Assessment That Works: Big Five Performance Management*. Charleston, SC: CreateSpace.

Proposes a new way to gauge employee performance; conventional approaches try to link individual goals to lofty corporate goals that are difficult to relate to for the average employee. Discusses the fact that today's rapidly changing business environment means goals are seldom reliable for an entire year. Companies that put faith in metric-based systems to track performance overlook how easy it is to manipulate the scores, not to mention the fact that numbers don't always tell the whole story. The book highlights two basic questions- "what were your five most significant accomplishments from last month, and what are your five highest priorities for next month?" Suggests a brief monthly report from employees as it focuses on priorities, delivers timely feedback and holds employees accountable. when faced with the nettlesome task of confronting an employee who isn't performing up to snuff.

Hampel, B., & Lamont, E. (2011). *Perfect phrases for new employee orientation and onboarding: Hundreds of ready-to-use phrases to train and retain your top talent*. New York: McGraw-Hill.

Provides effective language for: getting the most out of meet-and-greet meetings; defining company culture and employee expectations; coaching new employees with onboarding challenges; collecting onboarding feedback; and, onboarding a diverse workforce.

Professional courses attended/completed:

Public Library Directors 101 (Webjunction Webinar)

This series introduces the many and unique facets of public library directorship. It is an introduction to some of the key concepts every new public library director needs to know on the day they start their new job. Topics are: *Your New Role* - Explores how a library director needs to refocus when assuming this new position; *Community Relations* – Explores the concept and considers the library as a community anchor institution; *Planning and Project Management* – Discusses the director as the futurist for the library- leading the charge in planning for the library's future and implementing the plan; and *Asset management* – Looks at how the director will be managing all the assets of the library system - which includes buildings, the collection, revenue, and staff.

Communicating with Confidence (1h 28m) through CCLD Lynda.com subscription

Topics include: Organizing your thoughts; Speaking slowly, naturally, and confidently; Breathing properly; Using your body to reinforce speech; Managing facial expressions; Handling nervousness; and Integrating voice modulation, eye contact, and hand gestures into a powerful and engaging communication style