



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 November 2016 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, November 17, 2016 at 6:00 pm at **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 #2016-61)
4. Treasurer's report
 - a) Financial report (document 2016-62)
 - b) Report of Unpaid Bills Detail (document 2016-63)
5. Correspondence
6. President's report.
7. Director's Report.

Consent Item: Acceptance of Cusick Family Donation
Resolved that the CCLD Board of Trustees accept the donation as submitted
8. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2016-64)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2016-65)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2016-66)
 - d) Personnel Committee (Kappanadze)

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

(Minutes of the OCTOBER 20, 2016 meeting of the Chemung County Library District Board of Trustees. Document #2016-61)

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

A presentation was made by Rebecca Jackson, Library Clerk at the Big Flats Library. She expressed her pleasure at being in charge of the Home school programs at the Big Flats Library. Approximately 40 kids ages 5-12 meet regularly. Ms. Jackson attempts to plan her programs to be educational as well as fun and says that she is learning right along with the students. Owen Frank, the Supervisor of the Big Flats Library stated that the library staff does an awesome job of offering a wide variety of programs for the Big Flats patrons.

Minutes. The minutes of the September 2016 meeting (Document #2016-55) were presented for board review. The minutes were approved as corrected by unanimous consent.

Financial Report. The September 30, 2016 Financial Report (Document #2016-56) was presented for board review. By unanimous consent the Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2016-57). By unanimous consent, the board authorizes the payment of the unpaid bills dated 10/12/16 – General Fund -15,233.95 as distributed in writing.

Correspondence. Mr. Shaw passed an email (& photo) from Barbie Parsons aka “Barbie the Welder” regarding a donation to the library of a table made from repurposed local materials. He also passed around letters from the following: Radisson Hotel Staff to the BF Library Advocates regarding the new pavilion at the Big Flats Library; a letter from a teacher from the Elmira Heights School District stating that Doris Jean Metzger and Emma Howard have fantastic programs for the Youth and Teen of our area; and a letter from the Soaring Museum thanking Janet Ackerman and Caroline Poppendeck for participating in their event that drew over 400 people.

President's Report. Mr. Roberts stated that he has held the office of President of the Chemung County Library District Board of Trustees for 4 years. He feels it is time for another board member to step up and take the position when the new slate of officers is approved in January.

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

CONSENT ITEM: Approval of Labella Proposal. Resolved by Ms. Dworkin, seconded by Mr. Schamel that the CCLD Board of Trustees approves Proposal #P162000 from Labella Associates, D.P.C. in the amount of \$24,000, said proposal to provide design and construction administration services for the Steele Memorial Library Chiller Project. VOTE: Unanimously Approved.

Mr. Shaw also discussed the following:

STLS Annual Meeting. Mr. Shaw expressed his thanks to the board members, Big Flats Advocates and staff who attended the Southern Tier Library System Annual Meeting. CCLD was represented by approximately 20 people.

Community Foundation Funding. CCLD has sent a letter to the Community Foundation requesting \$3,750 in funding from the Cusick Family Fund which will be utilized for AWE – Early Literacy Stations at the Steele Library.

Blood Donation Leave. A question was raised as to whether or not CCLD had to grant paid leave to a staff member who is giving blood. Mr. Shaw has contacted CCLD's attorney for clarification. He will let the staff know during the next labor-management meeting.

Other. The legal notice for the budget proposal being voted on at the General Election has been printed in the Star Gazette. WENY is no longer doing the early morning segment which Mr. Shaw and CCLD staff participated in. They are taking the programming in a new direction. All CCLD libraries (except Steele) are closed for Veteran's Day on Friday, November 11th.

Upcoming Programs. The Teen Halloween Dance is being held on Friday October 21st and Spooky Stacks, a Halloween event for kids on October 27th. Both events are being sponsored by the Friends of CCLD.

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 #2016-58). Mr. Roberts stated that CCLD has been informed that the City of Elmira cannot move the tables and stools under the Promenade due to grant requirements that purchased them.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2016-59).

CONSENT ITEM: Approval of Audit Firm. Resolved by Ms. Silvernail, seconded by Ms. Hayes that the CCLD Board of Trustees accept the proposal and appoint Mengel, Metzger & Barr (MMB) as the auditing firm for the Library District for the next three years. VOTE: Unanimously Approved. CONSENT ITEM: Approval of Salary Schedules. Resolved by Ms. Reynolds, seconded by Mr. Wehling that the CCLD Board of Trustees approves of the proposed changes to the CSEA/Library District Schedules D and D-1 which are required due to the increase in the New York State minimum wage. VOTE: Unanimously Approved.

Bullet Aid. The Library District has received \$35,000 from Senator O'Mara's office. Mr. Shaw is working on how to utilize the funding and will seek suggestions from staff at each library. Ms. Dworkin moved, seconded by Ms. Hayes that CCLD accept the Bullet Aid funding in the amount of \$35,000. VOTE: Unanimously Approved. Mr. Shaw also reported that CCLD has received the full distribution of Local Library Services Aid in the amount of \$39,314 and expects to receive \$3,300 from the Spencer/Van Etten School District in support of the Van Etten Library.

Ms. Santulli reported that CCLD's insurance agent, Perry & Carroll, will be requesting new insurance quotes for 2017. It is possible that in 2017, the Worker's Compensation Insurance can be obtained from a company other than the State Insurance Fund.

Ms. Silvernail asked what types of safety training that the Library District undertakes for staff. Mr. Shaw stated that there was safety related training conducted during an employee's orientation process. (See attached Directive 545-3 Orientation of New Employees). In addition there are periodic webinar opportunities and sessions during staff training days.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2016-60). Mr. Muldoon reported that the Restroom project at the Steele Library is 50% completed. Elmira Structures has submitted a request for reimbursement. Ms. Hayes moved, seconded by Ms. Silvernail to approve the payment of \$70,182.50 to Elmira Structures for work completed on this project to date. VOTE: Unanimously Approved.

Other reported items: Mr. Muldoon is exchanging voice mails with the Professor at Cornell University that is in charge of Interior Design. The elevator at the Steele Library that was assumed to be leaking oil has been inspected. A leaking flange has been repaired and the elevator has been certified for use. The original estimate from Bison Elevator in the amount of \$17,000 is not needed. Otis Elevator has now taken over the maintenance agreement on the one-year old elevator. The Lighting Project at the Steele Library is 80% complete with both CCLD's Maintenance man and the County Electricians changing out the light bulbs. The Reading Garden/Pavilion at the Big Flats Library looks great and is having a lot of use already.

Mr. Shaw reported that a representative from Labella Associates will be at Steele Friday morning to begin the initial planning for the new Chiller.

Personnel Committee. Ms. Kappanadze reported that the Committee reviewed the Director's progress on the goals set for him this year.

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

Old Business. Ms. Rogan stated that the Election Committee (herself, Jim Hare and Richard Roberts) need to start meeting. This will be discussed next month.

New Business. Ms. Santulli submitted an invoice for a programmer who will be working at the Halloween Teen Dance. Ms. Reynolds moved, seconded by Mr. Schamel to approve the payment of \$275 to Gregg Manos. VOTE: Unanimously Approved.

Public Expression. None

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

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - OCTOBER 31, 2016

(DOCUMENT #2016-62)

Income	2016 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 76,700	\$ 54,697	\$ 22,003	71%		Includes \$6,500 Fines collected by STLS thru PayPal 2014/15
Grants (other than N.Y.S.)	\$ -	\$ 118,893				Corning Lib \$2K for Zinio; Friends of CCLD \$17,079; HH Friends \$5,500; S-west Grant \$29,813; ARTS \$1,700; CCTC \$100; WalMart \$1,000; Kohls \$500; Dymman Estate \$25,000; Comm Foundation \$200; STLS \$35,900
Foundation Contributions	\$ 165,000	\$ 87,750	\$ 77,250	53%		SML Foundation 1st & 2nd Qtr +\$7,750 Genealogy Funding
Library District Tax Receipts	\$ 2,725,648	\$ 2,725,648	\$ 0	100%		
PILOT Funds	\$ 40,000	\$ 53,066				
Interest on Investments	\$ 1,000	\$ 5,199	\$ (4,199)	520%		
State Aid						
Central Library Development	\$ 89,276	\$ 99,087	\$ (9,811)	111%		
Local Book Aid	\$ 61,958	\$ 66,058	\$ (4,100)	107%		
Local Library Services Aid	\$ 37,000	\$ 39,134	\$ (2,134)	106%		2016 Total distribution
Other State Aid	\$ -	\$ 91,562				Final for Elevator Project; 90% Chiller Project \$85,613
TOTAL INCOME	\$ 3,196,582	\$ 3,341,093	\$ 79,009	105%	83%	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,418,630	\$ 1,142,284	\$ 276,346	81%		
Overtime & Holiday Salaries	14,787	\$ 14,048	\$ 739	95%		
Employee Benefits						
FICA	109,658	\$ 90,900	\$ 18,758	83%		
NY State Retirement	266,616	\$ 202,241	\$ 64,375	76%		
Medical & Dental	395,628	\$ 296,239	\$ 99,389	75%		
Other (Disability, Wk. Comp, Unemp)	26,828	\$ 27,705	\$ (877)	103%		WC & Disability pd ANNUAL
Subtotal - Personnel Exp	2,232,147	\$ 1,773,417	\$ 458,730	79%	83%	
Contractual						
Equipment	40,689	\$ 93,905	\$ (53,216)	231%		INCLUDES Grant funds \$57,821 as follows: SouthWest Grant \$29,813; SML Foundation \$27,750; HH Gift \$258 Paid Annually New IT phone purchase
Telephone	11,350	\$ 11,350	\$ 0	100%		
Supplies	42,900	\$ 57,899	\$ (14,999)	135%		TOTAL \$52,759: Makerspace/EXPO Grant \$2,110; FR of CCLD \$3,712; HH Friends \$576; Mktng \$219; HH Foundation \$16,579; VE Computables \$1,107; VE Grant \$525; Gift \$423; BULBS \$27,508
Travel & Continuing Education	14,715	\$ 8,888	\$ 5,828	60%		
Repairs & Maintenance	39,412	\$ 36,496	\$ 2,916	93%		
Postage	2,000	\$ 790	\$ 1,210	40%		
Library Materials (books, video, etc.)	318,551	\$ 233,793	\$ 84,758	73%		Gifts \$2,661; HH Foundation \$154; FR of CCLD \$644
Utilities	67,000	\$ 24,086	\$ 42,914	36%		Journal Entry made moving 2015 expense back to last year
Building Cleaning Supplies	21,325	\$ 8,469	\$ 12,856	40%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 1,398	\$ 2,602	35%		
Insurance	38,701	\$ 30,717	\$ 7,984	79%		
Vehicle Operation / Maintenance	1,000	\$ 1,000	\$ 0	100%		\$1,481 paid for items not billed in 2015
Professional Fees (audit, engineer/leg)	20,825	\$ 27,584	\$ (6,759)	132%		Includes HR Consultant \$2,900; Audit \$10,000; ATY \$8,450
Data Processing Expenses (Cost Share)	124,308	\$ 96,590	\$ 27,718	78%		VPN-Time Warner
Payment of Taxes	4,975	\$ 4,887	\$ 88	98%		
Library Programming	27,500	\$ 27,500	\$ 0	100%		TOTAL \$19,372 = Grant \$1,035; Gifts \$1,475; HH Friends \$7,170; FR of CCLD \$6,445; Mktng \$650; EXPO \$1,604; ARTS \$993
Chemung County costs (B&G, vision)	12,000	\$ 6,182	\$ 5,818	52%		Hunt Eng for Elevator Project \$3,508/Floor for Restroom project \$14,046
Capital Improvements STATE CONST se	25,000	\$ 18,037	\$ 6,963	72%		
Contingency Fund	61,618	\$ 50,706	\$ 10,912	82%		BKM - 2015 & 2016 repairs + \$8,330 Supplies + Programming \$6,590
Debt Service	16,290	\$ 72,598	\$ (56,308)	446%		PAID IN FULL FOR YEARS 2016-2021
Subtotal Expenses	\$ 3,126,306	\$ 2,586,291	\$ 540,015	83%	83%	Elevator Air Monitoring \$2,111/Restroom Project \$10,651
2015 & 2016 State Construction Projects	\$ -	\$ 103,761	\$ -			
TOTAL EXPENSES	\$ 3,126,306	\$ 2,690,052				

Unpaid Bills Detail

As of November 9, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Aleta Yarrow			
	11/08/2016	Adult Prog 11/28 pd by ARTS grant	230.00
Total Aleta Yarrow			<u>230.00</u>
April Aultman Becker			
	11/09/2016	Communication Webinar - Staff Cont Ed day	150.00
Total April Aultman Becker			<u>150.00</u>
Blackbourn Media Packaging			
	11/09/2016	AV supplies for ST	124.39
Total Blackbourn Media Packaging			<u>124.39</u>
Capabilities, Inc.			
	11/09/2016	Cleaning BF/HH/WE for OCT	1,460.00
Total Capabilities, Inc.			<u>1,460.00</u>
CCLD Petty Cash			
	11/09/2016	Petty Cash HH	342.56
Total CCLD Petty Cash			<u>342.56</u>
Chemung Canal Trust Company			
	11/09/2016	Prof Fees, wkshop regs, IT supply, HH Prog	957.16
Total Chemung Canal Trust Company			<u>957.16</u>
Chemung County Buildings & Grounds Dept.			
	11/09/2016	2016 Utilities all libraries - 3rd Qtr 2016	15,612.62
Total Chemung County Buildings & Grounds Dept.			<u>15,612.62</u>
CHILDREN'S PLUS INC.			
	11/09/2016	Books Purchased - Steele JUV	54.84
Total CHILDREN'S PLUS INC.			<u>54.84</u>
Cris Johnson			
	11/09/2016	12/14 prog at VE pd by Friends	275.00
Total Cris Johnson			<u>275.00</u>
Demco, Inc.			
	11/09/2016	DVD cases/plastic sign holders, etc	439.93
Total Demco, Inc.			<u>439.93</u>
Dex Media			
	11/09/2016	advertising -phone book - bal for 2016	71.68
Total Dex Media			<u>71.68</u>
Doris Jean Metzger			
	11/09/2016	reimb YALSA Conference mileage 11/3-6	359.64
Total Doris Jean Metzger			<u>359.64</u>
First Transit			
	11/09/2016	Bookmobile fuel-9/30-10/19	165.61
Total First Transit			<u>165.61</u>
Foor & Associates Architects			
	11/09/2016	Restroom project 70%	207.00
Total Foor & Associates Architects			<u>207.00</u>
H. L. Treu Office Supply Corp.			
	11/09/2016	Printer cart/labels/calendar	227.85
Total H. L. Treu Office Supply Corp.			<u>227.85</u>
Hometown Memories			
	11/09/2016	Living History book for BF	48.95
Total Hometown Memories			<u>48.95</u>
Human Resources Association Of The Twin T			
	11/09/2016	2016/17 Membership Dues - Admin.	50.00
Total Human Resources Association Of The Twin T			<u>50.00</u>
Image Integrator			
	11/09/2016	Toner/lens for MF machines	566.70
			<u>566.70</u>

Unpaid Bills Detail

As of November 9, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Image Integrator Jamex, Inc.			566.70
	11/09/2016	copy cards for Jamex machine	462.70
Total Jamex, Inc.			462.70
New England Historic Genealogical Society			
	11/09/2016	Historical Register Subscription 2017	80.00
Total New England Historic Genealogical Society			80.00
Office Equipment Source, Inc.			
	11/09/2016	BF Copier qtr billing 7/25-10/24	18.81
Total Office Equipment Source, Inc.			18.81
Oriental Trading Company, Inc.			
	11/09/2016	Program Supplies HH	424.32
Total Oriental Trading Company, Inc.			424.32
Ronald Shaw			
	11/09/2016	Mileage 9/7-10/28, Hotel for Metzger YALSA conf	719.64
Total Ronald Shaw			719.64
Sayles & Evans			
	11/09/2016	Attorney fees 8/31/16	107.50
Total Sayles & Evans			107.50
Sondra Bromka			
	11/09/2016	Program 12/13 for Adult w/Disability pd w/grant fund	692.00
Total Sondra Bromka			692.00
Southern Tier Library System			
	11/09/2016	eBooks/Annual dinner	5,118.09
Total Southern Tier Library System			5,118.09
Unique Management Services, Inc.			
	11/09/2016	collection notices-OCT	456.45
Total Unique Management Services, Inc.			456.45
Vasco Brands, Inc.			
	11/09/2016	cleaning/paper supplies	1,757.36
Total Vasco Brands, Inc.			1,757.36
W. B. Mason Co, Inc.			
	11/09/2016	office supplies	245.72
Total W. B. Mason Co, Inc.			245.72
Wegmans Food Markets Inc.			
	11/09/2016	Adult prog/Teen Dance/Spooky Stacks pd by Friends	275.48
Total Wegmans Food Markets Inc.			275.48
WLVY Radio			
	11/09/2016	Radio spots for Teen Dance pd by Friends of CCLD	200.00
Total WLVY Radio			200.00
			31,902.00

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of November 9, 2016

Document 2016-63

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Southern Tier Library System			
	11/08/2016	eBooks Fiction/NF/YA	<u>2,848.87</u>
Total Southern Tier Library System			<u>2,848.87</u>
TOTAL			<u><u>2,848.87</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of November 2, 2016

Document #2016-63

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amanda Farley			
	11/02/2016	Mileage 9/23-10/5	20.09
Total Amanda Farley			20.09
Amazon Credit Plan			
	11/02/2016	purchases all libraries 9/10-10/7	4,636.49
Total Amazon Credit Plan			4,636.49
AT&T - Georgia			
	11/02/2016	Elevator phone Oct	31.76
Total AT&T - Georgia			31.76
Audio Editions			
	11/02/2016	CD/Audio purchases for BF	64.95
Total Audio Editions			64.95
Blackstone Audio			
	11/01/2016	DVD purchases OCT	285.97
Total Blackstone Audio			285.97
CCLD Petty Cash			
	11/02/2016	Petty Cash WE	354.29
Total CCLD Petty Cash			354.29
Cengage Learning, Inc.			
	11/02/2016	Fiction Purchases-ST	598.21
Total Cengage Learning, Inc.			598.21
Chris Corter			
	11/01/2016	mileage reimb 9/22-12/26	150.12
Total Chris Corter			150.12
Cris Johnson			
	11/02/2016	12/13 programs at BF & HH	500.00
Total Cris Johnson			500.00
Deborah L. Brimmer			
	11/02/2016	MS supply/IT cables, etc	132.74
Total Deborah L. Brimmer			132.74
Elmira Structures, Inc.			
	11/02/2016	ST - Restroom Reno First Floor 3rd pymt	46,930.00
Total Elmira Structures, Inc.			46,930.00
Glenice Peel			
	11/01/2016	Mileage 10/3-10/26	89.64
Total Glenice Peel			89.64
Ingram Library Services			
	11/02/2016	Library materials - all libraries	7,966.92
Total Ingram Library Services			7,966.92
Janet Ackerman			
	11/02/2016	Spooky Stack prog pd by Friends/S&H for Booker repair	238.35
Total Janet Ackerman			238.35
John Manfredi			
	11/02/2016	Steele Volunteer Recognition 11/10	100.00
Total John Manfredi			100.00
Maggie Young			
	11/02/2016	Purchases for Genealogy pd by Friends	123.93
Total Maggie Young			123.93
Mark Margeson			
	11/02/2016	HFL mowing Sept/Oct + trim hedges	357.50
Total Mark Margeson			357.50

Chemung County Library District General Fund
Unpaid Bills Detail
As of November 2, 2016

Document #2016-63

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
McGraw Technology Services			
	11/02/2016	Professional Services-IT Department 10/25	550.00
Total McGraw Technology Services			<u>550.00</u>
MCI			
	11/02/2016	Long distance chg-HH	10.72
Total MCI			<u>10.72</u>
Michelle Barrett			
	11/02/2016	WE mileage 10/13	31.97
Total Michelle Barrett			<u>31.97</u>
Michelle Erickson			
	11/02/2016	VE Program Supplies OCT	69.64
Total Michelle Erickson			<u>69.64</u>
MidWest Tape			
	11/02/2016	DVD/Audio purchases - HH/ST/WE	2,198.86
Total MidWest Tape			<u>2,198.86</u>
Multi Media Services			
	11/02/2016	supply of library card apps	245.61
Total Multi Media Services			<u>245.61</u>
Petty Cash-Steele			
	11/01/2016	ST supply/postage/Teen Dance supplies pd by Friends	520.92
Total Petty Cash-Steele			<u>520.92</u>
Rebecca Jackson			
	11/01/2016	Mileage Reimb BF 8/10-10/31	60.48
Total Rebecca Jackson			<u>60.48</u>
Recorded Books			
	11/01/2016	AV purchases	433.40
Total Recorded Books			<u>433.40</u>
Staples Credit Plan			
	11/02/2016	Printer for ST Ref Desk	277.11
Total Staples Credit Plan			<u>277.11</u>
Swift Office Equipment, Inc.			
	11/02/2016	Maint agmt 7/12-10/11 - HH Copier	394.69
Total Swift Office Equipment, Inc.			<u>394.69</u>
The Elmira Star Gazette			
	11/02/2016	Election Legal Ad	344.91
Total The Elmira Star Gazette			<u>344.91</u>
			<u><u>67,719.27</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
 As of November 2, 2016

Document #2016-63

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
CCLD - General Fund			
	10/24/2016	Reimburse General Fund for 2016 CBA/CLD expenses	1,395.17
Total CCLD - General Fund			<u>1,395.17</u>
Ingram Library Services			
	11/01/2016	Non Fiction purchases	1,094.98
Total Ingram Library Services			<u>1,094.98</u>
Recorded Books			
	11/01/2016	Zinio Magazine interim purchases	607.30
Total Recorded Books			<u>607.30</u>
			<u><u>3,097.45</u></u>

Document #2016-64

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

Attending the meeting from the Executive Committee were Marge Kappanadze, Jack Schamel, Rachel Dworkin and Richard Roberts; and Joan Santulli and Ronald Shaw, CCLD management. Other board members in attendance were Pat Silvernail, Jared Myers, Georgia Reynolds, Bonnie Chollet, Will Wehling, Anne Hayes and Phyllis Rogan. The meeting opened at 6pm.

UNPAID BILLS: Ms. Dworkin moved, seconded by Mr. Wehling to approve the Unpaid Bill lists dated 11/2/16 – General Fund - \$67,719.27 and the Grant Fund - \$3,097.45.
VOTE: Unanimously Approved.

President Report. Mr. Roberts reminded everyone to be sure to vote next week on November 8th. It was requested that President Roberts send a letter to County Treasurer Joseph Sartori requesting confirmation that the Library District has met its Debt Service obligations to the County and the bonds are paid in full.

Director Report. Regarding giving staff members paid leave for blood donations; they are allowed to have 3 hours of leave within a 12-month period.

The Labor/Management meeting was held today. It was agreed that at the Steele Library, the entrance doors will be locked 5 minutes prior to closing hours. The 2017 Salary Schedule as approved by both the Union Officers and the Library District Board of Trustees was submitted to be distributed to their membership.

A Star Gazette article about the Van Etten Library will be sent out electronically to board members.

The Volunteer Appreciation luncheon is being held November 10th. Please RSVP if planning to attend.

The meeting adjourned at 6:07pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, December 7th, 2016 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2016-65

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

Attending the meeting were CCLD board members Jack Schamel, Georgia Reynolds and Marge Kappanadze. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

Mr. Shaw announced the results of the election for the Library Budget vote. The budget was passed with a 73.42% approval which is a record approval rating. He is thankful for the community support this shows.

Ms. Santulli presented the October 31st, 2016 Financial Report to the Committee. Some of the accounts that show being overspent are not due to the funding that has come in to offset the expenses. The accounts that are truly overspent at this point in the year are the following: Telephone, Vehicle Operation, Professional Fees and Debt Service. The Contingency Fund makes up the difference. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the Unpaid Bills Detail dated 11/9/16 for the General Fund bills totaling \$31,902.00 and the Grant Fund - \$2,848,87. The list includes the 3rd Quarter payment to Chemung County for the Utilities at all CCLD library buildings. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Ms. Santulli reported receipt of notification from Excellus that the Library District's health insurance premiums will go up by 8.9% in 2017. Changes to the current health insurance policy include the Single Out of Pocket Max for In-Network and Out of Network increasing from \$2,000 to \$4,500; Inpatient Hospital increasing from \$250 to \$500 and the Drug (Rx) moving from \$5/\$25/\$50 to \$5/\$35/\$70. In checking with our agent from Perry & Carroll, he has stated that overall the Library District benefit for health insurance is still one of the best available at this time.

The meeting adjourned at 8:17am. The next meeting of the Budget & Finance Committee will be held on Wednesday, December 14th, 2016 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2016-66

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

The meeting opened at 5:35pm. Present were Ms. Hayes and Mr. Roberts. Also attending were Joan Santulli and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Bathroom Project at the Steele Library. The new timeline for the project is that the first floor is expected to be complete by November 10th with the entire project completion date of December 20th. The Committee reviewed the newest invoice from Elmira Structures for the Restroom Project in the amount of \$46,930 and will recommend that the Executive Committee approve the invoice for payment.

Teen Section. No report at this time on Mr. Muldoon's contact with the Cornell University professor.

Chiller Project at Steele. LaBella Associates, D.P.C. is working on the documents needed to put the project out for bid.

Elevator at Steele. The elevator has been inspected and Otis Elevator will continue to monitor it.

Lighting Project at Steele. CCLD's maintenance man has installed all the 4 foot lights and the County electricians are installing all other fixtures/bulbs.

Horseheads Library. Mr. Shaw has authorized that the County Buildings & Grounds Department order and install a new toilet and water heater at an approximate total cost of less than \$1,000.

Mr. Shaw distributed the newest State Construction Project worksheet detailing expected costs, grants received and CCLD's share of the funding for all upcoming projects.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, December 7th, 2016 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.



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

November 9, 2016

TO: CCLD Board of Trustees

FROM: Ronald W. Shaw

SUBJECT: Acceptance of Donation

Pertinent Information

Periodically, individuals, friends, foundations and community organizations make donations for the purpose of enhancing the collections and programs of CCLD.

Evaluation/Analysis

If an actual item is donated, the responsibility to determine the value of the donation is borne by the individual making the donation. The Board is required to approve the donation for it to be accepted. The District does not value donations as that is up to the individual making the donation.

Amount/Stipulations

The District has received a grant from the Cusick Family Foundation in the amount of \$3,750.00. The funds were requested for STREAM related activities.

Recommendation

That the Board of Trustees accept the gift of \$3,750.00 from Cusick Family Foundation.

From: Director, CCLD

To: All Staff

Date: March 30, 2015

Reference: *CCLD Board of Trustees Policy Manual Policy No. 545 - Professional Growth and Development*

SUBJECT: Orientation of New Employees

As baby-boomers start reaching retirement age CCLD must ensure that staff is replaced with the best candidates we can find. Recruiting and hiring are the first steps but equally important is the third step- orientation. When viewed as a multi-stage process that includes both formal and informal training to help new employees become part of the organizational climate. In so doing we can increase retention of better trained and more qualified employees.

The current system, which includes one on one orientation sessions with administration and senior staff, is no longer adequate. There are several different learning styles and we must take advantage of online opportunities to assist in the early stages of orientation and training.

Free or low cost online training is available from:

ABLE- A free, online Alternative Basic Library Education (ABLE) Program provides basic library knowledge and skills for staff members who have no formal education in library science. Developed by the Idaho Commission for Libraries. (<http://libraries.idaho.gov/files/able/able7/player.html>)

Webjunction - "focus on library technologies, management, and services, along with public access in small and rural libraries, ensures that public librarians are equipped to meet local needs in their communities." Registration is required. (<http://www.webjunction.org/>)

Lynda.com - Online learning for business, software, technology and creative skills to achieve personal and professional goals. has two subscriptions available for staff.

InfoPeople- A statewide LSTA project that functions as the training arm of the California State Library. Some other state libraries provide training via in-house staff. California has opted to essentially outsource training in order to leverage the

maximum return on investment of training dollars. The Infopeople model provides a breadth of training topics and a depth of training expertise greater than any single library or library agency, no matter how large, could provide. (<https://infopeople.org/>)

Our current orientation program consists of:

Welcome and Staff Introduction:

Benefit Information
Employee Handbook
Time Sheet and Time Off Cards
Building Orientation - tour
Staff Introductions
Union Membership
Employee Name Tag

Safety:

Emergency Exit Procedures (READ)
Telephone tree
Security System (if applicable)
Panic Buttons
Emergency Doors - arming and disarming

Job Related Tasks:

Explanation of Job Description
Staff Training Day requirement (2x yr)
Assigned Work Schedule
Bed Bug Training
Public Service Attitudes -choose yours
Bedbug Training

CCLD

Staff Procedures Folder-REVIEW
List of Assigned Duties - see supervisor
Weekly Schedule
www.cclld.lib.ny.us/sml_schedule.htm
Intranet <http://cclldata.org/intranet>
Email Account <http://members.stls.org>
Username/Password/Address book
Groups/Folders/Contacts

STLS

STLS (Southern Tier Library System)
SIRSI-DYNIX software
Workflows - staff software
STLS (Southern Tier Library System)
SIRSI-DYNIX software
Workflows - staff software
Overview of Program & Wizards
Morning log on - password
StarCat -- patron catalog (Enterprise)
Searching
Holds
Renewing

After this is complete the new employee is released to his/her "Training Buddy" for further on the job training.

Through observing training and receiving feedback from new employee and trainers I reviewed our current orientation procedure.

In the area of safety, new employees will be given a copy of the following New York State Insurance Fund handouts from the "Safety Matters" series:

[General Safety Guidelines](#)
[Avoiding Slips, Trips & Falls](#)
[Ergonomics](#)
[Back Safety and Safe Lifting](#)
[Fall Prevention Tips](#)

[Fire Safety Basics](#)

[Workplace Violence Prevention - General](#)

In order to increase new employee awareness of what CCLD and libraries are about we will add the following online courses. They must be completed within the first 4 weeks of an employee's tenure:

Library Skills Related

[ABLE: Introduction to Dewey](#)

Customer Service

Webjunction:

[Dealing with Angry Patrons](#)

[Extreme Customer Service Every Time](#)

Lynda.com:

[Customer Service Fundamentals](#)

Infopeople:

[Being Customer Focused: New and Emerging Trends in Customer Service](#)

[Customer Interactions](#)

Safety

[Fire Extinguisher safety](#)

[Active Shooter Video](#)

OSHA eTools:

[Computer Workstations](#)

Chris Corter November 2016 Activity Report
(Dates covered October 11-November 8, 2016)

Chris Corter

- Coordinated orders for new CCLD staff shirts
- Attended STLS Annual Meeting on October 13
- Worked at Barnes & Noble Bookfair on Saturday, October 15 – have not received the total amount raised for CCLD as yet
- Met with Tara at Chamber of Commerce to discuss CCLD marketing possibilities
- Met with Margo Gustina from STLS on October 31 to explore possibility of using their Calendar of Events software for CCLD
- Revised the CCLD Publicity Manual and notified staff to read updates
- Worked on agenda for the December 9 Staff Training Day
- Met with Deb Brimmer and Jennie Lewis on preliminary plans for 2017 Maker Expo
- Worked with Chemung County AIDS Taskforce to plan World AIDS Day reception at Steele on December 1.

West Elmira – Chris Corter

- Approved and submitted material orders for West Elmira
- Met with staff and discussed ideas for exterior improvements in back yard
- Hendy class visits have begun. Michelle Barrett and Julie Gridley will be handling
- Finn Academy visited on October 24.
- Staff is considering ways to enhanced the early literacy area.

Bookmobile – Chris Corter

- Selected and ordered materials for bookmobile
- Kim went to the Horseheads Pumpkin Express on Saturday, October 15. The bookmobile staff reached out to 614 people.
- Developed new schedule for Chris Russo, part time bookmobile clerk, who returned to work on October 31.

Circulation & AV October 2016

Submitted by Brian Harris

Circulation:

Business as usual. Staff, as always, doing a great job.

AV:

Items added:

DVD-	90
MUSIC CD:	23
AUDIOBOOK-	40
Total	153

Totals are down from previous months because of STLS failing to catalog items in a timely matter.

Steele Youth Board Notes for Oct. 12 – Nov. 12, 2016

Programs:

Lego Club Oct. 12 and Nov. 9 (Emma)

Creation Station Halloween Bags Oct. 13 (all)

Weekly Storytimes, Preschool and Baby (Jeff, Emma and Janet)

Spooky Stacks for Families Oct. 27 (approx.. 270 attended) with volunteer help from Elmira College's Rotoract Club, Elmira High School's Interact Club and Chemung Canal Bank employees (all staff)

Family Movie Night, Nov. 10 (Emma)

Dino Duo Performance Nov. 12

Webinars/Workshops/Meetings:

Janet met with Summer Learning Partners, Nov. 3

Emma Webinar STEAM with emphasis on A, Nov. 1

Emma to STLS, Annual Conference, Graphic Novels and Dropping Dewey, Oct. 13

Jeff to STLS for Music in Storytime Workshop Nov. 10

Outreach or Class Visits:

Pine City Open House, Oct. 20 (represented by 2 Friends of the Library's Kinderbook Comm)

Tour and Stories for Elkland Second Graders, Oct. 13 (Janet and Michelle Erickson)

Other Programs:

Janet helped with Teen Halloween Ball Oct. 21

Nonfiction and Reference Report

Connie Ogilvie

October, 2016

In the month of October, 2016, there were 554 queries on the Adult Services Desk and 182 questions answered on the PC 2 Desk. The Nonfiction book display theme this month was "Fall Bucket List." This included books featuring Autumn, landscaping for fall, apples, pumpkins, baking, and Halloween. This book display was definitely popular!

As per a conversation with Ron, I have posted more signs in the Nonfiction section regarding the weeding and the shifting project reassuring our patrons. The shifting is more than 2/3 completed.

I developed and presented a class for our patrons on how to use the Freegal Music database and Zinio, the magazine database.

I developed and presented a Beginning Computer class.

Adult Fiction

Loaded Podcast – “A Heaping Helping of Drama, Served Smouldering”

Led a school visit/tour with Finn Academy

Coloring Club

Attended STLS workshop and awards dinner

Worked privately w/patron on computer use x2

Worked on Barnes & Noble Book event

Pumpkin Craft Program for Developmentally Disabled Adults, hereby known as “The Discoverers”

Prepared/appeared on WENY for their Monday Makeover Book Club spot

Recorded Podcast w/guest for November

Adult Programming

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

A list of events for the month can be found in our newsletter:

<http://cclld.lib.ny.us/newsletter.htm>

Events are also listed on our online events calendar: <http://cclld.lib.ny.us/calendar.htm>

Monthly brochures and signs were updated.

Social Media/Website/Newsletter

Posts to the various Social Media accounts continued this month as well as regular website updates. The electronic newsletter went out on the 1st, highlighting events throughout CCLD.

Magazines & Adult Graphic Novel Collection

Monthly orders were placed and routine collection development issues were attended to.

Other

A QuickARTS grant for \$460 was received in order to fund two November art workshops. The Friends of CCLD funded an October art workshop for \$185. A Community Arts grant has been submitted to fund 2017 art workshops but the grant announcements have not been made yet.

Genealogy_Local History

Oct. Microfilm stats:

Mag Fiche -0-
Newspapers -502-
Census film -21-
Vital Stats -157-
Misc -17-

Intro to genealogy class: 4 attendees

Upcoming: intro to ancestry class

Maggie received grant from Friends of CCLD for Viaduct Lit & Arts Zine to offer stipend to contributing artists.

Indexing continues thanks to our volunteers.

Digitizing image collection.

Upcoming: meeting with STLS regarding local history indexing

Meeting with Julia Corrice (SCRLC) regarding digitizing newspapers

Steele Library Teen Services

Doris Jean Metzger, MLIS

Mid October 2016-mid November

Teens expressed appreciation of Teen Night programs. Friends who had not seen each other in months found each other again during Teen Night at the library. They came up to thank me for having teen nights. Glove House teens came to our teen art journaling series (funded by the Friends of CCLD); they loved it and didn't want the series to end. They even volunteered to

write letters of support to include with a grant application so we could offer more art programs next year. I saw the teens marvel at the workshop teacher: artist Bridget Van Otterloo of Corning. The teens had not encountered a “real, professional” artist before. I could SEE the teens’ idea of what is possible in life expanding before my very eyes.

Measuring success in teen programming cannot be defined by attendance. Success is measured by the involvement of teens in creating the program, and in what they get out of it: new skills, relationships, and an expanded sense of what is possible in life and within themselves.

Attended national YALSA conference in Pittsburgh, PA. (Fabulous!)

115 teens attended the TAG planned & led annual Teen Halloween Dance “Dark Fairy Tales.” Every year, I hear teens saying “I didn’t know you could do THIS at the library!” We partnered with the Chemung County Youth Bureau to advertise the dance. They also provided the air brush tattooing. Thanks to the Friends of CCLD for their generous financial support of this event!

Teen Read Week scratch off prize tickets at check out for teens was a hit. Teens loved winning candy, books, or dollar amounts off of their fines. We’ll be doing this again next year, for sure!

Information Technology Department - Deb Brimmer

October 2016

This month the IT Department continued to maintain servers and handle upgrades, software updates and Help Desk calls from staff. We also continue to support the staff in helping patrons with computer problems.

Completed, tested and replaced the new image for the new Steele Public computers. We are continuing to work out a few bugs, but for the most part the process went well. We continue to have a few network issues, but we only have one piece left to replace.

We continue to replace staff computers as we are able. We will start replacing the Horseheads Patron computers toward the end of the month.

Started working on images for the newly donated computers preparing them for the branches

Resolved a Malware issue at Horseheads that got into their shared storage.

CCLD Makerspaces

Tinker Lab:

- Developed November brochures and content for the newsletter

- We have a new Horseheads High School student volunteering for the Library. He is working in the Tinker Lab and will be teaching the Video Game Design class for us in November, as well as assisting Doris Jean's Coding Club.
- Taught Intro to 3D printing and Intro to Audio Editing classes
- Printed and gave away glow in the dark ghosts as our monthly print and at various events
- Are working on developing a business card for the Makerspaces
- Provided patron assistance with various projects

In General:

- The Makerspace Clerks participated in the Barnes and Noble Mini Maker Faire for two days. We were able to promote the Tinker Lab to many non-library users.
- Went to Finn Academy and presented 3D printing and how they could use the Tinker Lab.
- Participated in Spooky Stacks, our station made Lollipop Ghosts.
- **Mark your calendars for March 25, 2017** – that is the day of our Maker Expo/Faire. We have been working with CCC and others to secure partnerships. New location will be the Arnot Mall. Planning is just beginning... more details coming!
- We developed yellow footprints and put them on the carpet leading to the Tinker Lab. It worked, they have begun to find us!!

September Totals:

Tinker Lab

Visitors - 115

Sales - \$42.94 (\$41.59 - 3D, \$1.35 - other)

3D Printer certification - 1 sign up, 1 certified

DML

Patron reservations - 3

Staff - 4

Certification - 3 sign ups, 1 certified

Branch Activities Report

Horseheads

10/17—Owen gave a presentation to the Appleridge Men's Club summarizing the Library Services provided by CCLD and a history of the Horseheads Branch

10/17—Owen attended the Friends of the Horseheads Free Library Meeting

10/19—Owen represented the Horseheads Branch at the St. Mary's Our Mother see attached thank you note

10/26—Owen attended Public Library Foundation of Chemung County meeting

10/27—Pam Lee worked with Caroline Poppendeck to record an upcoming Book Bundle Podcast

11/2-11/5—Amanda Farley attended the 2016 NYLA Annual Conference in Saratoga Springs, NY.

11/15—Amanda attended the CCLD story tellers meeting

Big Flats

10/14—Glenice performed a story time at Boces

10/15 Glenice and Becky participated in the Barnes & Noble book fair

10/17-10/21-Glenice attended CSESA delegate's conference in Washington, DC

10/22—Glenice represented CCLD at the Elmira Jackals part of Summer Reading Club Blade's Book Buddies

10/26—Glenice performed a story time at Big Flats Preschool

11/9—Glenice gave a speech to the Horseheads Rotary summaries CCLD Services

11/15—Glenice attended CCLD Story Tellers meeting at the Horseheads Branch

Van Etten

Michelle Erickson visited the Spencer Van Etten on 2 occasions in October to conduct story times for the school district's early literacy center.

	Jan-16		Feb-16		Mar-16		Apr-16		May-16		Jun-16		Jul-16		Aug-16		Sep-16		Oct-16		Nov-16	Dec-16	2016		2015		2014	
	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age
Adult Non-Fiction	3,265	7.03%	3,092	6.41%	3452	6.37%	3559	7.13%	2897	6.52%	3147	6.63%	2955	6.08%	3177	6.15%	2828	6.28%	2923	6.16%	#DIV/0!	#DIV/0!	31,295	6.52%	39,236	6.58%	42,314	7.16%
Adult Fiction	7,190	15.48%	7,208	14.93%	7619	14.06%	7653	15.33%	7026	15.82%	8345	17.59%	8065	16.60%	9128	17.67%	8067	17.91%	7814	16.47%	#DIV/0!	#DIV/0!	78,115	16.27%	96,589	16.21%	103,254	17.48%
Juv NF	1,939	4.18%	2,186	4.53%	2380	4.39%	2103	4.21%	1845	4.15%	1719	3.62%	2031	4.18%	1936	3.75%	1850	4.11%	2190	4.62%	#DIV/0!	#DIV/0!	20,179	4.20%	25,643	4.30%	25,876	4.38%
Juv Fic	8,549	18.41%	9,515	19.71%	10029	18.50%	9881	19.80%	8391	18.89%	9467	19.96%	10855	22.35%	10048	19.45%	8224	18.26%	9392	19.80%	#DIV/0!	#DIV/0!	94,351	19.65%	116,976	19.63%	122,885	20.81%
AV	15,412	33.19%	15,385	31.87%	15634	28.84%	15165	30.39%	13594	30.61%	13544	28.55%	13617	28.03%	15710	30.42%	13491	29.95%	14090	29.71%	#DIV/0!	#DIV/0!	145,642	30.33%	188,508	31.64%	185,420	31.39%
Periodicals	268	0.58%	300	0.62%	276	0.51%	294	0.59%	233	0.52%	253	0.53%	258	0.53%	245	0.47%	255	0.57%	262	0.55%	#DIV/0!	#DIV/0!	2,644	0.55%	3,861	0.65%	4,408	0.75%
Other	297	0.64%	548	1.14%	676	1.25%	480	0.96%	301	0.68%	274	0.58%	348	0.72%	280	0.54%	320	0.71%	842	1.78%	#DIV/0!	#DIV/0!	4,366	0.91%	7,109	1.19%	7,485	1.27%
Public Pcs	3,502	7.54%	3,513	7.28%	3983	7.35%	3470	6.95%	2976	6.70%	3276	6.91%	2985	6.15%	3274	6.34%	3102	6.89%	3022	6.37%	#DIV/0!	#DIV/0!	33,103	6.89%	44,698	7.50%	47,570	8.05%
Wireless	2,706	5.83%	2,795	5.79%	2900	5.35%	2707	5.42%	2739	6.17%	2743	5.78%	2732	5.62%	2629	5.09%	2355	5.23%	2392	5.04%	#DIV/0!	#DIV/0!	26,698	5.56%	30,573	5.13%	30,995	5.25%
Down Audio	454	0.98%	604	1.25%	621	1.15%	658	1.32%	550	1.24%	588	1.24%	625	1.29%	654	1.27%	581	1.29%	562	1.18%	#DIV/0!	#DIV/0!	5,897	1.23%	6,485	1.09%	4,929	0.83%
Down Ebooks	1,366	2.94%	1,528	3.17%	1496	2.76%	1594	3.19%	1388	3.13%	1422	3.00%	1527	3.14%	1696	3.28%	1512	3.36%	1527	3.22%	#DIV/0!	#DIV/0!	15,056	3.14%	17,883	3.00%	15,047	2.55%
Down Music	1,289	2.78%	1,250	2.59%	1617	2.98%	1859	3.72%	2020	4.55%	2357	4.97%	1800	3.71%	2113	4.09%	1658	3.68%	1716	3.62%	#DIV/0!	#DIV/0!	17,679	3.68%	16,534	2.77%	253	0.04%
Down Video	91	0.20%	233	0.24%	201	0.37%	390	0.78%	346	0.78%	169	0.36%	639	1.32%	539	1.04%	636	1.41%	487	1.03%	#DIV/0!	#DIV/0!	3,731	0.78%	988	0.17%	211	0.04%
Down Mags	109	0.23%	116	0.24%	138	0.25%	96	0.19%	105	0.24%	135	0.28%	139	0.29%	222	0.43%	167	0.37%	213	0.45%	#DIV/0!	#DIV/0!	1,440	0.30%	800	0.13%		
Total	46,437		48,273		54,206		49,909		44,411		47,439		48,576		51651		45046		47432		0	0	480,196		595,883		590,647	



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

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: 9 September 2016

Subject: Approval of Personnel Actions

Promotions:

N/A

End of Probationary Period- Permanent Appointment

John Sincock- Makerspace Clerk

Steven Smith- Makerspace Clerk

New Hires:

Brittanie Moyer (Probationary Library Page)

Resignations:

Joanie Jordan

Disability Leave

N/A

Step Increases:

Amada Gonzalez (Library Page) to Step 6

Doris Jean Metzger (Principal Library Clerk) to Step 7

Steven Smith- (Makerspace Clerk) to Step 1

Steven Smith- (Makerspace Clerk) to Step 1

Library Materials Expenditure Report for 2016

		October 31, 2016	83%	through 2016								**Percentage spent this year
Department	Gift Funds 10/31/2016	2016 budget	total spent this year	Open Invoices & On order 10/31/2016	Total spent & on order	Balance LEFT TO SPEND Includes Gift funds Col.1+col.2-col.5	Total spent this month					
Children's (JUV)	\$ 1,245	\$ 28,990	\$ 20,150	\$ 5,238	\$ 25,388	\$ 4,847	\$ 3,309					84%
Juv eBooks CBA Fund	\$ 3,500	\$ 6,750	\$ 3,597	\$ 483	\$ 4,080	\$ 2,670	\$ 621					0%
Young Adult	\$ 3,500	\$ 3,000	\$ 1,652	\$ 27	\$ 6,999	\$ 3,001	\$ 248					56%
YA eBooks CBA Fund	\$ 3,000	\$ 5,000	\$ 8,158	\$ 8,158	\$ (3,158)	\$ 3,158					70%	
Graphic Novels	\$ 10,000	\$ 15,500	\$ 14,761	\$ 14,761	\$ 14,761	\$ 739					163%	
Reference - CBA Grant	\$ 134	\$ 9,000	\$ 6,392	\$ 6,392	\$ 6,392	\$ 2,742					95%	
Electronic Reference - CBA Grant	\$ 2,000	\$ 18,900	\$ 20,387	\$ 20,387	\$ 20,387	\$ 513					70%	
Electronic Reference - Gen. Fund	\$ 8,384	\$ 2,000	\$ 2,065	\$ 405	\$ 2,470	\$ 7,914	\$ 89					98%
Periodicals	\$ 4,415	\$ 35,200	\$ 25,948	\$ 3,340	\$ 29,288	\$ 10,327	\$ 4,147					24%
Zinio - CBA Grant + \$2K Gen Fund	\$ 2,000	\$ 9,000	\$ 6,392	\$ 1,855	\$ 9,049	\$ 2,951	\$ 7,194					75%
Microforms/Genealogy	\$ 8,384	\$ 12,000	\$ 7,194	\$ 1,792	\$ 1,792	\$ 6,708					21%	
Fiction	\$ 4,415	\$ 8,500	\$ 678	\$ 678	\$ -	\$ 1,500	\$ 40					21%
FIC eBooks CBA Fund	\$ 2,303	\$ 1,500	\$ 6,097	\$ 6,097	\$ 6,097	\$ 3,903	\$ 1,163					0%
AV-Downloadable Audio - Gen.	\$ 1,500	\$ 10,000	\$ 6,097	\$ 6,956	\$ 51,727	\$ 10,712	\$ 4,205					61%
Adult Non-Fiction-General Fund	\$ 11,439	\$ 51,000	\$ 44,771	\$ 6,956	\$ 51,727	\$ 10,712	\$ 4,205					83%
Non-FIC eBooks CBA Fund	\$ 3,000	\$ 3,000	\$ 1,395	\$ 1,395	\$ 1,395	\$ -	\$ 1,395					47%
Audio video/music/dvd/blue ray - Gen.												
Non-Fic Educ DVD - CBA Fund												
Subtotal for Steele	\$ 29,919	\$ 228,340	\$ 170,244	\$ 21,089	\$ 188,660	\$ 61,494	\$ 25,568					74%
Big Flats Library	\$ 1,796	\$ 20,961	\$ 17,463	\$ 1,757	\$ 19,220	\$ 3,537	\$ 1,545					84%
Bookmobile	\$ 1,562	\$ 6,504	\$ 6,013	\$ 579	\$ 6,592	\$ 1,474	\$ 1,165					82%
West Elmira Library	\$ 1,108	\$ 20,961	\$ 16,662	\$ 2,628	\$ 19,290	\$ 2,779	\$ 2,066					87%
Horseheads Free Library-Adult	\$ 2,018	\$ 18,300	\$ 15,672	\$ 1,355	\$ 17,027	\$ 3,291	\$ 1,921					84%
HFL - AV	\$ 436	\$ 8,000	\$ 6,571	\$ 687	\$ 7,258	\$ 1,178	\$ 652					86%
HFL - Books Plus	\$ 612	\$ -	\$ 504	\$ 177	\$ 681	\$ (69)	\$ 241					111%
HFL - Juvenile	\$ 50	\$ 15,724	\$ 12,974	\$ 1,080	\$ 14,054	\$ 1,720	\$ 2,748					89%
VanEtten Library	\$ 133	\$ 5,202	\$ 4,279	\$ 524	\$ 4,803	\$ 532	\$ 362					90%
Subtotal for other libraries	\$ 7,713	\$ 95,652	\$ 80,138	\$ 8,787	\$ 88,925	\$ 14,440	\$ 10,702					86%
GRAND TOTALS	\$ 37,632	\$ 323,992	\$ 250,382	\$ 29,876	\$ 277,585	\$ 84,039	\$ 36,269					77%

9/30/2016 **\$4,000 moved from Zinio to NF CBA / Elec Ref overspent per Ron - extra funds available
 E-Books purchased from Cost Share NOT included - STLS will track

Office of the Director, CCLD
November 2016

Major accomplishments:

Continuing Education Day- In process- also starting preparations for Spring 2017 event with STLS.

Restroom projects- Continued meetings/discussion with Mr. Butcher, County B&G and contractors regarding progress, issues and timeline for project. walk-through of the project on a daily basis. Issues: Contractor noted toilet accessories in place; Day Automation to install controls; Rooftop unit to be commissioned; Fin tube radiation installation by end of week 11.7; Floor/wall caulking to be removed and redone - Men's Toilet Room; Wall clean out escutcheon plate to be installed; Architect/Contractor/Owner to sign off on all work completely prior to acceptance and use; Contractor noted there is water fountain finish touch up to be done. Contractor/ Owner/Architect agreed to additional touch up painting at existing door frames - contractor to submit pricing prior to work; General Contractor noted they are assembling close out documents.

Chiller- Worked with Gary Morenus (CC B&G) and NYSEG regarding the chiller issues at SML. Met with Gary and Craig Davis from Labelle for an initial planning meeting for the project.

Attended Friends Meeting- Discussed construction project status, Spooky Stacks and Teen Halloween event.

Labor-Management Meeting- In Attendance: Michelle Barrett, Deb Brimmer, Jennie Mathews, Ron Shaw, Joan Santulli, Pat Silvernail. **CSEA Concerns-** *Nothing.* **Management Concerns-** *Bathrooms-*Downstairs proposed to be done by 11/10, upstairs 12/20; *Blood Donation-* Those wishing or wanting to donate blood are granted 3 hours leave per 12 month period to donate blood during work time, on or off premises. The 3 hrs per 12 month period can be used at one time or more blood drives, depending on how long it takes. There will be a blood drive at Steele on December 22nd and Jennie encouraged everybody to donate.

Department Heads Meeting: Chris will compile an updated Telephone Tree posted to the Intranet. Emergency Procedures are also posted on the Intranet. All staff should familiarize themselves with them again; Chris Corter will do the training for new staff from here on out. She will release them to their supervisors once she feels they have mastered the necessary skills. Questions about staffing, scheduling, etc. were answered including installation of time clocks; The simple CCLD survey should be used as often as possible when going to outreach events; Circ staff does very well- Sometimes we only hear the bad news and not the good; The bookmobile is in need of a new substitute driver; December 9 Staff Training Day agenda is almost complete- will focus on health and wellness at work and at home; newly revised Publicity Manual will be ready and posted on Intranet soon.

Other site visits: Big Flats, West Elmira, Van Etten,

Major Patron conversations: Budget vote considerations; cooperation with Finn Academy and Holy Family; concern over content of some materials; **several conversations with parents and teens regarding the amount and quality of programs CCLD is providing to the community throughout our branches.**

Programs Attended/Visited: Spooky Stacks; TEEN Halloween Dance: DARK Fairy Tales; Preschool Storytime; Lego Club for ages 5-12!

Community Presence: Attend Rotary Club of Elmira meetings (4). Attend Rotary Club of Elmira Board meeting. Attended Diven Elementary School Community Day- awarded superhero pins.

Professional Readings:

Downtown Revitalization Initiative. Winning application.

<https://www.ny.gov/sites/ny.gov/files/atoms/files/Elmira.pdf>

" Strategically located between major commercial corridors, Elmira's compact and walkable downtown is well positioned to become an active, desirable and diverse college community. Recent development has catered to the needs of new residents attracted by the recent growth of the region's health care industry and impending college expansions. Under the DRI, Elmira will focus on attracting new businesses and skilled workers, strengthening arts and cultural attractions, expanding housing options for all income levels, and developing amenities to support and enhance downtown living and quality of life. The plan will include a greater variety of retail and housing, improving the aesthetics of downtown and capitalizing on natural assets such as the Chemung River."

EOP. "Community Needs Assessment."

http://www.ihsnet.org/usr/2016_Provider/October/EOP_community_needs_assesment_09292016.pdf

A community needs assessment identifies the strengths and resources available in the community to meet the needs of children, youth, and families. The assessment focuses on the capabilities of the community, including its citizens, agencies, and organizations.

Professional courses attended/completed:

Library Design Workshop- 18 hours of Professional Development Coursework

This online workshop will connect you to leading thinkers to help you untangle complex issues related to your library's space design projects such as: space renovation or building a new, fundraising, selecting an architect and finding the right design team.

Participants will sit in on live keynote sessions (via webcast) with Q&A. You'll work directly with an experienced facilitator in a small group setting to get personalized feedback on your

plans. By the end of this course you'll have robust plan that you can deliver to your board, administration, staff, funders, and other stakeholders about creating future-facing library spaces.

Topics included- OPENING KEYNOTE: THE PROCESS BEHIND THE DESIGN PROCESS AT RICHLAND LIBRARY; MAKERS OVER SPACE, COMMUNITY BEFORE CAMERAS: DESIGNING A MAKERSPACE FOR YOUR LIBRARY; *PROCESS STRATEGIES FOR YOUR LIBRARY DESIGN PROJECTS*; *SPACE CHANGE AS ORGANIZATIONAL CHANGE: DOUBLING YOUR EFFECTIVENESS AND IMPACT*; *HOW TO BUILD RELATIONSHIPS FOR A SUCCESSFUL CAMPAIGN OR FUNDRAISING STRATEGY*; *ARCHITECT'S SHOWCASE*; *WHEN EVERYTHING OLD IS NEW AGAIN: IS RENOVATION RIGHT FOR YOU?*; *LEEDing AND LIVING: SUSTAINABILITY'S ROLE IN YOUR PROJECTS*

Rotary Leadership Institute Part Three- topics include: International Service; Effective Leadership Strategies; Rotary Opportunities; Public Image & Public Relations; Rotarians, Vocational Service & Expectations; and Making a Difference.