



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

Agenda

The March 2015 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, March 19, 2015 at 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 #2015-13)
4. Treasurer's report
 - a) Financial report (document #2015-14)
 - b) Report of Unpaid Bills Detail (document #2014-15)
6. Correspondence
7. President's report.

Consent Item- Request from the Public Library Foundation of Chemung County to name the HFL meeting room in honor of Mr. Earle Catlin

Consent Item- Approval of Section 400 of the Board Policy Manual

8. Director's Report:
 - Appendix A- Office of the Director
 - Appendix B- CCLD Staff report for November
9. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2014-16)
 - b) Budget & Finance Committee (Roberts)
 - 1) Report of the Committee meeting (document #2014-17)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2014-18)
 - d) Personnel Committee (Kappanadze)

Consent Item- Approval of Personnel Actions (Appendix C)

10. Call for Executive Session
11. Old business
12. New business
13. Period for public expression
14. Adjournment

(Minutes of the February 2015 meeting of the Chemung County Library District Board of Trustees. Document #2015-13)

Minutes of the February 19, 2015 meeting of the Chemung County Library District Board of Trustees.

The meeting was called to order at 6:04pm President Richard Roberts. Present were Pat Silvernail, Ann Hayes, Georgia Reynolds, Bonnie Chollet, Marge Kappanadze, Phyllis Rogan, Rachel Dworkin and James Hare. Excused: Jack Schamel, Tim Blandford, Juan Jones, Michael Muldoon and Jessica Roberts. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the January 2015 meeting (Document #2015-7) were presented for board review. The minutes were approved as submitted in writing by unanimous consent.

Financial Report. The January 31, 2015 Financial Report (Document #2015-8) was presented for board review. By unanimous consent the January 31, 2015 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2015-9). The February 11th list includes the 4th Quarter 2014 Utility bills for all libraries (\$22,798.26) and the annual fee for Flood Insurance for all CCLD buildings (\$11,794.00). Ms. Santulli requested that two new invoices be approved by the board – Unpaid Bill List dated 2/19/15. Mr. Hare moved, seconded by Ms. Reynolds to authorize the payment of the 2/19/15 list in the amount of \$2,782.93. By unanimous consent, the board authorizes the payment of the unpaid bills dated 2/11/15 – General Fund \$44,400.02 and Grant Fund - \$269.40 as distributed.

Correspondence. A thank you letter was received from Brian Hildreth, the Director of the Southern Tier Library System (STLS) for CCLD's support through Central Book Aid and the Spring Continuing Education event. Brandon Saylor, Literacy Volunteers, sent a letter stating that they intend to begin utilizing the new Computer Lab for training of their volunteers and using the online "Mango" language software for their ESL students. A thank you letter was also received from the Chemung County Chamber of Commerce for renewing of our membership for the new year.

President's Report. Mr. Roberts reported that the CCLD attorney is working on the language needed to change the legislation to allow approval of invoices mid-month by a board committee. Mr. Roberts, Ms. Kappanadze and Mr. Wolan met with Legislators O'Mara, Friend and Palmesano to discuss the matter. There were no issues and the request will be turned over to the Legislative Council for review prior to being taken to the Legislature for a vote. It is in process and may take until June before it is passed by the State.

CONSENT ITEM – Nomination and Approval of Treasurer for the Board. Ms. Reynolds moved, seconded by Mr. Hare to appoint John (Jack) Schamel as Treasurer of the Board for fiscal year 2015. VOTE: Unanimously Approved.

CONSENT ITEM – Approval of Personnel Actions. There were two staff members (part-time Library Pages) who left employment during the month and two staff members are receiving a step increases. Ms. Reynolds moved, seconded by Ms. Dworkin to approve the Personnel Actions as submitted in writing to the board. VOTE: Unanimously Approved.

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

- CCLD Issues. Final drafts of both the Technology Plan and the Staff Plan have been completed and will be sent electronically to board members for their review. The Technology Plan lists the current equipment and has a plan in place for the future for computer replacement and training. The Technology Plan will need to have board approval. The Staff Plan is a roadmap that lists staff requirements, performance, career ladder, all positions currently filled in the District, etc.

- Central Library Plan for STLS. Initial information has been sent to the board, it is early in the process. Meetings are scheduled with the Zinio rep (for electronic magazines) and with the Director's Advisory Council for discussion of what will be included in the final plan.
- Other issues. Mr. Shaw has some concern over exceeding the Tax Cap limit due to the amount received in PILOT funds. He has heard nothing from the Comptroller's Office. CCLD is legal because the tax cap resolution was passed early last year. New patron printers have been purchased for the Steele Library at a cost of \$220 each with a 3 year warranty. The old printers are over 6 years old. Ms. Ogilvie has contacted Better World Books to determine whether or not they would be interested in any of the books being weeded from CCLD collection. They are not interested.
- Programs. Patron appreciation is being held between February 17 and February 21 at all libraries. The Horseheads Friends group has donated over \$10,000 to the Horseheads Library to be used for programming, DVD's and Media Monitoring and Early Literacy Equipment.
- Personnel. Several staff members participated in a Webinar this week on "How to Respond to a Security Incident in Your Library".

The Director's Report and the CCLD Staff Reports for last month were submitted in writing to the board. Regarding the establishment of a separate Local History & Genealogy area, Librarian Ms. Young is investigating whether or not CCLD needs to have a special room set aside for this purpose. An estimate for this space has been requested from Elmira Structures and CCLD has been notified that there is approximately \$51,000 being held in the Steele Library Foundation funds that is earmarked for Genealogy and could be utilized for this purpose. Board members expressed a desire to see the future impact this space would have on both funding and staffing levels.

IN reading the Staff Activity Reports for January, board members requested that staff begin to include the number of patrons attending programs, particularly the programs for which an outside performer has been hired.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2015-10). Mr. Roberts stated that Trustee Orientation has been scheduled for Wednesday, March 4th at 6:30pm at the Steele Library. While this meeting is scheduled for new board members, all members are encouraged to attend.

Mr. Roberts also reported that the Library District's second annual Maker Faire has been scheduled for Saturday May 30th from 11am – 3pm. IT Network Specialist Deb Brimmer has expressed a need for MANY volunteers that day and would like to have board involvement on a Committee to assist in planning the event. Ms. Dworkin stated that she will be available to volunteer on that date.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2015-11). Mr. Roberts reported that the Library District has received a check for the sale of stock that was donated to the library. The check in the amount of \$20,3881.61 was restricted by the donor to use for Non-Fiction library materials. As annual budgets are being determined, this donation will be spread out over several years to purchase non-fiction materials. The contract with auditors from EFP Rotenberg has been signed and returned to them. The auditor usually meets with the board at their April board meeting to review the audit report. Ms. Santulli will check to see how soon the audit will begin for the 2014 fiscal year. The check from Chemung County for the tax revenue for 2015 was received this week.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2015-12). Mr. Hare stated that the Committee received a report on the status of the Elevator Project at the Steele Library. They requested that a representative of Hunt Engineering, the Project Manager for this project, meet with the Committee once the project is ready to go out for bid.

Mr. Shaw passed around photos of several cracks in the newly paved parking lot at the Big Flats Library. It appears that we have a sequel to Lake Minier. The lot is dipping down in the same spot that was repaired last year. He has spoken to both Karl Schwesinger of Fagan Engineers (who was instrumental in resolving the drainage issue) and Bob Butcher of Foor & Associates (Project Manager who worked on the job). Both will look at the damage and liability will need to be determined.

Regarding the Chiller Project at the Steele Library, Mr. Shaw has been in contact with both S. Lattin from Senator O'Mara's office and Jennifer Reif (Albany Office) to see whether or not this project is eligible for any State funding. If it is found eligible, Mr. Shaw will submit a formal request for the funding. Mr. Shaw also spoke to the Albany Office about the Economic Transformative Project funding to determine whether or not the Library District would be eligible for any funds. It appears that CCLD is not eligible at this time.

Mr. Hare stated that the State also has \$500 million set aside for programs and projects. He suggested contacting the representatives of STEG to get information on how CCLD can apply for this funding.

Personnel Committee. Ms. Kappanadze reported that the Committee has discussed the method for reporting the Director's accrued time usage as well as worked on the wording and time table for the staff evaluation survey of the Director. She requested the patience of the board as we go forward with the new evaluation forms and process. Molly Bailey, the HR Consultant hired by the board, has recommended that the board have an outside professional evaluation of the board and of CCLD as an organization in the future – making sure that the Library District's "house" is in order. Ms. Bailey will be invoicing CCLD for work she has completed to date for the Library District. The Committee also discussed making a recommendation to the board for an outside professional HR evaluation of personnel practices to ensure that we are in compliance with current laws and best practices. This is beyond the scope of the Committee and will need to be tabled until after the Director's evaluation has been completed.

Staff evaluations have been completed on all but 2 staff members and have been submitted to Mr. Shaw. He will start direct reports next week. This process is 2-3 weeks ahead of schedule.

Mr. Hare stated that board members appreciate the efforts of both the Personnel and the Negotiating Committee. He also stated that Mr. Roberts and Ms. Kappanadze have done an excellent job taking over the Personnel Committee following Ms. Cady's departure from the board.

Old Business. None.

Public Expression. None.

Ms. Dworkin moved, seconded by Ms. Kappanadze to move into Executive Session to discuss Personnel Issues relating to contract negotiations, employment history and dismissal. VOTE: Unanimously Approved.

Mr. Hare moved, seconded by Ms. Chollet to come out of Executive Session. VOTE: Unanimously Approved.

Ms. Hayes moved, seconded by Mr. Hare to approve the recommendation of the Library District Director to adopt the following resolution- "The probationary appointment of Karen Congdon is hereby discontinued and her employment terminated, effective March 2, 2015." VOTE: Unanimously Approved.

Ms. Dworkin moved, seconded by Ms. Silvernail to approve the following Resolution to Adopt Policy Manual, Section 300 – Administration as follows:

WHEREAS, the Board recently authorized and directed the development and maintenance of a unified Policy Manual for Library District operations; NOW THEREFORE, it is RESOLVED, that the Board hereby adopts the following policies in the "300" Series; and it is further RESOLVED, that the policies so adopted shall supersede all bylaws, policies, procedures, or guidelines however denominated governing Library District operations that are currently in effect and that cover the same substantive topics.

ADMINISTRATION

- 300 Administrative Organization and Operation
- 305 Administrative Latitude in the Absence of Board Policy
- 310 Library Director
- 311 Library Director – Board Relations
- 312 Recruitment and Appointment of Library Director
- 313 Contract of Library Director
- 314 Evaluation of the Library Director

VOTE: Unanimously Approved

New Business. Ms. Reynolds requested a few minutes to recognize Earle Catlin for his 40+ years to the library and the community. She read the following statement:

EARLE CATLIN

I would like to take a few minutes to honor the memory of Earle Catlin who passed away on February 8th.

Earle first became involved with the Horseheads Library in the 1960s. He was asked by Horseheads Board member Alzada Boggs to help the Horseheads Free Library Board invest a modest endowment of approximately \$247,000. Earle agreed to assist the Board by forming an Endowment Committee and asking several local businessmen to help him make investment choices for the Library's funds. Eventually, Earle and many of the Endowment Committee members became Library Board members including Matty Princiotto, Eric Gabrielson and Dick Pirozzolo. This small group managed the funds with such skill that the overall value of the account grew from the modest \$247,000 in the 1960s to approximately \$2.5 million in 2014!

Although Earle's primary focus was to handle investments for the Horseheads Library, his financial management benefited the entire County Library network for the next 40 years.

In the 48 years between the 1958 chartering of the Horseheads Free Library and the creation of the Chemung County Library District in 2006, the Horseheads Endowment expended more than \$2.3 million dollars in operational support for the Horseheads Library as well as for special projects such as two major renovations, a new roof, a new front entrance, paving of the parking lot and numerous upgrades to various pieces of equipment within the Library.

Since no public funds could be used during the effort to promote the creation of the Chemung County Library District, the Horseheads Library's Endowment funded 40% of the costs of all professional media efforts to generate a positive outcome for the vote to create a District. This included paying professional media staff, printing materials to distribute to the public, assisting Steele's Endowment group to fund the development of a PowerPoint presentation to explain the District concept to the general public.

Although the Horseheads Library was the facility most closely associated with Earle's efforts to benefit public libraries in Chemung County, he was always supportive of any library in need. When the decision was made to fund a new Bookmobile, Earle was one of its first champions. He proposed that the Horseheads Endowment donate \$10,000 in support of the initial purchase of the new vehicle. Then, when it was obvious that handicapped accessibility would be a great asset to the Bookmobile, Earle voted to donate almost \$10,000 more in funds to add a much needed handicapped lift entrance to the Bookmobile.

Earle and his wife Evelyn contributed over \$15,000 directly to the Foundation in the past 10 years. In recognition of his more than 40 years as a Board member and in honor his incredible efforts to create a stable financial environment for the library, Earle was designated as the first and only "Director Emeritus For Life" of the Horseheads Library's Foundation.

Earle's efforts on behalf of the libraries will continue to be felt far into the future.

Mr. Hare moved, seconded by Ms. Chollet to give the Catlin family a signed commendation from the Library District for Mr. Catlin's years of service. VOTE: Unanimously Approved.

The meeting was adjourned at 8:30pm. The next regular meeting of the board will be held on Thursday, March 19th, 2015 at 6:00pm at the Horseheads Free Library, 405 South Main Street, Horseheads, New York.

Document #2015-16

Report of the March 4th, 2015 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Richard Roberts, Georgia Reynolds, Rachel Dworkin, Marge Kappanadze; and Joan Santulli, CCLD management. Other board members in attendance were Ann Hayes, Bonnie Chollet, Jim Hare, Pat Silvernail, Mike Muldoon and Phyllis Rogan. The meeting opened at 6:00pm.

Ms. Santulli presented the Unpaid Bills Detail dated 2/4/15 for the General Fund in the amount of \$24,341.11 and the Grant Fund - \$269.40. Mr. Hare moved, seconded by Ms. Reynolds to pay the bills as listed. VOTE: Unanimously Approved.

President's Report. Mr. Roberts stated that there is nothing new to report concerning contract negotiations with the union.

Director's Report. Mr. Shaw reported on the following:

- Personnel. With the loss of one full time clerk, Ron will post opportunities to current part-time pages for upgrades to part time clerks. These 2 positions will be at Steele Circulation Dept. He is also canvassing for one page to move to Horseheads. Michelle Erickson will be working 2 days/week at Steele beginning around the 1st week of April. Although Brian Harris, Principal Library Clerk at Steele, will be taking over full supervision of the Circulation Dept, Chris Corter will continue to do schedules for now and current training plan will remain in practice. She will work through the set up of scheduling software and staff training when or if it can be acquired. She has received a quote from "PeopleWhere" and will forward paperwork for consideration. Purchasing this scheduling software will free up high-level staff to work on other duties besides the schedule. Ron will inform the board once a quote is received for this software. All staff evaluations have been completed ahead of schedule.
- Customer Service. Interested in getting a new phone system for the Steele Library. Deb Brimmer, IT staff, has been instructed to investigate systems and get quotes. No new phones will be purchased until we can determine whether the new phone system is a possibility for Steele.
- Branches. The Horseheads Friends generously contributed funds for purchase of early literacy equipment and new Juv furniture. Items are arriving and being installed now. The Horseheads Foundation wants to rename the meeting room the "Earle Catlin Memorial Room". Earle was instrumental in the Foundation's creation and has recently passed away. The Committee has no problem with this request and it will be added to the Agenda for the March board meeting. Owen Frank, Supervisor of the Horseheads Library, is getting quotes to replace the HH copier/printer.
- Youth Services. Janet Ackerman, Glenice Peel, and Melissa Neuffer will be telling stories at Saturday's FRPCV (Family Reading Partnership) Book Fest which will be held at Diven School. Ms. Ackerman also will be participating in Diven's Family Night on March 13th. Members of the Jackals will be at Steele on March 31st to read to children and do a craft. Eldridge Park has been secured for the August 12th SRC Annual Party. Ms. Ackerman is also working on a Community Hero Day for SRC.
- IT issues. A parent computer and print capabilities have been installed in the youth area. Second floor staff should remember to direct parents with children downstairs for use of this computer. The Tinker Lab business is really picking up now. Circulation Dept will be soon instructed on how to accept payment for 3D printing and Lab costs. Our Maker Faire is being renamed the "CCLD Maker Expo" and will be held on May 30th. The event will include bands, physics bus, and much more. More information will be forthcoming. Makerspace staff have been invited to attend the Horseheads Math Science Technology Night this coming Friday, March 6th. They will be taking the 3D printer and possibly a robot. Mr. Hare reported that the Friends of CCLD have donated funds to purchase

digital signage for the Tinker Lab, a laptop for the MakerSpace and funding for items that will be needed to make the Maker Expo a success.

Mr. Hare reported that the Friends of CCLD's soiree scheduled for May 8th at the Steele Library is not being considered a fund-raiser, rather as a method to promote the Friends group to the community. They are considering having a wine-tasting at the event. CCLD Attorney Conrad Wolan will be contacted regarding the legal issues of having alcohol at this event.

Ms. Santulli presented the Unpaid Bills Detail dated 3/4/15 for the General Fund in the amount of \$25,773.07 and the Grant Fund - \$1,231.96. Mr. Hare moved, seconded by Ms. Dworkin to pay the bills as listed. VOTE: Unanimously Approved.

The meeting adjourned at 6:25pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, April 1st, 2015 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2015-18

Report of the March 4th, 2015 meeting of the Buildings & Grounds Committee of the Chemung County Library District

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

The Committee received reports on the following:

- Elevator Project at Steele. Representatives from Hunt Engineers were at Steele yesterday with their Electrical Engineer to be sure that electrical requirements are met. A target date of mid-April is to go out for bid. The Committee discussed deadline dates for the project to be completed. It will need to be completed by the end of June – prior to the Summer Reading Club activities – or started in mid-August after the finish of the SRC programs. The Committee requested that a representative from Hunt meet with them at the April B&G meeting.
- Genealogy area at Steele. Mr. Shaw has tasked Librarian M. Young with investigating whether or not having a separate genealogy area at the Steele Library is a good idea. The cost factor of staffing such an area will be considered as well.
- County Buildings & Grounds. The painting crew has completed the painting of the walls in the back hallway. They were called away for another County project so the painting of the red columns is on hold.
- Energy Audit. Taitem will be submitting the report to NYSERDA for their approval mid- March. Ron has asked for a draft copy to be sent at that time. The report may have some changes after NYSERDA reviews it.
- Big Flats Parking Lot. Ron spoke with Karl Schwesinger on Tuesday and Karl said he had spoken to Mr. Butcher and that Mr. Butcher was going to inspect the area. Karl doesn't believe this is the "Lake Miner" issue. Owen Frank, Supervisor of the library, has heard nothing from Bob Butcher since he responded to the email saying he would look at it.
- Chris Corter has suggested that a behind the scenes building tour of mechanical rooms at the Steele Library might be beneficial to librarians and staff who are called upon to solve issues in evenings and Saturdays. We will coordinate with Chemung Co. B&G
- Fire Drill – Steele Library. It's been a while so we will get one scheduled.
- Public Restrooms at Steele. Due to hygiene issues Ron plans to begin locking all public restrooms and have patrons sign for the key.

Committee members received an updated report on the status of the open State Construction projects being planned for the Steele Memorial Library. Said report will be included in the board packet for the full board to review.

The meeting adjourned at 5:58pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, April 1st, 2015 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

	Jan-14		Feb-14		2015		2014		2013		2012	
	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age
Adult Non-Fiction	3,746	7.15%	3,187	6.75%	6,933	6.96%	42,314	7.16%	48952	8.32%	53,076	9.03%
Adult Fiction	8,546	16.31%	7,162	15.16%	15,708	15.76%	103,254	17.48%	110498	18.77%	117,901	20.06%
Juv NF	2,149	4.10%	2,041	4.32%	4,190	4.20%	25,876	4.38%	24473	4.16%	28,385	4.83%
Juv Fic	9,418	17.97%	8,798	18.62%	18,216	18.28%	122,885	20.81%	126150	21.43%	130,819	22.26%
AV	17,596	33.57%	15,787	33.41%	33,383	33.50%	185,420	31.39%	178525	30.33%	181,376	30.86%
Periodicals	301	0.57%	371	0.79%	672	0.67%	4,408	0.75%	4677	0.79%	5,923	1.01%
Other	509	0.97%	558	1.18%	1,067	1.07%	7,485	1.27%	6445	1.09%	4,194	0.71%
Public Pcs	4,000	7.63%	3,471	7.35%	7,471	7.50%	47,570	8.05%	49524	8.41%	51,049	8.69%
Wireless	2,866	5.47%	2,245	4.75%	5,111	5.13%	30,995	5.25%	21323	3.62%	0	0.00%
Down Audio	463	0.88%	451	0.95%	914	0.92%	4,929	0.83%	4240	0.72%	3,801	0.65%
Down Ebooks	1,378	2.63%	1,422	3.01%	2,800	2.81%	15,047	2.55%	13741	2.33%	11,203	1.91%
Down Music	1,420	2.71%	1,743	3.69%	3,163	3.17%	253	0.04%	22	0.00%	19	0.00%
Down Video	21	0.04%	12	0.03%	33	0.03%	211	0.04%	37	0.01%	20	0.00%
Total	52,413		47,248		99,661		590,647		588,607		587,766	

Steele Library March 2015 Activity Reports
(Dates covered February 13 – March 11, 2015)

Chris Corter

Janet, Brian and I interviewed and hired 2 new pages who have begun training.

A recommendation for PeopleWhere scheduling software was sent to Ron and we hopefully await word of approval. In the meantime, I continue to create weekly schedules for Steele and West Elmira through the use of an excel spreadsheet and Dreamweaver to upload to the web. Although I will continue to create building schedules for now, I turned over Circulation Department duties to Brian Harris on Thursday, March 5th.

On February 18th, I attended a webinar entitled "How to Respond to a Security Incident" which was very good in identifying some procedures we could put into place at Steele. I attended a Staff Training Day planning meeting with Ron, Deb, and STLS administration to plan our May 8th workshops. I also attended the STLS IT meeting and presentation by the Community Foundation regarding changes to their annual grant applications. I've been tuning into Lynda.com to view continuing education courses on such topics as Decision Making and Outlook 2013. I've begun to work on the planning of the annual chess tournament and taken over coordination of the summer concerts.

Audio/Visual and Circulation – Brian Harris

A third wood shelving unit is in place to hold additional "New" DVDs. I will soon be placing a vertical wire rack to hold the "New" music CDs. AV circulation continues to increase.

Reference/ Adult Services- Connie Ogilvie

In the month of February, 2015 there were 626 queries answered on the Adult Services Desk and 269 questions answered on the PC2 Desk. The Non-fiction book display this month was "Celebrate Black History." This is always an opportunity to show and circulate some of the treasures in our collection.

I worked with the Elmira College volunteers reviewing shelving instructions as we have had some issues with the Fiction being shelved incorrectly. Meanwhile the staff has been shelf reading to correct the problem. The weeding, of course, continues. Our Intern, Victoria Juanai, has been making great inroads in the Tinker lab, designing projects featuring the 3-D printer and the Cricket. She has also been training staff and patrons in the Tinker Lab. I attended a webinar on "How to Respond to a Security Incident" at your Library." 2/18/15

Adult Fiction – Caroline Poppendeck

This month our displays featured what staff is reading, and a refreshing change to spring titles called Put Some Spring in Your Week! New fiction-focused posters were added to amp up the collection appeal. A new rounder was added to help offset the crammed condition of our paperbacks. And weeding is continuing.

LH/Genealogy –Maggie Young

Maggie presented a 20 minute Powerpoint to Elmira Rotary about the Genealogy and Local History department. Sign-ups are going on for Sherry's ancestry.com class and response has been fantastic. The class is now full and a waiting list is beginning. Maggie is finishing up a month-long course on "Storytelling for change," a free webinar offered by Novoed to students around the world on the importance of storytelling. This class has helped Maggie in her presentation skills and in developing a way to present this department of the library in order to foster engagement. Sherry completed a webinar entitled "Genealogy at the Library: How to get the most out of your library resources."

The Genealogy & Local History at Steele Memorial Library—CCLD facebook page is growing in its reach. A post of a video of Elmira's trolley cars was shared 17 times and reached 1,165 people. Likewise, a 1940 postcard image of Brand Park Pool posted to the "Fill Brands Park Pool" facebook page was "liked" 13 times and shared 21 times. More people are following our facebook page as a result.

We are in the very early stages of making the genealogy/local reference collection more browsable. Dewey Decimal numbers will remain, but items will first be grouped into BISAC subject headings. This is known as a modified Dewey Decimal system and has been used with much success in libraries. We believe this re-organization will make it easier to locate items in the collection. Subject Headings will include, but not be limited to, NY, PA, Military, & Biographies. Main subject headings will have subheadings to aid ease in browsing.

Maggie Professional Reading:

FEB

Case Study: Born Digital Accession Workflow: The Louie B. Nunn Center for Oral History, University of Kentucky Libraries. by [Doug Boyd](#) and [Sara Abdmishani Price](#).

<http://ohda.matrix.msu.edu/2012/06/borndigital/>

Libraries as Curators of Local History: Using Digitization to Cultivate Communal Memory. Marci Chen: Homebound Project Coordinator, North Texas Library Partners.

<http://nottypical.org/node/214>

Library as Curator of Current Events. March 2011. Adam Wright, Executive Director of North Texas Library partners. <http://ntrls.org/downloads/EDCMarch2011.pdf>

Google boss warns of 'forgotten century' with email and photos at risk. Vint Cerf.

<http://www.theguardian.com/technology/2015/feb/13/google-boss-warns-forgotten-century-email-photos-vint-cerf>

A binding commitment. Jan 12, 2015. *Back Stacks rebinding project*

<http://blog.londonlibrary.co.uk/?p=11091>

Why Media Preservation Can't Wait: The Gathering Storm. *Mike Casey, Media Digitization and Preservation Initiative, Indiana University, USA.*

<https://www.slashtmp.iu.edu/files/download?FILE=micasey%2F23605C7tsTo> [password: preservation]

"Understanding Oral History: Why do it?" Baylor University Institute for Oral History.

<http://www.baylor.edu/content/services/document.php/66420.pdf>

Microfilm Stats (Feb)

Mag fiche	35
Newspapers	451
Census film	15
Vital Stats	144
Misc	13

Social Media and Adult Programming – Jennie Lewis

Adult Programming

Six "New Year, New You" programs were offered this month: 2 belly dance classes taught by librarian Caroline Poppendeck, three exercise classes taught by instructors from Ultimate Fit Chick, healthy vegan eating program taught by Amie Hamlin from Club Veg. Some "making" classes taught this month: creative card making program, two basic knitting classes, and an arm weaving class taught by Jason Mendoza and intern Victoria in the tinker lab. Another installment of the "So bad, it's good" movie night series was also offered this month. Tech Training classes continued this month with 4 classes at Steele. 2015 Patron Appreciation Day was held at Steele on February 20th. A Library Lovers Basket was given away to winner; Samantha Graley- took in 520 entries during the week. Jon Manfredi played music from 3:30-4:30 – attended or were on 1st floor at the time. Staff served cookies, iced tea, and lemonade. According to people counter statistics, 530 patrons visited the library that day.

Social Media

Posts to Facebook, Twitter, Google+, and the blog continued this month. The electronic newsletter went out on February 1, highlighting February events throughout CCLD.

Teen Activities – Doris Jean Metzger

- Lego Robotics kits arrived. Makerspace Staff are learning how to use them in preparation for April programs.
- Elmira College LARP student chapter is helping plan the Library LARP in March.
- Parent feedback: is Babysitting course possible? DJM is reaching out to local Red Cross re: feasibility of their offering their certification course AT the library.
- Planning author skype with Teen author Maureen Johnson for October's Teen Read Week.
- Webinars: "Security in the Library"; "Creating exciting Programming for Teens, & "New Adults"; "Intro to the Cloud"

Teen Mic Night w/ Buffalo, NY journalist & author, Tim O'Shei: \$350 for 2hr program.

- 14 people attended, which is a good amount for teens on a Friday night.
- The 2 parents who also attended loved the program & thanked me profusely for having it.
- Tim O'Shei & Univ. of Buffalo student singer/songwriters Leah & Francesca stayed an extra hour to talk to the teens individually about the teens' writing/art & other career, creative goals.
- Tim, Leah & Francesca spoke about creativity, how to get your work out there, find, or recognize opportunities & ask for them; handle rejection & criticism, some journalism interviewing techniques to practice in the group; demos of interviews from livestarringyou.com; how to push past your comfort zone; the reality of putting your creative work out there (scary, exciting, pushing through discomfort to try new things).
- Ice breaker activities that also taught basic interviewing skills: eye contact, thinking on feet, etc.
- Teens asked GREAT questions.
- This is the first library workshop Tim has done. He usually does workshops in the Elmira City schools for all ages. Our library teens are mostly homeschooled so this was a great opportunity for them.

Marketing – Michelle Barrett

Patron appreciation went well with good attendance at all the programs that week. Each library also gave out a basket to one lucky winner. National Library Week will be April 13- April 18 this year. The district will give away a Kindle Fire to one lucky winner that week. To get entered, patrons through the county just have to check out at their local library to get entered in to the drawing.

West Elmira

We have finally finished a yearlong weeding project and have now begun the laborious task of shifting/moving the collection to make it more appealing to the public eye. With the warmer weather, attendance at our weekly programs, and general patronage have greatly increased. Our "Local Culinary Happenings" program has been praised by many of our patrons.

Feb. 9-March 5, 2015 Steele Youth Board Notes

- **In house Programs included Take Your Child to the Library Day event (Tanglewood visit), Sign Language Storytime for preschoolers (plus normal weekly storytimes), Valentine craft, Movie day, gaming day, Dr. Seuss Celebration, Lego Club and Makers Club**

- **Outreach, Janet and Melissa did stories at BookFest at Diven School, March 7 along with Glenice from Big Flats**
- **Janet delivered free books to Southside Community Center, from partnership with RIF and Macy's...they will use in house for reading groups with their education coordinator, Kathleen Deery**
- **Janet and Emma attended CCLD Youth planning meeting on Feb. 10**
- **Janet participated in more interviews with Chris Corter and Brian Harris for page positions**
- **Art was hung in the Children's Dept for National Youth Art Month, from Hendy and Cohen schools**
- **Janet attended a webinar on Security measures in the public library**
- **Janet met with a sales rep from Penworthy to order kids books**
- **Janet and Emma sorted CCLD's Summer Reading Club orders with Joan**

Information Technology Department - Deb Brimmer

February - March 2015

- All CCLD "frozen" computers have been changed over to daylight savings time
- Purchased additional new hard drives as the older computers are starting to fail at a much quicker rate
- Added public printing option to Children's area computers
- Updated all of the CCLD computers in the District through a process that took approx. 2 weeks
- Visited all branches and fixed various issues at each library
- Updated all of the memory in some of the computers as we were able
- Configured and replaced the two Steele public printers
- Setup a security viewing station at the Information Desk (Adult Services)
- Michael came up with an interesting statistic: After this year 92 out of 131 (70%) of our computers in rotation will be without warranty
- Currently in the process of recruiting people for the Advisory Group for the CCLD Makerspaces.
- Participated in Science, Math and Technology Night at Horseheads Intermediate School with Jason and Pressly (Tinker Lab volunteer)
- Developed a payment system for materials used in the Tinker Lab to be paid for at the Circulation Desk. (.06/gram for 3D printing filament and .25/per specialty paper sheets)
- Digital Media Lab is nearly finished, working on barcoding equipment and finalizing some the procedures and policies
- New intern from Elmira College is working in Digital Media Lab and the Tinker Lab - has become invaluable. Not sure what we will do when she leaves this week.
- Jason has been working with a volunteer and training him in all the aspects of the Tinker Lab. Jason will be leaving our employment in July to pursue his Bachelor degree and the learning curve will be great and will take a substantial amount of time.
- The Tinker Lab attendance has really taken off. Many times recently we have found the Lab to be too small for all of the activity

- The date that was set for the Maker Faire took into consideration all of the surrounding events on local calendars, I did not want to have another event at the same time as another close local event. I had no idea there would be so many staff vacations during that week since Memorial Day is the week before. We will need to be much more dependent on volunteers this year.
- Due to all the hoops that we would have to jump through and the high cost to use the Maker Faire name, we will be renaming our event this year. We are seriously considering "CCLD Maker Expo" as the new name. We can consider trying it again next year.
- Have 12 "Makers" and 2 bands so far that are committed to participating
- The following is a statement from Jason on the status of the Tinker Lab:

"The Maker Space has been Busy! We now have Presley helping out in the lab a couple times a week which has been amazing. The tinker lab has been filled to capacity several times this past month. We have interest from folks of all ages. About half of the traffic we see every week are first time visitors. We've started making contacts with area middle school teachers and are seeing an influx of curious kids coming in to work on science Olympiad projects.

The 3-D printer is running constantly and currently has a queue of over a week for patron prints.

There's lots of buzz around the LEGO robotics, due to the nature of the kit provided by the grant, we are not making the set available to general public. Hopefully we can acquire an unused kit from a community member for folks to "practice" with.

It has become very clear that one person alone is not adequate to staff the Tinker Lab. It's been great working with patrons in the lab but the time spent getting patrons acclimated to our equipment or assisting with projects has decimated my productivity in regards to programming and finishing the website. Victoria has been an asset but we've both had our hands full most days the lab is open."

Owen Frank Branch Supervisor

Feb 18th--Branch visit Big Flats Library,

Feb 23rd--Branch visit Van Etten Library,

Feb 25th--Attended the Public Library Foundation of Chemung County Meeting at the Horseheads Free Library,

March 3rd--Attended CCLD Management Meeting at the Steele Memorial Library,

March 9th--Appeared on TWC News promoting Seed Lending Library,

March 11th--Presented the Mango Languages product to ESL tutors at EOP,

March 14th--Volunteered as a judge at the Historical Society's annual National History Day Essay Contest.

Big Flats

2/15-Glenice attended Big Flats Library advocates meeting at the Big Flats Community Center

2/20-Glenice Proctored exam

3/7-Glenice told stories at BookFest

3/9-Glenice received training on the Steele Memorial Library's Broadcast Lab.

3/10--Glenice gave library tour to Cub Scouts

Horseheads

2 appearances on local news 1. Promoting Early Literacy, 2 . Promoting the seed lending program

All staff received training on the Steele Memorial Library's Broadcast Lab

Van Etten

March 1st--Michelle Erickson represented CCLD-Van Etten at the Van Etten Community Showcase.

March 5th--Michelle Erickson received training on the Steele Memorial Library's Broadcast Lab.

Libraries After Charlie Hebdo : The Threat of Violence, the Fear of Self-Censorship

lj.libraryjournal.com/2015/01/industry-news/libraries-after-charlie-hebdo-the-threat-of-violence-the-fear-of-self-censorship/

Lisa Peet

On January 7, two masked gunmen forced their way into the Paris offices of the satirical French magazine *Charlie Hebdo*, killing 12 people and wounding 11 others. The perpetrators, who identified themselves as belonging to Al-Qaeda's faction in Yemen, led police on a manhunt across Paris, and were found and killed two days later. The tragic chain of events shocked and horrified the world, but also served as a cogent reminder that many of the materials safeguarded by librarians and archivists represent ideas that hold powerful meaning for people, and can even move them to violence.

Charlie Hebdo is a political magazine, and the murders were considered a terrorist attack—France's worst in 50 years. Religion is often a target of the magazine's irreverent humor; its pointed satire skewers not only Islam but Catholicism and Judaism, as well as France's far-right politics, stance on Israel, and popular culture.

The magazine had been the target of violence before. In 2012, after publishing an issue that claimed to have been guest edited by the Prophet Mohammed himself, titled "Charia Hebdo," its offices were firebombed and its website hacked. Among the murdered were economist Bernard Maris, columnist Elsa Cayat, cartoonists Georges Wolinski and Jean Cabut, and editor-in-chief Stéphane Charbonnier, the magazine's best-known cartoonist, who drew under the pen name Charb. He was under police protection at the time; one of the two law officers killed was his bodyguard.

Although since that time no public or academic libraries have received threats, the danger presented by the *Charlie Hebdo* attack may have more wide-ranging repercussions. Peter Hart, communications director of the National Coalition Against Censorship (NCAC), suggested that one possible reaction among the library community is that "people will just make the assumption: 'remember what happened in Paris, we have to be extra careful to not do anything that could provoke that kind of vicious and despicable attack.' And that's a dangerous moment to be in, because you have to look at those things as remarkable outliers and tragedies. If lightning hits a forest and a tree falls down, that doesn't mean you go out and chop down all the trees because you're worried about the next lightning strike."

THE POWER OF CARTOONS

Although written texts often evoke strong, sometimes contentious reactions, political cartoons and caricatures can be equally incendiary. According to Barbara Jones, executive director of the Office for



Intellectual Freedom (OIF) of the American Library Association. (ALA), “Cartoons are a particular problem in our office—graphic novels and books with cartoons often get [verbally] attacked.”

In 2005 the Danish newspaper *Jyllands-Posten* published a collection of 12 editorial cartoons by different artists, most of them depicting Mohammed, creating an image of whom is considered blasphemous by many in the Islamic tradition, though Persian and Turkish Muslims have a tradition of artwork depicting Mohammed that goes back hundreds of years. *Jyllands-Posten* had printed the cartoons, it said, to further dialogue, but the final product was offensive to many Muslims. Protests occurred in a number of Muslim countries, many turning violent. Embassies were attacked, some 200 deaths were reported, and in 2010 four men were convicted of planning a terrorist attack against the newspaper in revenge for the cartoons’ publication.

The cartoons were reprinted in newspapers and magazines worldwide, including *Charlie Hebdo* in 2006, an act criticized by then-president Jacques Chirac as a “manifest provocation.” When Yale University Press published a book on the subject in 2009, *The Cartoons That Shook the World*, it included none of the cartoons themselves (and removed several other images of Mohammed as well, including a 19th-century engraving by Gustave Doré from *The Divine Comedy*).

Yet the cartoons did indeed open up a dialog. The controversy spurred the Danish Royal Library to conduct an internal evaluation of its collection policies, concluding that coverage of Muslim communities and ethnic minorities in Denmark needed to be increased. In 2008 the Royal Library met with several Muslim organizations. At this meeting, Steen Bille Larsen, assistant to the Royal Library’s director general, told *LJ*, “it was discussed how to intensify the acquisition of written cultural heritage from Muslim organizations and from leading spokesmen and religious persons in Denmark. In the discussion the Royal Library underlined that a national library has obligations toward the whole nation. Therefore the activities of the library have a wide range: from collecting and preserving the output from Muslim organizations to collecting and preserving the original drawings of Danish cartoonists in the Museum of Danish Cartoon Art. The result was very positive and after the library received several prints that were not already in the collections.”

In fact, the incident helped promote the inclusion of comic art in libraries worldwide. “An argument comes up that cartoons and graphic novels aren’t really worthy of being in library collections,” said Jones. “In the 21st century, that just is not true. As we saw with *Charlie Hebdo*...some of the most profound work is best done as illustrations, and we urge libraries to collect graphic novels and cartoons.”

PUBLISHERS ON THE FRONT LINE

In the past decade, publishers have found themselves on the defensive over divisive material. Several have acquiesced to demands that they pulp or withdraw books considered offensive. In 2007 Cambridge University Press was sued by Saudi businessman Sheikh Khalid bin Mahfouz over his family’s portrayal in *Alms for Jihad*, an exploration of the connections between Islamic charities and terrorism. The publisher agreed to pulp all unsold copies, even going so far as to ask libraries to either insert an errata slip in their copies stating that bin Mahfouz “was never alleged to have been involved in embezzlement, money laundering, or the various other criminal offenses alleged against the B.C.C.I.” and that he “paid no personal fine,” or to remove the book from their shelves entirely.

Libraries responded by [placing the book on hold or behind the reserves desk](#), and the OIF issued a statement saying, “Given the intense interest in the book, and the desire of readers to learn about the controversy first hand, we recommend that U.S. libraries keep the book available for their users.”

Similarly, in 2014, Penguin Books India made the decision to withdraw University of Chicago professor Wendy Doniger’s *The Hindus: An Alternative History*, and destroy all remaining copies for sale in India,

under pressure from Hindu nationalists. While the book was the number one bestseller in India in 2009, and was named a National Book Critics Circle (NBCC) finalist in nonfiction that year, its exploration of themes of sexuality and gender in Hindu mythology offended many Hindus, and NBCC was forced to hire extra security at readings and awards events due to threats of violence.

At press time, however, Farrar, Straus Giroux reported no negative feedback on its publication of Michel Houellebecq's *Submission*, a dark fictional imagining of an Islamist-governed France that has proved controversial overseas. Houellebecq's caricature appeared on the cover of *Charlie Hebdo* published just before the massacre, with the headline "The Predictions of Wizard Houellebecq."

FEAR AND SELF-CENSORSHIP

In France, librarians took to social media after the incident, tagging blog posts and tweets on the subject with the hashtag #bibenaction. In response to [LJ's recent opinion piece](#), Nathalie Clot, Director of Public Service Documentation at the Library of the University of Angers in France's Loire Valley, described her library's actions:

"First, we tweeted a link to our catalog entry for *Charlie Hebdo* on the library's Twitter feed. Second, when the names of victims were made known, the libraries posted a selection of the journal archives, and books by Cabu, Wolinski and Bernard Maris. Almost all the documents were borrowed in 24 hours. The day after, we posted the front pages of all the newspapers. Third, as head librarian I wrote [an editorial on the library site](#) saying: 'The Ducks [French slang for newspaper] always fly higher than the guns.'" A minute of silence was held throughout France on January 8, and Clot described how some 200 students gathered at the library around an original drawing by victim Georges Wolinski, and photograph taken of him. "I nearly cried," she recalled "when I said that only photographers can shoot a *dessinateur*."

Direct threats to public or academic libraries are unusual, but not unheard of, and are usually aimed at books rather than people. A 2006 incident of arson at the Chicago Public Library's John Merlo branch, for instance, reportedly targeted its LGBT collection. Page removal is even more common. In 1993 at the University of British Columbia's Main Library, an unknown person ripped out numerous book pages referring to Nazism, many of them from irreplaceable books; damage was estimated at \$10,000.

However, with the recent events in Paris comes a new level of worry for those who safeguard books and artwork—and with it a potential for self-censorship—that the NCAC's Hart feels could be even more detrimental than any perception of threat.

The danger, he said, isn't so much that librarians can expect violence, but that they may make decisions out of fear. "It does weigh on the minds of librarians whether or not stocking a particular title is going to invite that kind of controversy, and the easiest way to avoid that is to make sure you don't carry anything controversial," he told *LJ*. "I would assume [after *Charlie Hebdo*] that calculation is going to weigh heavier on people's minds, and that's a real threat to free expression."

He understands why librarians might feel concern, but added, "The important thing to remember is that this is one tragic incident based on a long history.... My hope is that people will be able to take a deep breath, and we can hopefully have some serious and productive conversations about how free speech and safety can somehow coexist."

Librarians are accustomed to arguments involving challenged books, or certain kinds of content, "but it's very different to have these discussions when people feel like their lives are at stake," he explained. "That's a much more harrowing kind of experience. Hopefully...people over the weeks and months to come will remember that there have been threats in the past, there have been controversies in the past, and that the ability to have a rational and productive conversation is how we've been able to move through these

things. And that shouldn't change."