



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 March 2016 meeting of the Board of Trustees of the Chemung County Library District will be held on March 17, 2016 6:00 pm at the **Horseheads Free Library, 405 S. Main St. Horseheads, NY 14845** 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 #2016-13)
4. Treasurer's report
 - a) Financial report (document #2016-14)
 - b) Report of Unpaid Bills Detail (document #2016-15)
6. Correspondence
7. President's report.
Consent/Discussion Item: Approval of the CCLD Board of Trustees Elections process.
8. Director's Report.
9. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2016-16)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document #2016-17)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2016-18)
 - d) Personnel Committee (Kappanadze)
Consent Items: Approval of Personnel Actions (Appendix C).
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
 - e) Report of the Ad hoc Election Committee (Hare, Rogan)
Discussion of the proposed changes to CCLD election process
10. Call for Executive Session
11. Old business
12. New business
13. Period for public expression
14. Adjournment

(Minutes of the FEBRUARY 18, 2016 meeting of the Chemung County Library District Board of Trustees. Document #2016-13)

The meeting was called to order at 6:00pm by President Richard Roberts. Present were Pat Silvernail, Georgia Reynolds, Ann Hayes, William Wehling, Bonnie Chollet, Michael Muldoon, Marge Kappanadze, Juan Jones, Phyllis Rogan, Rachel Dworkin, Jim Hare and Jared Myers. Excused: John Schamel, Tim Blandford, James Hare and Jared Myers. 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 January 2016 meeting (Document #2016-07) were presented for board review. The minutes were approved as submitted in writing by unanimous consent.

Financial Report. The January 31, 2016 Financial Report (Document #2016-08) was presented for board review. By unanimous consent the January 31, 2016 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2016-09). Ms. Santulli stated that the Janway invoice listed on the Unpaid Bill List was paid directly by the Friends of CCLD and needs to be deducted from the total. By unanimous consent, the board authorizes the payment of the unpaid bills dated 2/10/16 – General Fund \$14,681.20 as distributed in writing and without the Janway invoice.

Correspondence. Mr. Shaw received two thank you notes – one from the Undercover Quilters and the second from the Food Bank of the Southern Tier who estimated that CCLD donated 1,223 pounds of food during Hogmanay (Food for Fines month).

President's Report.

Election Discussion. Chemung County Board of Elections proposes that CCLD amend its Legislation so if only one candidate submits a petition for their District, they are declared the winner and do not appear on the ballot. They also would like the petition process turned over to their office. The County has agreed to continue to do the Budget Vote for CCLD each year.

CCLD's Attorney, Conrad Wolan, stated that Election Law states that the Library District cannot do as requested by Chemung County. CCLD is not covered by Election Law; however, the Judiciary follows Election Law in cases like ours. The Law states you cannot declare a winner without an election. Based on past experience, he does not feel these changes to the Legislation would get passed.

Chemung County Board of Elections has given the Library District a one-year extension to run our election. If the CCLD board does not amend its Legislation, the County is willing to continue to run the Budget election but not the Library District's Trustee election. Mr. Wolan stated that according to the Legislation, the election cannot be split. The Budget and Trustee election is one and the same election.

Alternatives for CCLD as discussed by Mr. Wolan:

- (1) Attempt to work out something with Chemung County for the Board of Elections to continue running CCLD's elections.
- (2) Run our own election – CCLD has more leeway with this option. It requires
 - A public notice in the newspaper 20 days before the election for both the Budget and Trustee election

- The notice of election must be posted 15 places in Chemung County – to be completed 13-20 days prior to the election
- Polling place(s) to be determined by the Board. He suggested, due to population, to have a minimum of two locations.
- Designate a chairperson for the election (only requirement – a resident of the County)
- Have two inspectors (or ballot clerks) per polling place. Assuming CCLD will use paper ballots, the inspector's responsibilities will be to canvass the ballots, and the chairperson will publicly announce the results and sign a certificate within 72 hours.
- Cost to CCLD – Paper ballots, a locked box for each location and payment of minimum wages to the inspectors.

Question to be answered – Does CCLD attempt to modify the Legislation to go along with Chemung County's requests OR conduct our own election? If CCLD chooses to change the Legislation, the County requests that the wording of the proposed changes be submitted to the Board of Elections by the end of April. The Ad-Hoc Committee should follow up with other libraries to see how they conduct their elections and make a presentation at the next board meeting.

CONSENT ITEM: Appointment of Ad-Hoc Election Committee. Ms. Hayes moved, seconded by Ms. Reynolds that the Board approve the appointment of James Hare and Phyllis Rogan as members of an ad-hoc committee to investigate alternative procedures to follow should CCLD decide to hold its own election for trustees. VOTE: Unanimously Approved.

Regarding a necessary change in the Legislation that formed the District in order to authorize the Executive Committee to approve payment of bills at their monthly meeting, Ms. Dworkin moved, seconded by Ms. Reynolds to move forward now with this request to the State Legislature. VOTE: Unanimously Approved.

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

CCLD Issues. Mr. Shaw reminded board members that Wednesday, March 2nd is the NYLA Advocacy Day for our libraries. STLS will again be taking a bus to the Legislative Office Building and the State Capitol Building.

Programs. Maker Expo 2016. May 21st is scheduled for the Maker Expo to be held at the Steele Library. Mr. Shaw would like the board to consider closing the Horseheads Library for the day to allow for more staff to be available to assist in this District-Wide event. Staff members from other departments are stepping up to volunteer. The board will vote on the decision to close Horseheads at the next meeting.

New show on WENY. On the last Monday of each month, during the Noon news report, there will be a new show that will highlight Library District activities. Staff members will be asked to rotate being interviewed for the show.

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 #2016-10). Mr. Shaw requested that the board approve equipment requests that were sent out at the last board meeting. The total being requested is approximately \$7,800 (not including shipping) and is requested to be taken from CCLD reserve funds. Ms. Dworkin moved, seconded by Ms. Hayes to approve the equipment purchases as requested in writing for the Steele Youth Services Department, for the West Elmira Teen area and for the Van Etten Library. VOTE: Unanimously Approved.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2016-11). It was reported that CCLD has received \$6,533 from the Southern Tier Library System (STLS) which represents fine money collected by them through PayPal for the 2014-15 time period. Mr. Shaw reported that a letter was sent to the Chemung County Treasurer Joseph Sartori requesting a payoff figure for the Debt Service that the Library District owes to the County. There has been no response as of yet.

Regarding the Library District's Annual Report for fiscal year 2015, Ms. Dworkin moved, seconded by Ms. Reynolds to accept the report for submission to STLS. VOTE: Unanimously Approved.

Mr. Shaw stated that he would like the board to consider formalizing the Library District's reserve funds. While this is not a requirement, he feels it would give a more clear picture and plan for the funds that CCLD currently has in reserves. Currently CCLD has reserve funds set aside for future Construction projects, Repairs, Retirements (an employee accrued liability fund). He will send to the board the sections of General Municipal Law that cover reserve funds for their review and requested that board members send comments and questions to him. The board may want to consider releasing some of the reserves for projects at each of our libraries.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2016-12). Ms. Hayes stated that the Elevator Project at the Steele Library is complete. Mr. Shaw reported that library staff had to place a service call today for a button that was stuck and was keeping the elevator from being operational. The Bathroom Project is in the "design" phase with Foor & Associates. Mr. Shaw reported a meeting held with County staff Bob Dieterle and Gary Morenus, Bob Butcher (Foor) and Dan Collins (LaBella) to go over several items regarding the restrooms. No time line has been set yet to receive the blue prints for the project. Regarding the Chiller Project, Mr. Shaw reported receipt of a new quote today that will be sent to DASNY to complete the application for their funding of the project. UPDATE: The representative from DASNY confirmed that CCLD has met all requirements and that DASNY will fund this project in the amount of \$150,000 which represents only part of the cost of the project. A big thank you to Gary Morenus for contacting JMK Electric to get CCLD the necessary quote for the project.

Regarding the Big Flats Library "reading garden", the Big Flats Advocates have received notice from the Town that they would be willing to pour the base of the pavilion if CCLD and the County agree. The project needs Planning Board approval. Mr. Shaw expressed his concern again that if any funds are paid out for labor, the wages paid must be paid as prevailing wages. The Advocates meet again on the 29th of February.

Personnel Committee. Ms. Kappanadze reported that the Committee has received the Organizational Evaluation from Molly Bailey which was sent to the full board for review. The comments are listed in a "bell curve" and most comments could have come from any work environment. The board's intention in having this report is to use it going forward to determine a baseline evaluation. This document will be forwarded to all CCLD staff members for their review. Ms. Kappanadze stated that all in all it was a positive report. Ms. Bailey is compiling a separate report that will deal with some confidential personnel matters.

CONSENT ITEM – Approval of Personnel Actions. (Appendix C). Ms. Silvernail moved, seconded by Ms. Rogan to approve the Personnel Actions as submitted to the board. VOTE: Unanimously Approved.

Old Business. None.

New Business. None

Public Expression. Sisi Barr, Cindy Emmer and Denise King were present at the meeting representing the Southern Tier Library System. They stated that STLS is working on the same issue as CCLD in developing a plan for its reserve funds. They also requested that CCLD libraries have their patrons, young and old, draw a picture or write a letter with information about how much they love their libraries. These documents will be taken to be distributed to State Legislators on Advocacy Day.

Executive Session. Ms. Reynolds moved, seconded by Mr. Jones to move into Executive Session to discuss a personnel issue. Ms. Dworkin moved, seconded by Mr. Jones to come out of Executive Session.

The meeting was adjourned at 7:45pm. The next regular meeting of the board will be held on Thursday, March 17th, 2016 at 6:00pm at the **Horseheads Free Library, 405 South Main Street, Horseheads, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2016-14)

Financial Report - February 29, 2016

Income	2016 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 76,700	\$ 14,854	\$ 61,846	19%		Includes \$6,500 Fines collected by STLS thru PayPal 2014/15
Grants (other than N.Y.S.)	\$ -	\$ 4,955				Corning Library \$2,000 for Zinio; Friends of CCLD \$2,955
Foundation Contributions	\$ 165,000	\$ -	165,000	0%		
Library District Tax Receipts	\$ 2,725,648	\$ 2,725,648	0	100%		
PILOT Funds	\$ 40,000	\$ -				
Interest on Investments	\$ 1,000	\$ 356	644	36%		
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	(5,949)			Final for Elevator Project
TOTAL INCOME	\$ 3,196,582	\$ 2,751,762	\$ 409,775	86%	17%	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,418,630	\$ 210,163	\$ 1,208,467	15%		
Overtime & Holiday Salaries	14,787	\$ 2,693	12,094	18%		
Employee Benefits						
FICA	109,658	\$ 15,828	\$ 93,830	14%		
NY State Retirement	266,616	\$ 29,668	\$ 236,948	11%		
Medical & Dental	395,628	\$ 57,124	\$ 338,504	14%		
Other (Disability, Wk. Comp, Unemp)	26,828	\$ 21,782	\$ 5,046	81%		WC & Disability pd ANNUAL
Subtotal - Personnel Expenses	2,232,147	337,258	\$ 1,894,889	15%	17%	
Contractual						
Equipment	40,689	\$ 38,460	2,229	95%		SouthWest Grant \$24,809
Telephone	11,350	\$ 10,192	1,158	90%		Paid Annually
Supplies	42,900	\$ 6,812	36,088	16%		MakerSpace Grant \$662
Travel & Continuing Education	14,715	\$ 655	14,060	4%		
Repairs & Maintenance	39,412	\$ 5,770	33,642	15%		
Postage	2,000	\$ 165	1,835	8%		
Library Materials (books, video, etc.)	318,551	\$ 31,590	286,961	10%		
Utilities	67,000	\$ 213	66,787	0%		
Building Cleaning Supplies	21,325	\$ 3,908	17,417	18%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 327	3,673	8%		
Insurance	38,701	\$ 1,014	37,687	3%		
Vehicle Operation / Maintenance	1,000	\$ -	1,000	0%		
Professional Fees (audit, engineer/legal fees)	20,825	\$ 7,033	13,792	34%		HR Consultant \$2,900
Data Processing Expenses (Cost Share)	124,308	\$ 7,126	117,182	6%		VPN-Time Warner
Payment of Taxes	4,975	\$ 2,056	2,919	41%		
Library Programming	27,500	\$ 8,333	19,167	30%		TOTAL \$2,618=Grant \$360; Gifts \$1,210; HH Friends \$1,048
Chemung County costs (B&G, vision)	12,000	\$ -	12,000	0%		
Capital Improvements STATE CONST see below	25,000	\$ 3,508	21,492	14%		Hunt Eng for Elevator Project
Contingency Fund	61,618	\$ -	61,618	0%		
Debt Service	\$ 16,290	\$ -	16,290	0%		
Subtotal Expenses	\$ 3,126,306	\$ 464,420	\$ 2,661,886	15%	17%	
2015 & 2016 State Construction Projects		\$ 2,111				Elevator Air Monitoring
TOTAL EXPENSES	\$ 3,126,306	\$ 466,531				

Chemung County Library District General Fund

Document #2016-15

Unpaid Bills Detail

As of March 9, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
AI Baccile Paving, LLC			
	03/07/2016	HH Snow removal/Salt FEB 2016	<u>325.00</u>
Total AI Baccile Paving, LLC			325.00
Capabilities, Inc.			
	03/07/2016	Cleaning BF/HH/WE for FEB	<u>1,168.00</u>
Total Capabilities, Inc.			1,168.00
CCLD Petty Cash			
	03/08/2016	Petty Cash BF	<u>77.79</u>
Total CCLD Petty Cash			77.79
Chemung County Buildings & Grounds Dept.			
	03/07/2016	Utilities 4th Qtr 2015 all libraries	<u>23,127.79</u>
Total Chemung County Buildings & Grounds Dept.			23,127.79
Chemung Valley Fiber Arts Guild			
	03/07/2016	Program on 3/19 at Steele	<u>100.00</u>
Total Chemung Valley Fiber Arts Guild			100.00
CHILDREN'S PLUS INC.			
	03/07/2016	Books Purchased - BKM/ST JUV	<u>2,057.55</u>
Total CHILDREN'S PLUS INC.			2,057.55
Chris Corter			
	03/08/2016	Trophies for Chess Tournament	<u>33.26</u>
Total Chris Corter			33.26
Demco, Inc.			
	03/08/2016	DVD albums/jewel cases	<u>423.44</u>
Total Demco, Inc.			423.44
First Transit			
	03/07/2016	Bookmobile fuel-1/27-2/17	<u>129.45</u>
Total First Transit			129.45
Jabe Warren			
	03/07/2016	Seven garden programs at HH	<u>800.00</u>
Total Jabe Warren			800.00
Lily Gershon			
	03/07/2016	Deposit VE Program July 13	<u>50.00</u>
Total Lily Gershon			50.00
Madcap Productions			
	03/07/2016	Deposit HH/BF programs in July	<u>462.50</u>
Total Madcap Productions			462.50
Office Depot, Inc			
	03/07/2016	lanyards	<u>17.79</u>
Total Office Depot, Inc			17.79

Chemung County Library District General Fund

Document #2016-15

Unpaid Bills Detail

As of March 9, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Perry & Carroll, Inc.			
	03/08/2016	Auto & D&O Annual - property/liability 3 mo	13,683.31
Total Perry & Carroll, Inc.			<u>13,683.31</u>
Reliable Computer Products			
	03/07/2016	Drum for public fax ST	208.94
Total Reliable Computer Products			<u>208.94</u>
Sayles & Evans			
	03/07/2016	Attorney fees 11/4-11/30	399.00
Total Sayles & Evans			<u>399.00</u>
Southern Tier Library System			
	03/07/2016	Cost Share 1st Qtr 2016	29,376.84
	03/08/2016	Processing fees 3 mo invoice	2,216.25
Total Southern Tier Library System			<u>31,593.09</u>
Spoon Man, Inc.			
	03/07/2016	BF/BKM Programs deposit for July	130.00
Total Spoon Man, Inc.			<u>130.00</u>
Star Gazette			
	03/07/2016	Annual Subscription ST 2/1/16-1/31/17	353.82
Total Star Gazette			<u>353.82</u>
Unique Management Services, Inc.			
	03/08/2016	collection notices-FEB	474.35
Total Unique Management Services, Inc.			<u>474.35</u>
Wegmans Food Markets Inc.			
	03/07/2016	HH JUV/Patron APP-ST	147.54
Total Wegmans Food Markets Inc.			<u>147.54</u>
			<u><u>75,762.62</u></u>

Unpaid Bills Detail

As of March 2, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
	03/02/2016	Non Fiction purchases	<u>965.09</u>
Total Ingram Library Services			<u>965.09</u>
			<u><u>965.09</u></u>

Unpaid Bills Detail

As of March 2, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Aleta Yarrow			
	03/02/2016	Adult Prog 3/14 pd by ARTS grant & CCLD	175.00
Total Aleta Yarrow			<u>175.00</u>
Amazon Credit Plan			
	03/02/2016	purchases all libraries 1/9-2/8	4,159.92
Total Amazon Credit Plan			<u>4,159.92</u>
Blackstone Audio			
	03/02/2016	DVD purchases JAN	139.99
Total Blackstone Audio			<u>139.99</u>
CCLD Petty Cash			
	03/02/2016	Petty Cash BF/HH/WE	688.45
Total CCLD Petty Cash			<u>688.45</u>
Cengage Learning, Inc.			
	03/02/2016	Fiction Purchases-ST	366.48
Total Cengage Learning, Inc.			<u>366.48</u>
Centurion Technologies			
	03/02/2016	Security software-all District computers	1,003.00
Total Centurion Technologies			<u>1,003.00</u>
Chemung Canal Trust Company			
	03/02/2016	Filter/Imaging software/Tinker Lab & Genealogy pd by grants	2,030.27
Total Chemung Canal Trust Company			<u>2,030.27</u>
Chester's Amazing Supply House			
	03/02/2016	Cash Register Service Call - HH	60.00
Total Chester's Amazing Supply House			<u>60.00</u>
Christel A. Harris			
	03/02/2016	Patron Refund	15.00
Total Christel A. Harris			<u>15.00</u>
City of Elmira			
	03/02/2016	Event Permit - Concert Series	50.00
Total City of Elmira			<u>50.00</u>
Connie Oglivie			
	03/02/2016	Reimb - microphone purchase for Labs	15.99
Total Connie Oglivie			<u>15.99</u>
Eastern Managed Print Network			
	03/02/2016	Maintenance agmt-usage 11/15-2/14 staff copier at ST	947.88
Total Eastern Managed Print Network			<u>947.88</u>
Horseheads Do It Center			
	03/02/2016	HH - supplies	43.34
Total Horseheads Do It Center			<u>43.34</u>

Unpaid Bills Detail

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
	03/02/2016	Library materials - all libraries	7,836.62
Total Ingram Library Services			<u>7,836.62</u>
LittleBits Electronics			
	03/02/2016	Tinker Lab Gadgets Kit pd w/grant	451.17
Total LittleBits Electronics			<u>451.17</u>
McGraw Technology Services			
	03/02/2016	Professional Services-IT Department	525.00
Total McGraw Technology Services			<u>525.00</u>
Michelle Barrett			
	03/02/2016	WE Patron Appreciation	53.80
Total Michelle Barrett			<u>53.80</u>
Michelle Erickson			
	03/02/2016	VE Program Supplies	94.40
Total Michelle Erickson			<u>94.40</u>
MidWest Tape			
	03/02/2016	DVD/Audio purchases - HH/ST/WE	1,492.28
Total MidWest Tape			<u>1,492.28</u>
Office Depot, Inc			
	03/02/2016	paper supply all libraries	134.95
Total Office Depot, Inc			<u>134.95</u>
Oriental Trading Company, Inc.			
	03/02/2016	Program Supplies ST Adult/Juv	55.88
Total Oriental Trading Company, Inc.			<u>55.88</u>
Penguin Random House, LLC			
	03/02/2016	AV purchases - Steele	916.50
Total Penguin Random House, LLC			<u>916.50</u>
Petty Cash-Steele			
	03/02/2016	postage, supplies, PROG BKM/YA/HH/ST, MKT baskets	395.53
Total Petty Cash-Steele			<u>395.53</u>
Pitney Bowes			
	03/02/2016	annual lease for Mail Machine-all libraries	2,472.00
Total Pitney Bowes			<u>2,472.00</u>
Rebecca Jackson			
	03/02/2016	Mileage Reimb BF 1/7-2/25	39.64
Total Rebecca Jackson			<u>39.64</u>
Research Technology International			
	03/02/2016	supplies for DVD cleaning machines ST	69.95
Total Research Technology International			<u>69.95</u>

Unpaid Bills Detail

As of March 2, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Staples Credit Plan			
	03/02/2016	BF/IT supplies	312.51
Total Staples Credit Plan			<u>312.51</u>
The ARTS Council - Southern Finger Lakes			
	03/02/2016	annual membership	300.00
Total The ARTS Council - Southern Finger Lakes			<u>300.00</u>
Village of Horseheads			
	03/02/2016	Water bill 10/31-2/1	24.61
Total Village of Horseheads			<u>24.61</u>
W. B. Mason Co, Inc.			
	03/02/2016	office supplies all libraries	172.50
Total W. B. Mason Co, Inc.			<u>172.50</u>
			<u><u>25,042.66</u></u>

Document #2016-16

Report of the March 2nd, 2016 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Rachel Dworkin, Georgia Reynolds, Marge Kappanadze and Richard Roberts; and Joan Santulli and Ronald Shaw, CCLD management. Other board members in attendance were Phyllis Rogan, Bonnie Chollet, Jim Hare and Tim Blandford. The meeting opened at 6pm.

UNPAID BILLS: Mr. Hare moved, seconded by Ms. Dworkin to approve the Unpaid Bill lists dated 3/2/16 – General Fund - \$25,042.66 and the Grant Fund - \$965.09. VOTE: Unanimously Approved.

Mr. Blandford left the meeting at this time.

President's Report. Mr. Roberts stated that he has received a request from Dick Pirozzolo from the Public Library Foundation of Chemung County (Horseheads) that the Foundation be allowed to send their donation to CCLD on an annual basis at the end of each year instead of quarterly. Board members had no objection to this request. All donations from the PLF are used to benefit the Horseheads Library unless otherwise designated.

Director Report. Mr. Shaw reported the following:

- Central Library Planning Committee. This Ad-Hoc Committee will be meeting to make recommendations for Central Library services to member libraries using state-funded Central Library Development Aid and Central Book Aid. CCLD receives approximately \$150,000 each year to provide library materials/outreach to member libraries through the Central Library – Steele Memorial Library.
- Cost Share through the Southern Tier Library System. CCLD has received STLS' invoice for 2016. This is the last year of a 3-year agreement for the cost of Data Processing at all CCLD locations. This service directly and positively impacts all patrons in our community. Moving forward, STLS plans to host 2017-2019 discussions in conjunction with their Plan of Service (2017-21) focus groups. More information to follow.
- Annual Report. Program numbers were adjusted to include the Bookmobile's parade attendance.
- Maker Expo 2016. Mr. Shaw will be requesting that the board authorize the closing of the Horseheads Library to free up their staff to work at the Expo. He will also be discussing allowing extra work time for staff members who work over their regular hours at the community wide event.
- Dr. Seuss at Diven School. Ms. Howard dressed up as the Cat in the Hat and Ms. Russo and Mr. Shaw each read books to four classes.
- Part time clerk, Julie Gridley will be moving from Steele to the West Elmira Library to fill a vacancy at that library. Librarian 2 interviews are scheduled for March 14th.
- PeopleWhere software. This scheduling software will be discontinued and library staff are looking a new resource for both staff scheduling and event management/room reservation software. Mr. Shaw was excused at this time.

Ms. Reynolds asked whether or not CCLD has received a signed contract from CSEA, a contract that was negotiated in 2015. None has been received as of this date.

Election Discussion. Board members present discussed whether or not CCLD should attempt to make changes to the Legislation so that the Chemung County Board of Elections will continue to run our elections OR to hold our own elections. It was requested that the Ad-Hoc Committee come back to the board with a clearer listing of what it will cost CCLD to hold its annual election. This matter will be on the Agenda for the March board meeting. **RON – put on Agenda for a decision.**

The meeting adjourned at 6:52pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, April 6th, 2016 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2016-17

Report of the March 9th, 2016 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting were CCLD board members Georgia Reynolds, Marge Kappanadze and John Schamel. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:03am.

Ms. Santulli presented the February 29th, 2016 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the 3/8/16 Unpaid Bills Detail for the General Fund bills totaling \$75,762.62. The list includes the 4th Quarter Utility bill from Chemung County for all CCLD libraries, the 1st Quarter Cost Share bill from the Southern Tier Library System and the first payment to Perry & Carroll for CCLD's insurance package. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

CCLD has received a response from the Chemung County Treasurer, Joseph Sartori, regarding our request to receive a pay-off amount on the bond that the Library District owes to the County. Mr. Sartori sent CCLD a copy of the amortization schedule as his answer. With paying one interest payment in 2016, the total payoff as added up on the schedule would be \$73,446.59. This would mean a savings of \$3,493.88 over the next 5 year period. This matter will be sent to the full board for discussion at the next meeting. A copy of the amortization schedule will be included in the board packet.

Ms. Santulli passed around the newest Summary of Insurance from Perry & Carroll which shows that both the Horseheads and West Elmira flood insurance has been dropped from the policy.

Mr. Shaw stated that the staff scheduling software called PeopleWhere is being replaced with a simpler software product that is less expensive and hopefully less time consuming. Staff should be able to access their schedules easier. In addition supervisors of departments will be doing their own scheduling of staff once the new software is in place.

The meeting adjourned at 8:17am. The next meeting of the Budget & Finance Committee will be held on Wednesday, April 13th, 2016 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2016-18

Report of the March 2nd, 2016 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30pm. Present were Mr. Hare 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) is working on finalizing the scope of the project and completing the design which will be presented to the Committee for review. To add the renovation of the second floor restrooms to the project will increase Foor & Associates engineering costs by an extra \$5,000. This request will be sent to the board for their review and approval along with an explanation of where the funding will come from for this portion of the project.
- Chiller replacement at Steele. The Dormatory Authority is starting the process for their funding of this project. A listing of funding for this project will also be included in a report to the board.
- Teen Section Renovation at Steele. Mr. Muldoon has agreed to contact Cornell University to determine if this can be a project for a student in the Department of Architecture. The student would be required to meet with staff, gather their input, become familiar with Teen Spaces in other libraries and provide blueprints in order for the District to start moving forward on the project.
- Big Flats Library “reading garden”. Nothing received yet for a final review and approval by the board. The Big Flats Advocates have requested funding from the Steele Memorial Foundation to pay for this project. Again – any labor costs need to be paid at prevailing wage rates.
- Poetry Posts by Friends of CCLD. Mr. Shaw has been contacted by the Friends group. They are in the early stages of planning for these Poetry Posts which they would like to have installed outside each of CCLD’s library buildings as well as in parks around the community. This request will be forwarded to the board for their review.

The meeting adjourned at 5:40pm.

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



NYLA 2016 LEGISLATIVE AGENDA

Expand Access to School Libraries and Librarians

S.3931 Farley/A.6784-A Solages

Background:

- Currently, elementary schools are not required to staff a certified School Library Media Specialist. Secondary schools are only required to do so in Commissioner's Education Regulations, not by state statute. Many school districts disregard the Commissioner's regulations; the NYC Department of Education previously sought a waiver from this requirement.
- Students with access to school libraries staffed by certified School Library Media Specialists consistently score 15-20% higher in English Language Arts tests by the fourth grade according to a study conducted at Syracuse University.

Impact:

- Passing this bill would ensure that all students, K-12, have access to a school library staffed by a certified school librarian. Having access to a certified school librarian would ensure students have equitable opportunities to develop strong digital literacy, critical thinking and information literacy skills regardless of economic status or school.

Taxpayer Access to Publicly-Funded Research

S.3952 Farley / A.1878 Hevesi

Background:

- This legislation requires New York State funded research published in peer-reviewed journals be made available online by the state agencies that underwrite such research. This bill would bring NYS in line with the federal standards employed by the National Institute of Health and the State of California.
- Currently, when publically-funded research is published in peer-reviewed journals, libraries must expend public dollars for public and scholarly access.

Impact:

- This bill would eliminate an area of double taxation by making taxpayer-funded scholarly research available after one year. Currently, private companies force libraries to expend tax dollars for access to research that has already been publicly-funded. This standard would follow the federal model.

Increase Collaborative Planning for Capital Improvements

Background:

- This legislation would increase collaborative planning by allowing libraries to combine small capital improvement projects to meet DASNY's tax-exempt bonding threshold. This measure would help to address an estimated \$2.2B in statewide capital improvement needs for smaller libraries.
- Many local libraries have deferred basic infrastructure needs in their aging buildings because they are unable to raise the necessary revenue and do not have access to tax-exempt bond financing.

Impact:

- If local libraries were permitted to partner and aggregate smaller infrastructure projects to meet DASNY's bonding threshold, the sharing of fixed costs would allow these projects to move forward.
- This legislation is analogous to existing authority for members of the New York State Rehabilitation Association and NYSARC, Inc.



NYLA 2016 BUDGET PRIORITY – LIBRARY CONSTRUCTION AID

Increase Investment in State Library Aid Construction Program to \$30M Annually

Background:

- State investment in the Library Aid Construction Program has **remained stagnant since 2006**, at \$14M annually
- This is despite a documented accumulated capital need of \$2.2B statewide, according to a 2014 State Education Department report to the state legislature

Messaging:

- **Our state's library infrastructure is rapidly aging**
 - Over 48% of public libraries in NYS are 60+ years old; an additional 33% are 30+ years old
 - More than 24% of public libraries do not have all public areas accessible to wheelchairs
 - The age of these critical community assets means they are **extremely energy inefficient**, forcing libraries to use ever-increasing amounts of operating revenue for energy costs – this results in reduced hours of operation, and scaled-back programming and collection development
- **Library usage and demand for services are surging**
 - A 2015 Siena Poll found library usage is up: 10% statewide, 15% among women respondents aged 18-34, nearly 15% among African-American respondents, 15% among Latino respondents, and among all income demographics, with usage up 20% for those households making less than \$50,000 annually
 - The poll also found that 70% of respondents have used their local library in the last six months
 - This increased usage is taxing already-strained infrastructure. Much of the capital need stems from malfunctioning mechanical equipment, leaky roofs, and overburdened electrical distribution systems
- **Library use has evolved and space is being used differently**
 - Patrons now rely on their local libraries for internet access, classroom space for library programs, and community meeting rooms – libraries need to renovate existing space to address this reality
 - The January 2015 Siena poll found for nearly 33% of African-American and Latino respondents, and 25% of households making less than \$50,000 annually, the public library is their **primary source of internet access**;
 - Of the respondents who have used their local public library for job seeking or career building programs in the last six months, 53% were African-American, and 40% were households making less than \$50,000 annually
- **Libraries are critical public infrastructure – Investment benefits every community and every New Yorker**
 - NYC's recent budget included a 10yr/\$300M capital commitment to improve library infrastructure
 - NYS recently committed to a 5yr/\$900M investment to improve state parks
 - NYS is contemplating a \$8.3B investment to address transportation infrastructure in NYC, with likely billions more statewide
 - NYS must make a long-overdue investment in library infrastructure that matches NYC's investment



NYLA 2016 BUDGET PRIORITY – STATE LIBRARY AID

Increase State Library Aid Proportionally with Increases in Education Funding

Background:

- New York State Education Law requires Library Aid for FY 2016-2017 to be \$102.6M, based on the most recent census data. Total funding in last year's enacted budget was \$91.6M. This places library aid below year 2000 funding levels.
- In this year's Executive Budget, Governor Cuomo proposed flat funding of \$91.6M

Messaging:

- **LIBRARIES ARE EDUCATION:** Libraries are a core component of our state's educational infrastructure, and state library aid should increase each year in proportion to increases in education funding
 - A January 2015 Siena Poll found that **94% of New Yorkers say their local library is an important part of our education system**, with **nearly half saying library aid should increase proportionately to increase in education funding**.
 - Libraries are chartered by the same Board of Regents that oversees schools, colleges, BOCES and other educational institutions, and library aid is administered through the NYS Department of Education. Libraries are the leading digital literacy educators in New York State. When schools close at the end of each day, each week and each school year, libraries remain open to New York's children and families.
- **Library usage and demand for services are surging**
 - A January 2015 Siena Poll found library usage is up: 10% statewide, 15% among women respondents aged 18-34, nearly 15% among African-American respondents, 15% among Latino respondents, and among all income demographics, with usage up 20% for those households making less than \$50,000 annually.
- **Libraries are critical for access and equality**
 - The same January 2015 Siena poll found for nearly 33% of African-American and Latino respondents, and 25% of households making less than \$50,000 annually, the public library is their **primary source of internet access**;
 - Of the respondents who have used their local public library for job seeking or career building programs in the last six months, 53% were African-American, and 40% were households making less than \$50,000 annually
 - State Library Aid ensures that **every** community has access to the quality library services our children, families and seniors deserve
- **Libraries and library systems are models of shared services** and collaborative planning. According to the State Education Department, local communities realize \$7 in services for every \$1 allocated in state aid.

	Jan-16		Feb-16		Mar-16		Apr-16		May-16		Jun-16		Jul-16		Aug-16		Sep-16		Oct-16		Nov-16		Dec-16		2015		2014		2013	
	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	3,746	7.15%	3,187	6.75%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	6,933	6.96%	42,314	7.16%	48952	8.32%	
Adult Fiction	8,546	16.31%	7,162	15.16%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	15,708	15.76%	103,254	17.48%	110498	18.77%	
Juv NF	2,149	4.10%	2,041	4.32%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	4,190	4.20%	25,876	4.38%	24473	4.16%	
Juv Fic	9,418	17.97%	8,798	18.62%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	18,216	18.28%	122,885	20.81%	126150	21.43%	
AV	17,596	33.57%	15,787	33.41%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	33,383	33.50%	185,420	31.39%	178525	30.33%	
Periodicals	301	0.57%	371	0.79%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	672	0.67%	4,408	0.75%	4677	0.79%	
Other	509	0.97%	558	1.18%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,067	1.07%	7,485	1.27%	6445	1.09%	
Public Pcs	4,000	7.63%	3,471	7.35%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	7,471	7.50%	47,570	8.05%	49524	8.41%	
Wireless	2,866	5.47%	2,245	4.75%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	5,111	5.13%	30,995	5.25%	21323	3.62%	
Down Audio	463	0.88%	451	0.95%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	914	0.92%	4,929	0.83%	4240	0.72%	
Down Ebooks	1,378	2.63%	1,422	3.01%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2,800	2.81%	15,047	2.55%	13741	2.33%	
Down Music	1,420	2.71%	1,743	3.69%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3,163	3.17%	253	0.04%	22	0.00%	
Down Video	21	0.04%	12	0.03%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	33	0.03%	211	0.04%	37	0.01%	
Down Mags																								0	0.00%					
Total	52,413		47,248		54,206		0		0		0		0		0		0		0		0		0		99,661		590,647		588,607	

Chris Corter March 2016 Activity Report
(Dates covered February 11- March 9, 2016)

Chris Corter

- Created and posted weekly desk schedules for Steele Library with numerous revisions from day to day.
- Visited and filled in for ill staff at West Elmira Branch, did homeschoolers group program
- Applied for grant for chess tournament from Wegmans and Chemung Canal
- Confirmed bands for Summer Concerts
- Attended Friends meeting on March 7th and reported back to Ron and staff.
- Attended webinars on space planning
- Attended STLS IT meeting on March 9th

Final Patron Appreciation Week –Feb 15-19 statistics for CCLD (some winner names not reported):

Patron Appreciation Days 2016 Statistics			
Library	# entries	Basket Winner	
Big Flats	44		
Bookmobile	27	Helen O'Dell	
Horseheads	92		
Steele	476	Kim Burlew	62 attended reception on Feb 19
Steele Teen	43	Mae Timonin	
Van Etten	35	Patti Parker	Lucy Secundo won Kids Basket
West Elmira	45	Nathan Newcomer	16 attended pizza party
	762		

West Elmira – Chris Corter

- Created and posted weekly schedule for West Elmira staff
- Welcomed Julie Gridley to West staff, worked on her schedule and discussed training for her with Michelle
- Worked with Michelle to bring CCC work study student to West, developed schedule and task plan
- Made revisions to West staff work duties to include Julie and confirm what Chris would do for branch.

Bookmobile – Chris Corter

- Chris ordered materials for Bookmobile.
- Kim and Sue attended the Family Reading Partnership Bookfest on March 5th.

Feb. 15- March 17 2016 Board Notes from Steele Youth Services

Programs:

Visit from 4 Kindergarten classes from Cohen School on Feb. 22, stories and a tour, promoted getting library cards and attending free kids events , Michelle E. attended BookFest at Diven School on March 5 and led a kid craft for 150 kids, Janet led stories and a tour for the co-op Parent Resource Center on Mon. March 7, Emma led monthly Lego and Maker Clubs as well as preschool storytimes, Janet led Baby/Toddler times and a new Book and Cookie Club for school age children on March 10 and will give a tour and do stories for a Girl Scout Troop on March 17; Winter Reading Challenge, Idit-a- Read continues in our Dept. through March 21, Emma is doing a Thurs. Night Art Club Thursday nights in March.

Janet:

Worked with Art Council of the Finger Lakes on the National Youth Art Month display for the month of March in the Steele Youth Area; attended a Summer Literacy Collaborative Meeting on March 3; CCLD storytellers meeting on March 8

Emma:

CCLD storytellers meeting on March 8; Webinar on Library Spaces on March 9; attending the STLS Youth Summer Reading Club workshop on March 16.

Adult Services Department
February, 2016

Non-fiction and Reference

Connie Ogilvie

In the month of February, there were 557 queries answered on the Adult Services Desk and 228 questions answered on the PC2 Desk. The Non-fiction book display was Black History which provided an opportunity to display books on black history, literature and dance.

Currently I am weeding the Non-fiction section 001-199, which is a tricky section as it contains, computer books, library history and philosophy.

Elmira College volunteers are back from break, their help is always appreciated.

Fiction

Caroline Poppendeck

Adult Fiction has a new podcast which will feature a list of good books that patrons may not be aware. It will be presented on a monthly basis, and will run about 20-30 minutes. We will also have a display of the books featured in the podcast.

The adult fiction section has completed its shifting process, making more room for growth. especially for the mystery section.

Beginning Computer class and Beginning Internet class were held.

Caroline presented a Newspot at Lunchtime on WENY on great new books at the library.

Genealogy and Local History

Maggie Young

Sherry and Maggie are working on finishing up big projects: Forest Lawn Cemetery, birth indexes from 1960s, departmental finding aids... We are updating the indexes posted on our webpage

Queries: Mail queries are up this year since last year. This year so far, we've collected \$240 in research fees, compared to \$132 last year. Much of this is attributed to our indexes online and the new pay by Paypal option.

Programs: Brick Wall Busting (monthly), Upcoming: Ancestry.com and Familysearch.org, Intro to Genealogy (April)

Special/Interesting questions: This month Sherry helped a couple research ancestors that came over on a boat to Ellis Island and taught them how to use and print from Ancestry.com. They didn't know how to use a computer and Sherry was a lot of help to them. They found and printed records and left very happy. Maggie helped someone research the History of Joycrest skating rink (originally the Grotto Park), and helped another person research people who have held office in Chemung County through the years.

Microfilm Stats:

Mag Fiche -0-
Newspapers -496-
census film -59-
Vital Stats -84-
Misc -21-

Adult Programming

Jennie Lewis

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 February 2016, the following programs for adults took place:

February 3rd, 6pm - "Fan Infinity" Adult Fandom Club
February 5th, 6pm - "So bad, it's good!" Movie Night
February 10th, 5:30pm - Knitting Class
February 10th, 6:30pm - Save Your Heart (Club Veg)

February 12th, 2pm - Friday Film (Singin' in the Rain)
February 17th, 5:30pm - Knitting Class
February 22nd, 1pm - Brick Wall Busters (Genealogy)
February 24th, 5:30pm - Knitting Class
February 25th, 5:30pm - "Prince Among Slaves" (IAFL)
February 27th, 10am - Piloxing with Ultimate Fit Chick
February 29th, 6:30pm - Creative Ink Drawing (funded by QuickARTS grant)

Weekly Groups that Meet at Steele for Adults:

Adult Writing - Tuesdays
Chess Club - Wednesdays
Knit & Crochet Club - Wednesdays
Craft Club (ARC) - Thursdays

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

February 9, 1-3pm: Tablet Talk
February 10, 1-3pm: Beginning Computer
February 17, 1-3pm: Beginning Internet
February 23, 1-3pm: Intro to Google Mail

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 February 1, highlighting February events throughout CCLD.

Magazines & Adult Graphic Novel Collection

Placed monthly order of graphic novels. Received packet for EBSCO magazine renewals. Due to our subscription to Zinio some of the duplicated magazines that do not circulate will be discontinued and patrons can be directed to the electronic version.

Other

Submitted a QuickARTS grant application to fund additional art classes at Steele Memorial Library. Worked with Deb Brimmer on a QuickARTS grant application for the Maker Expo. We received a total of \$700 between the two applications.

Continued to work with Deb Brimmer on various Maker Expo planning and contacted potential exhibitors.

Steele Library Teen Services

Doris Jean Metzger, MLIS

Attended workshop on best teen books of 2015 (fiction & nonfiction) at Campbell Savona High school with nationally known YA Literature expert Kathleen O'Dean. Facilitated teen mental health teen discussion group at the 2016 Youth Summit at the YWCA

Teen Tech Week (March 6-12) programs went well: Stop Motion Animation and Karaoke Video Night New teens came to both programs and said they'd love to do it again. Thanks to the Makerspace coworkers for collaborating to make these new programs possible! See CCLD Facebook or CCLD teen Tumblr for pictures.

Teens are providing feedback for what they want in the future: Library Lock in Night, video game tournaments, book release party for Teen Writer's Group, and more!

Horseheads

2/10/2016--Owen visited Big Flats Branch

2/22/2016--Owen visited Van Etten Branch

2/24/2016--Owen attended Public Library Foundation of Chemung County Meeting

2/29/2016--Owen attended Friends of the Horseheads Free Library--received \$5,500 for:

Summer Reading Club Programming: **\$2,700 [6 programs]**

Craft Cart 1 years craft supplies--Tongue depressor, paper, glue dots & sticks, safety scissors cotton balls ect., Felt Board, and Toy Trolley.

\$900 +\$100.00 contingency Total Equipment Request: **\$1,000**

Books Plus Media Kits--**\$500**

Total for Youth Services: \$4,200

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Adult Services

Programming:

\$800 Jabe Warren--Programs & Consulting Services \$500 Seeds for Seed lending library.

Total for Adult Services: \$1,300

3/8/2016 Amanda Farley attended CCLD story tellers meeting

3/14/2016 Owen participated in CCLD Librarian II interviews

3/14/2016 Owen visited Van Etten Branch

3/16/2016 Amanda attended STLS Summer Reading Club workshop

3/17/2016 Owen visited Big Flats Branch

Big Flats

2/24/2016 Glenice conducted Story time at BF preschool
2/29/2016 Glenice attended BF advocates meeting
3/1,3/15 & 3/22 Joint program with HFL--Building Fairy garden

Van Etten

2/22--Michelle conducted programs at SVE Headstart and UPK
2/29--Michelle conducted 2 pre-K classes
3/6--Michelle Erickson participated in Spencer-Van Etten Community Days

Office of the Director, CCLD
March 2016

Major accomplishments:

In order to solve recruitment issues for a Microcomputer Specialist assisted Deb in working with Civil Service in order to receive approval for a Computer Technician position that will allow more applicants to meet civil service criteria. This will hopefully allow CCLD to hire a PT person to assist in IT.

Appeared on WENY Early Morning Show - talked about the Restroom Renovation Project, Chiller replacement project, possible Young Adult area and events occurring in Youth Services and Young Adult during February and March.

Contacted Pam Davis-Webb (Diven); Lorie Brink (Holy Family); Hillary Austin (Elmira City School District) in order to obtain letters of support for NY Advocacy Day. Also had the branches ask patrons for letters as well.

Work with Samantha Potter WENY to set up monthly for CCLD staff on WENY interview segment called "Midday Makeover." The segment will focus on improving or "making over" our viewers' health, finances, childcare and lifestyle. The spot will air live in-studio around 12:15pm, during their noon newscast. Depending on the topic, pre-recorded interviews may also be a possibility, either on location or in the WENY studio.

Phone interview with Megan Zhang, Time Warner Cable News re: possible news stories. Follow-up phone conversations with her regarding availability of developing a story at extremely short notice.

Met with Gary Morenus (Chemung County B&G) re: Chiller replacement project and bathroom project. We reviewed our current issues, discussed the end goals of the projects and Gary made several recommendations. I also asked him to discuss the bathroom project with Mr./ Butcher.

Met with Gary Morenus, Bob Dieterle, Bob Butcher, Dan Collins (La Bella) to discuss the restroom renovation project. Drain, hose, ADA, materials (esp. ceiling), fan/exhaust, water cooler, lavatory fixtures

Follow-up with Brian Hildreth regarding the Central Library Committee. Members have been recruited through STLS. We discussed the intent of the committee, needed CCLD input, the promotion of CCLD Central Library services and the possibility of new services, i.e., a new database or other option and what Central Library Development Aid and Central Library Book Aid can be used for.

Conversations with Chris/Connie re: Central Library. Gave them the background info to include: STLS Free Access Plan; *Creating the Future: A 2020 Vision and Plan for Library Service in NYS* (NYS Regents Advisory Council on Libraries); NYCRR Title 8- Education Sec 90.4- *Standards for Central Libraries*; NYS Education Law Sec. 272 *Conditions under which library*

systems are entitled to state aid; NYS Education Law Sec 273 Apportionment of state aid to libraries and library systems; STLS 5-Year Plan of Service 2012-2016.

Discussion with Bronwen Gamble, Director of the Reading (Pa.) Public Library. Reading has four branches and a "senior service" bookmobile. Their service area population is around 88,000 (same as CCLD). Currently they have 14 FT and 43 PT staff members. They are also the "regional" library for Berks County Public Libraries system.

Other site visits- West Elmira, Big Flats, Horseheads.

Major meetings: Department Head: Received a patron complaint about a couple teens who were harassing a woman at Steele. Also there was an incident with an Able2 client at Steele today. Both were upsetting so staff should continue to be vigilant. Cancellation letter has been sent to WebClarity for PeopleWhere. Contract was to expire at the end of March. Exact date of discontinuation is not yet known. No plans have been made yet for the future of Steele desk schedules. Joan continues to work with Verizon and is awaiting a quote for the new phone system.

Major Personnel Issues: Determining who will replace the vacant PT Library Clerk in Youth Services. Determining who will replace the vacant PT Library Clerk at WE. Conducted interviews for the SLC promotional opportunity. No one volunteered for the possible promotional opportunity in Youth Services. Julie Gridley volunteered for West.

Currently working on developing the panel for the Librarian II promotional interviews. Several conversations regarding training, hiring, retention, scheduling. Major conversation regarding scheduling and the continued use of PeopleWhere. We are currently looking into a more user-friendly product.

Major Patron conversations: Complaints regarding staff noise and behavior,

Programs Attended/Visited: Knitting Club, Steele Toddler/Preschool Story Time (for ages 2 and up), Cohen Kinderbook visits (4); Makerspace work with

Cohen School class visits (1)

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

Attended Legislative event with Sen. Tom O'Mara (R,C,IP), 58th Senate District; Assemblyman Phil Palmesano (R-C-I), 132nd Assembly District; and Assemblyman Chris Friend (R,C), 124th Assembly District

Topics of discussion were:

1. Property Tax Cap

- a. It isn't going away and is unlikely to be changed but they are hopeful that local government rate will be between 0.5% and 0.75%
 - b. They are hoping a "floor" will be established
 - c. Minimum Wage Increase- are opposed due to the possible economic effects
2. PILOT Funds
- a. Working to pass legislation that PILOT funds will not be counted as part of tax base.
 - b. Instead will be viewed as "full value growth"
3. Pension Reform
- a. Consideration of additional tiers- currently in Tier VI for new employees
 - b. In case of conviction for corruption public pension for politicians should be forfeited
 - c. Stated new tiers are opposed by public unions despite it affecting new employees not current ones.
 - d. Looking for ways to lower local employer contribution (3-6%)
 - e. Looking into possible 401(k) style retirement options
 - f. Need 7% annual return to break even
4. Reserves- allowing for dedicated pension/health reserves to be accumulated without penalizing in the tax cap formula

Professional readings:

Goodman, E. P. (2014). 'Smart Cities' Meet 'Anchor Institutions': The Case of Broadband and the Public Library. *SSRN Electronic Journal SSRN Journal*, *XLI*, 16651694.

The concepts “smart city” and “anchor institution” – both popular in policy circles – intersect at broadband infrastructure in ways that highlight the importance of civil society institutions to digital networks. This essay shows, through the example of public libraries, how anchor institutions can extend connectivity and the fruits of robust broadband. More broadly, there are lessons here about the meaning of “public-private partnerships,” often at the heart of smart city plans, and the virtues of strengthening the public side of that relationship.

Buzz around smart cities has been building as policymakers seek to harness information technology to improve the delivery of city services and the welfare of urban residents. Whether the focus is on the Internet of Things or the delivery of educational services, strong telecommunications infrastructure is a necessary component. Enter the concept of “anchor institution” (e.g., university, library, hospital). It was not until 2009 that the term made its first appearance in United States law, and this was in the context of broadband policy. The public policy goals that anchor institutions are supposed to advance in the broadband context almost perfectly coincide with smart city goals: networking individuals and entities in ways that optimize the flow of information for social and economic advancement.

The last few years have shown that the achievement of smart city and broadband policy goals in ways that are inclusive, democratic, and otherwise in the public interest will require the meaningful involvement of civil society institutions, like the public library. These institutions will have to share in, and contribute to, the intelligence that connectivity enables. The successes and failures thus far of broadband policy to engage anchor institutions may presage other smart city threats and promises. This essay explores these issues in four parts. Part I describes the smart city and anchor institution concepts. Part II identifies broadband policy goals and market gaps in

their fulfillment. Part III shows how anchor institutions and public libraries in particular are important partners in reaching broadband infrastructure goals. Part IV then concludes with some observations for smart city initiatives in general.

Harwood, R. C. (2007). *Making Hope Real: How we can accelerate change for the public good*. The Harwood Institute for Public Innovation, Bethesda, MD.

Five factors each of us must consider as we work to create change and make hope real in our communities. Included are tools for thinking about your work and creating local conversations about what it takes to make hope real.

Professional courses attended/completed:

Adult Literacy: Libraries in Action through Central NY Library Resources Council (Webinar- 1.5 hours), February 22, 2016

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

Learning objectives

Understand the structure and purpose of the Adult Literacy through Libraries Action Agenda

Learn practical strategies for expanding adult literacy services at your library

See examples of libraries creating and implementing tailored action plans

Become oriented to the free online course that will guide libraries through putting the Agenda into action

Grace Under Pressure: Tips and Tricks to Cultivate a Positive Approach through Webjunction.org. February 24, 2016. Credit Hours: 1.5

Working in a library can feel like a constant juggling act. We navigate competing demands and challenging situations on a daily basis in order to meet our mission and transform our communities. In this interactive session, discover how to handle these challenges proactively. Learn positive, practical tips, stress-reduction skills, and ideas for changing your personal work style. Learn strategies to help you face challenging situations that affect your whole organization and society-wide issues that impact the communities we serve. Feel better and be more effective at your work.

Social Media for Non-profits (webinar, 1 hour) through CCLD Lynda.com subscription.

Social media is a great way for nonprofits to share their mission and find potential donors. It doesn't have to cost your organization a lot of money to run effective campaigns. Olivia Uribe-Mutal shows off the best free and paid tactics for marketing nonprofits on social media platforms such as Facebook, Twitter, YouTube, and Instagram. She covers strategies for incubating online communities, sharing content, and inviting others to like and interact with your dynamic posts. Plus, get a look at the most popular social media tools and "quick win" tactics for improving your reach, no matter what your budget.

Topics include: Planning your social media strategy; Creating a posting schedule; Blogging; Using the free and paid features on Facebook; Adding a donation button to your Facebook page; Setting up a Twitter account; Sharing content on Google+; Uploading video to YouTube; Creating a LinkedIn profile for your nonprofit; Getting followers on Instagram.

Transforming Library Spaces. Webinar, Wednesday, March 9th, 2:00 - 3:30pm through South Central Regional Library Council.

While future-facing libraries are pushing boundaries, the public still perceives libraries as being primarily about books. As libraries of all types expand their focus, physical spaces are being transformed in ways we couldn't have imagined even 10 years ago. Rethink how your library's space might be configured to better engage your existing users as well as draw in new users. Learn how some key budget-friendly alterations to existing library space can refresh users' perceptions and keep them coming back.