



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 September 2016 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, September 15, 2016 at 6:00 pm at **Steele Memorial Library, 101 E. Church St. Elmira, NY 14901**. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Roberts (271-9625), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Presentation by Ms. Doris Jean Metzger (Young Adult Services)
4. Approval of minutes (document #2016-49)
5. Treasurer's report
 - a) Financial report (to be distributed at meeting)
 - b) Report of Unpaid Bills Detail (to be distributed at meeting)
6. Correspondence
7. President's report.
8. Director's Report.

Consent Item: Approval of Fall/Winter hours for 2016-2017
Resolved that the CCLD Board of Trustees approve the Fall/Winter hours for 2016-2017 as submitted
9. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2016-52)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (to be distributed at meeting)

Consent Item: Acceptance of SMLF Donation
Resolved that the CCLD Board of Trustees accept the SMLF donation as submitted.
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2016-54)
 - d) Personnel Committee (Kappanadze)

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

(Minutes of the AUGUST 18, 2016 meeting of the Chemung County Library District Board of Trustees. Document #2016-49)

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

Minutes. The minutes of the July 2016 meeting (Document #2016-43) were presented for board review. The minutes were approved as corrected by unanimous consent.

Financial Report. The July 31, 2016 Financial Report (Document #2016-44) was presented for board review. By unanimous consent the Financial Report was approved as distributed and will be filed for audit.

The order of business was changed to allow the President and members of the Friends of CCLD to address the board. Present representing the Friends were Joe Caparulo, Ventra Clark and Lynne Rusinko. Regarding the Soiree being held on September 23rd at the Steele Memorial Library, the liability insurance has been purchased and invitations have been mailed to about 500 Friends and Community Leaders and Organizations. Two wineries will be present, each having their own insurance. Staff members from all locations will be setting up tables to answer questions and hand out literature to promote the library. Reservations for the Soiree can be made ahead of time by sending in a check to the Friends or you can pay at the door. The purpose of the Soiree is to showcase the Chemung County Library District and its programs and services to the community.

Report of Unpaid Bills (Document #2016-45). By unanimous consent, the board authorizes the payment of the unpaid bills dated 8/9/16 – General Fund \$12,992.95 as distributed in writing

Correspondence. Mr. Shaw passed around a thank you note from a patron for Ms. Lewis' programs on learning to use a tablet.

President's Report. None at this time.

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

Promenade Issues. Due to the continuing trouble with people hanging out under the Promenade and bothering library patrons, a petition is circulating requesting that the City of Elmira move the table/stools one block further over in the section between First and Second Street. The petition has already been signed by over 200 people. WENY news has aired a report on the issue. Board members expressed that they would like to be present at the City Council meeting when Mr. Shaw submits the petition to their board.

Security. Eleven staff members attended a recent ALA workshop on "How to Respond to a Security Incident in your Library".

Cost Share. STLS has scheduled a meeting on August 31st to discuss the Cost Share formula to be charged to member libraries in fiscal years 2017-2019. It is believed that they plan on utilizing the same formula as the last few years.

Mr. Shaw distributed an "Annual To-Do List for Library Boards" as submitted by the Southern Tier Library System along with a "Trustee Action Calendar" which shows deadlines for each month of the year.

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 #2016-46). No discussion at this time.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2016-47).

CONSENT ITEM: Approval of the 2017 Budget Proposal. Ms. Dworkin moved, seconded by Mr. Wehling to approve the 2017 CCLD budget as originally submitted. VOTE: Unanimously Approved.

TAX CAP. Ms. Reynolds moved, seconded by Mr. Hare to adopt the following: WHEREAS, the adoption of the 2017 budget for the Chemung County Library District may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011 and WHEREAS General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Chemung County Library District vote and approve to exceed the tax levy limit for 2017 as required by state law. VOTE: Unanimously Approved.

CCLD has received official notification that it is expected to receive \$25,000 from the Richard Dytman estate. Ms. Reynolds moved, seconded by Mr. Jones that CCLD approve this donation. Mr. Shaw stated that the funds will be set aside for large print materials and shelving.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2016-48). Mr. Shaw gave an update on the Restroom Renovation project at the Steele Library. A kickoff meeting was held August 15; Construction is set to start on Monday August 22nd. The downstairs restrooms will be completed prior to moving to the second floor restroom renovation.

Bulbs have been ordered for the Lighting Project at the Steele Library. Installation will be completed by CCLD's Maintenance man and the County Buildings & Grounds crew.

Mr. Shaw reported that the Chiller at the Steele Library was not working at all one day last week. It was feared that we would have to finish out the hot weather without air conditioning; however, the problem was determined to be a NYSEG issue. The County reports that even if CCLD needed to do an emergency replacement of the Chiller, it would still take several months. With that in mind and since CCLD has already been informed of approved funding for a new Chiller, Mr. Hare moved, seconded by Ms. Reynolds to move forward with RFP's (Requests for Proposals) for a Project Engineer for the Chiller Project. VOTE: Unanimously Approved.

The DVR security system at the Steele Library has been replaced and CO2 detectors have now been installed at all CCLD locations.

Pat Silvernail stated that the entire CCLD board is invited to the ribbon cutting ceremony at the new Pavilion behind the Big Flats Library. It is being held on October 5th at 11:30 and the Big Flats Advocates are requesting an RSVP if you plan to attend.

Personnel Committee. Nothing to report at this time.

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

Old Business. The “Election and Continuity Committee Charter” includes responsibilities such as developing and maintaining procedures to conduct trustee elections; to supervise these elections; to identify and recruit trustee candidates and to seek community members that will enhance the effectiveness of CCLD and its board. The Committee will also be responsible for finding and nominating members to the board of the Southern Tier Library System, of which Chemung County has 4 members serving on the board. Mr. Hare moved, seconded by Mr. Wehling to approve the Charter of the Election and Continuity Committee as submitted. VOTE: Unanimously Approved. Mr. Hare, Mr. Wehling and Ms. Rogan have volunteered to serve on this committee.

New Business. Mr. Schamel stated that he sees a need to make the CCLD board members more visible to the community. He suggested that each library display a plaque that has pictures and names of the board members from all 15 districts. Mr. Hare and Mr. Schamel will research and return to the board with a suggestion on what type of display will work in our locations, along with an estimate on the cost of completing this project.

Ms. Rogan suggested that at the January board meeting each year, board members take some time to introduce themselves to each other. This would be especially helpful to any new members who take their oath of office in January.

Public Expression. None

The meeting was adjourned at 7:03pm. The next regular meeting of the board will be held on Thursday, September 15th, 2016 at 6:00pm at the **Steele Memorial Library, 101 East Church Street, Elmira, New York.**

Document #2016-52

Report of the September 7th, 2016 meeting of the Executive Committee of the Chemung County Library District:

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

UNPAID BILLS: Mr. Hare moved, seconded by Mr. Wehling to approve the Unpaid Bill lists dated 9/7/16 – General Fund - \$26,426.25 and the Grant Fund - \$1,487.96.
VOTE: Unanimously Approved.

President Report. Mr. Roberts reminded board members that the Friends of CCLD's Soiree is September 23rd. Your check for payment is your reservation. Mr. Shaw stated that CCLD has received a copy of the Friend's Certificate of Insurance naming the Library District as an additional insured for the event.

Director Report. Mr. Shaw explained the funding from STLS for the Steele Library being the Central Library for the Library System. The expenditure for this funding is determined by the Central Library Committee. The breakdown which was decided on at the meeting was \$66,698 in Central Book Aid (used for Reference and Nonfiction materials) and \$97,900 in Central Library Funding. CCLD has received a check in the amount of \$165,145 which will be brought to the full board for approval. The Cost Share increase being charged by STLS for 2017 has been set at 4%.

The Labor/Management meeting was held today. The main topic of discussion was the library hours schedule for Fall/Winter. There will be no Saturday hours at either the Big Flats or West Elmira Libraries.

Other issues - the ballot proposal for the proposed 2017 Budget has been sent to the Board of Elections. There will be one contested race for trustee this year in the 13th District. RFP's for the auditing firms have been sent out. Mengel, Metzger & Barr and the EFPR Group have responded that they are interested in giving CCLD a quote. Mr. Shaw will also be visiting all CCLD branches with Mr. Jim Galbraith (President, Friends of CCLD).

Mr. Hare stated that he has met with the Historical Society about the possibility of printing a map of the 15 Districts that CCLD represents along with a photo of the current trustee representing each district. The cost would be \$10/hour plus the cost of printing. A copy of this map would be posted at each library and will be effective to promote the Library Board. Residents will know who represents their district. A mock-up of the size needed will be printed so it can be determined whether or not the size will work at each library location.

The meeting adjourned at 6:22pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, October 5th, 2016 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2016-54

Report of the September 7th, 2016 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30pm. Present were Mr. Muldoon, Mr. Hare 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 project is underway. It is expected for the downstairs restrooms to be completed by mid-October with an anticipated completion date of the entire project to be December 2nd.

Big Flats Pavilion. Reminder that the ribbon-cutting ceremony is scheduled for October 5th at 11:30a.m.

Teen Section. Mr. Muldoon expects to meet with the Cornell University Interior Design Professor this week to go over general information to determine whether or not their students can participate in this project.

Early Literacy room at Steele. Formerly the Children's Office, this new room is nearly completed and was partially funded by the Friends of CCLD. The room will also be used by families who require supervised visits with Social Service staff. The Committee toured the area and made the recommendation that Social Services be contacted with a schedule of when the library will be using the room so that Social Services can schedule these supervised visits for when the room will be empty.

The meeting adjourned at 5:40pm.

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

Chemung County Library District – Fall Hours

beginning Monday, September 12, 2016

Our Libraries	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Big Flats Branch 78 Canal St. Big Flats, NY 14814 607-562-3300	12pm - 5pm	12pm - 8pm	10am - 6pm	10am - 6pm	12pm - 5pm	CLOSED
Horseheads Free Library 405 S. Main St. Horseheads, NY 14845 607-739-4581	9am - 8pm	9am - 8pm	12pm - 8pm	9am - 5pm	9am - 5pm	9am - 5pm
Steele Memorial Library 101 E. Church St. Elmira, NY 14901 607-733-9173	9am - 9pm	9am - 9pm	9am - 9pm	9am - 9pm	9am - 5pm	9am - 5pm
Van Etten Branch 83 Main Street Van Etten, NY 14889 607-589-4755	1pm - 5pm	CLOSED	1pm - 7pm	CLOSED	11pm - 5pm	CLOSED
West Elmira Branch 1231 W. Water St. Elmira, NY 14905 607-733-0541	12pm - 8pm	12pm - 5pm	10am - 6pm	10am - 6pm	12pm - 5pm	CLOSED
Mobile Branch (Bookmobile)	Visit the online schedule or call 738-2476					

Business Office: 733-8607
 Director's Office: 733-8611
 Steele Library Fax: 733-9176

Steele Library Customer Service: 733-9173
 Steele Library Reference Services: 733-9175
 Steele Library Genealogy Research: 733-8602



Visit us online 24 hours/day www.cclid.lib.ny.us





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

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: 9 September 2016

Subject: Approval of Personnel Actions

Promotions:

N/A

New Hires:

N/A

Resignations:

N/A

Disability Leave

N/A

Step Increases:

Amanda Farley (Library Clerk) to Step 5
Kim Jones (Bookmobile Driver) to Step 9
Sean Lehmann (Library Page) to Step 1
Nina Miller (Library Page) to Step 1

2016 Annual Meeting and Conference

Thursday, October 13, 2016

Watson Homestead Conference & Retreat Center

Registration Deadline: Friday, October 7, 2016



STLS

Southern Tier Library System

Connecting Community Libraries

We Hope You Will Join Us

Member libraries are invited to the Annual Meeting and Conference of the Southern Tier Library System. This year's event will take place on Thursday, October 13 from 2:00 pm to 7:30 pm at the Watson Homestead. An official agenda has been provided with this mailing.

In recent years, STLS has turned its focus towards total member library engagement. We have committed ourselves to providing member libraries with the necessary resources to provide excellent public library services in the 21st century. Two current priorities involve 1-on-1 consulting for members and high quality training. It is only natural that educational institutions, and the people who work in them, continually find ways to learn to better serve their communities.

This year is our 3rd consecutive Annual Meeting that entails a full-day of learning for member libraries. And, it is our eighth significant event in the last three years that brings together all people connected to the good work of Southern Tier public libraries. We hope you will join us on this day to help strengthen our System as a whole.

Kindest Regards,

Brian M. Hildreth, STLS Executive Director

Keynote Speaker – Jessamyn West

Jessamyn has been speaking on the intersection of libraries, technology and politics since 2003. Her specific interest areas are:

- The digital divide and its effects on library services
- Legislation that affects library services such as SOPA, CIPA, DOPA and the USA PATRIOT Act
- Rural libraries using new technologies to make the most of their small budgets, spaces and staff

She has given workshops and keynotes on technology and library topics. Additionally, she has written book introductions and chapters and edited two compilations. [Librarian.net](#), her professional blog, just celebrated its fifteenth year online and was one of the first librarian blogs.

Her main work is in Orange County Vermont, helping libraries and librarians make sense of technology and teaching adult education classes in basic technology topics and the [Open Library](#), a project of the [Internet Archive](#), lending eBooks worldwide, for free.



Jessamyn West

Making Space: Listening to Library Patrons for Better Space

Who are your patrons and what are they doing? What do they want and need, and how can you find out in order to create an effective and welcoming library space for your community? For years, Mann Library at Cornell University has been redesigning its spaces, services and technologies to meet patron needs by applying methods to gather feedback on the behaviors and needs of its patrons. In this presentation, hear about quick techniques you can use (with limited budget and staff) to get feedback and tips on what we've learned about creating an effective, welcoming, and accessible library space.

Camille Andrews is User Engagement Librarian at Albert R. Mann Library at Cornell University Library (CUL), where she works on outreach, instruction, and assessment for learning outcomes, technologies, services and spaces. Since 2004, Camille has been involved in information literacy, learning technology, user studies and space design initiatives in libraries. Camille and Sara E. Wright were co-authors, with Howard Raskin, of "Library learning spaces: Investigating libraries and investing in student feedback" in 2015 in the *Journal of Library Administration*.



Camille Andrews

Dropping Dewey: One Library's Story

Many libraries are moving away from the traditional Dewey classification system, and transitioning towards a different type of patron experience with a focus on book store-like organization.

Lisa Carr will share the experience of her library deciding to go Dewey-less. Learn about the impetus behind the decision and how her library is making the transition.

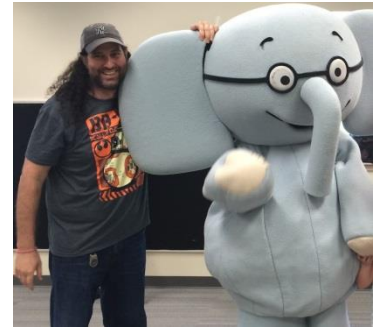
Lisa is the Director at Seymour Public Library District in Auburn, NY. After earning her MLS from Simmons College, she worked as a librarian in Maine before making her home in Auburn. Her library interests include community engagement, the intersections of library innovation and user experience and readers advisory. When she's not working, Lisa enjoys cooking, the Finger Lakes wine trail and attempting to renovate her Victorian house.



Lisa Carr

Comics @ Your Library: collect with confidence, promote with passion, and be a literacy leader for all ages!

Comics and graphic novels create exciting collections for readers and are an excellent springboard for vibrant programs that will interest the whole community. They are a gateway for literacy and can support curriculum at every level. Join us in discovering the latest & greatest comics, ways to program that attract a crowd, and great resources for collecting graphic



Jason M. Poole

Xandi DiMatteo has served Rochester Public Library for over 7 years as a teen librarian. Serving on planning committees for Greater Rochester Teen Book Festival (2008 - current) and the Kids Comics Committee (3 years). She is lucky enough to promote literacy to detained youth, assist the Rochester City School District with summer reading, and support curriculum to various schools in the city. By day she works a reference desk, plans programs, and speaks to comic book fans of all ages - sometimes they speak back.



Xandi DiMatteo

Jason M. Poole has been a children's librarian at the Webster Public Library near Rochester, NY, for over ten years. He started the Kids' Comics Committee in 2009 to be a resource for Monroe County Librarians and with that group put on a couple of full-day professional conferences on comics and literacy. He served on ALA's Great Graphic Novels for Teens selection committee for three years, chairing the committee his final year and most recently was a judge for the 2016 Eisner Awards.

My Digital Divide & Your Digital Divide

We used to view the digital divide as people who did not have computers, or who did not have broadband. Now we're looking at issues of digital inclusion and empowerment as other limiting factors in people making the best use of technology to solve their own problems. This short workshop will explore the way the digital divide impacts our own lives and those of our patrons and looks at the similarities and the differences in how technology problems get address and solved.



Jessamyn West

Despite everyone's efforts, the offline population of the US has remained at about 15% for the last several years. Library technologist Jessamyn West discusses the many ways in which people remain digitally divided and the ways in which libraries can help address newer digital divides such as the inclusion and empowerment divides.

Annual Meeting & Conference Agenda of the Southern Tier Library System

1:45 – 2:00 pm: Sign-In and Welcome Announcement

2:00 – 3:15 pm: Conference Program Session I

3:30 – 4:45 pm: Conference Program Session II

4:45 – 5:15 pm: Dinner Guest Sign-in and Appetizers & Cash Bar

5:15 – 5:30 pm: Welcome from STLS Board President and Executive Director (Election of Trustees)

5:30 – 6:00 pm: Presentation of STLS Annual Awards

6:00 pm: Buffet Dinner prepared by Corning Catering

6:45 – 7:30 pm: Keynote Speaker Jessamyn West and Dessert prepared by Corning Catering

7:30 pm: Closing Remarks from STLS Executive Director

Registration Form

Member librarians and trustees are encouraged to register online at www.stls.org/2016annualmeetingconference/. You may also register through STLS Delivery. Complete the form below, and mail payment to Southern Tier Library System, Attn: Ella Chatlani, Administrative Assistant

Name: _____ Library: _____ Position: _____

1) I will attend: (circle one option)

Email Address: _____

- Conference Program Sessions I & II only (no charge)
- Annual Meeting and Dinner (\$15 / person)
- Both the Conference Program Sessions & Annual Meeting and Dinner (\$15 / person)

2) The two programs I will attend at the Conference are: (circle one program for Session I and Session II)

Session I: Making Space: Library Space Design or Dropping Dewey: One Library's Story

Session II: Comics @ Your Library or My Digital Divide & Your Digital Divide

Registration Deadline is Friday, October 7 at 4:00 pm.

Thank you for your participation.



Watson Homestead Conference & Retreat Center – 9620 Dry Run Road / Painted Post, NY 14870



August 30, 2016

RON SHAW
CHEMUNG COUNTY LIBRARY DISTRICT
101 E CHURCH ST
ELMIRA NY 14901

Re: **Group #: 0090**
Policy #: 22526958

Dear Mr. SHAW,

It was my pleasure to meet with you on 08/29/2016. The purpose of my visit was to review your workers compensation policy information prior to the upcoming renewal of the policy and to conduct a safety survey of the facility. At our meeting, we were able to confirm your business operations, verify your employee count and equipment utilized in your business operations. During the walk-through of your facility, the entire area was very neat, clean, and organized, which lends itself to a safer working environment.

Our safety surveys are a service we offer you as an objective opportunity to assess your workplace safety posture. A safety survey of your workplace yielded no potential hazards. Keep up the great work.

Please visit our website at www.nysif.com to take advantage of a variety of informational and online resources. If you hover over the Services tab, then click on Safety Resources under Safety and Risk Management it will open up a large array of safety information. Safety Inspection Checklists, Safety Basics and Safety Matters offer information that can be utilized in inspections, training, safety meeting discussions, or distributed with paychecks to promote safe work practices. In addition, I am available to provide complimentary safety training on a variety of topics to meet your companys needs.

Further, I wish to call to your attention the provisions of Part 5, Paragraph A of your State Insurance Fund Policy. Under the heading Inspections it is stated; "that we have the right, but are not obligated to inspect your workplace at any time. Our inspections are not safety inspections. They relate only to the insurability of the workplace and the premiums to be charged. We may give you reports on the conditions that we find. We may also recommend changes. While they may help reduce losses, we do not undertake to perform the duty of any person to provide for the health or safety of your employees or the public. We do not warrant that your workplace is safe or healthful or that they comply with laws, regulations, codes or standards. Insurance rate service organizations have the same rights we have under this provision."

The Binghamton District Office of the New York State Insurance Fund is happy to serve your workers compensation needs. I would welcome the opportunity to provide complimentary safety training for your staff. Please do not hesitate to call on me at (607) 741-6135, or my supervisor Mark Gallo at (607) 741-3935, if we can be of assistance.

Sincerely,

Deana Haynes
Policyholder Services Consultant

Office of the Director, CCLD
September 2016

Major accomplishments:

SML Teen Space- Finished the NYS Division of Library Development application. Submitted to STLS.

New York State Insurance Fund inspection- Toured building with Dina Haynes and discussed CCLD's progress on correcting previously identified issues.

Marketing- Working with Chris Corter regarding marketing, signage (electronic and interior), brochures, bulletin boards and literature racks.

Viaduct Interview with Samantha Potter- News story on WENY regarding the promenade issues. After it aired County B&G came over to discuss what we wanted. Described the removal and relocation of all promenade seating and tables outside the main entrance.

WENY Early Morning Show- Discussed upcoming events in the District.

Cost-share meeting at STLS- Went through the history of the need for STLS member libraries to assist in paying for Services; the development of the cost share formula; an overview of what Cost Share provides members; and what libraries should expect from STLS.

Restroom projects- Continued meetings/discussion with Mr. Butcher, County B&G and contractors regarding progress, issues and timeline for project.

Tour of West Elmira with Jim Galbraith- The purpose was to introduce staff, show recent improvements to the building, type of collection, and types of program support needed from Friends for this branch.

Meeting with Jim Galbraith (President, Friends of CCLD)- Discussion centered around streamlining the Friends Funding request process. We are working on shortening the form and better budgeting procedures for recurring events.

Meeting with Pauline Emery (Corning)- Discussed facilities planning (space utilization); public relations and marketing; staffing and job descriptions.

Meeting with Brian Hildreth (STLS)- Discussed the promotion of the Dark Fiber; difficulties in the recruitment of outlying (smaller) library directors and how STLS and CCLD can assist in the process; Central Library funding; and NYS construction grant funding.

RFPs for auditing sent out. Have received acknowledgment of receipt from Kathy Stickler at Mengel, Metzger & Barr and Rich Davis at EFPGroup

Community Involvement Project- Meeting with Tanglewood Nature Center and Theo Summerville (Life Count) regarding the development of a sensory trail at Tanglewood. CCLD may provide printed Braille signs if the pattern can be worked out for our 3D printers.

CCLD Merit Badges- Working with BSA Troop 43 from Pennsylvania United Methodist Church to determine viability of CCLD offering merit badge programs for Genealogy,

Chiller- Worked with Gary Morenus (CC B&G) and NYSEG regarding the chiller issues at SML.

Labor-Management Meeting- Discussed Fall/Winter hours for 2016/2017.

Department Heads Meeting: Library Card sign-up month procedures; CCLD Bookfair at Barnes & Noble on October 15th and the need for staff who do not normally work Saturdays to step up. Barnes & Noble will also be holding their annual Maker Day on November 5th. Weeding and shifting of collections in order to prepare for better space utilization. The staff plans for the Friends Soiree and the need for staff and the building to be prepared. Missing, in-transit and lost items.

LED Lighting- Coordinating with Booth for delivery and installation of new LED lights. Coordinating with County B&G for installation.

Other site visits: West Elmira, Corning Library, STLS

Major Patron conversations: Concerns over behavior of people under the promenade.

Major Personnel Issues: Workflow, scheduling, weeding.

Programs Attended/Visited: SML Summer Story Time for ages 2 and Up!;

Community Presence: Attend Rotary Club of Elmira meetings (4). Attend Rotary Club of Elmira Board meeting. Attend Rotary Club of Elmira Membership Committee.

Professional Readings:

USA, City of Elmira, Steering Committee. (n.d.). *CITY OF ELMIRA COMPREHENSIVE PLAN 2016 - 2026*. Retrieved August 30, 2016, from <http://www.planelmira.com>.

Executive Summary: "The City of Elmira's previous Comprehensive Plan was adopted in 1998 and no longer reflected the community's vision and goals, nor did it include principles of smart growth, walkability, or climate change mitigation strategies. The City of Elmira has prepared this Comprehensive Plan as a sustainability-based blueprint for efficient land use regulation and neighborhood revitalization.

The Comprehensive Plan will help City leaders to make rational financial decisions about economic development, neighborhoods, transportation, and infrastructure in a manner intended to make efficient use of all resources.

Krolak, L. (n.d.). The Role of libraries in the creation of literate ... Retrieved September 2, 2016, from <http://www.ifla.org/files/assets/literacy-and-reading/publications/role-of-libraries-in-creation-of-literate-environments.pdf>. "Paper commissioned for the EFA Global Monitoring Report 2006, Literacy for Life"

This paper shows how library and information services in public and school libraries, in community learning centers or NGO resource centers are dedicated to creating literate environments that support basic education for all. It does not discuss the rather different role of academic research libraries and specialized documentation centers.

Horrigan, J. B. (2015). Libraries at the Crossroads. Retrieved August 28, 2016, from <http://www.pewinternet.org/2015/09/15/libraries-at-the-crossroads/>

Abstract: " American libraries are buffeted by cross currents. Citizens believe that libraries are important community institutions and profess interest in libraries offering a range of new program possibilities. Yet, even as the public expresses interest in additional library services, there are signs that the share of Americans visiting libraries has edged downward over the past three years, although it is too soon to know whether or not this is a trend. A new survey from Pew Research Center brings this complex situation into stark relief. Many Americans say they want public libraries to support local education; serve special constituents such as veterans, active-duty military personnel and immigrants; help local businesses, job seekers and those upgrading their work skills; embrace new technologies such as 3-D printers and provide services to help patrons learn about high-tech gadgetry.

Additionally, two-thirds of Americans (65%) ages 16 and older say that closing their local public library would have a major impact on their community. Low-income Americans, Hispanics and African Americans are more likely than others to say that a library closing would impact their lives and communities."

Professional courses attended/completed:

How to Hire, Retain, and Grow Top Millennial Talent through CCLD Lynda.com subscription.

Discussion was centered on the challenges of hiring, retaining, and growing millennial talent. Topics included: Framing the problem; Interviewing millennials; Communicating with millennials; Engaging and retaining millennial talent; Providing feedback and positive incentives; Letting millennial employees go

The Manager's Guide to Managing Customer Expectations through CCLD Lynda.com subscription.

Topics included how to identify what a typical customer expects, where those expectations come from, and where your organization might be vulnerable.

Media Training through CCLD Lynda.com subscription.

Topics include how to speak to the media; what to expect with journalists and how to tailor and deliver your message to specific media channels and audiences; selecting your spokesperson; knowing your journalist; preparing for interviews; interviewing on Skype and social media; and going off the record.

How to Handle Workplace Bullying through CCLD Lynda.com subscription.

Topic included the key differences between conflict, harassment, and bullying, and helps assess the prevalence of bullying in your organization; the importance of stepping in to stop it, and coaching those identified as bullies; and implementing a corporate policy.

	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	25,544	6.59%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	62,234	16.05%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	16,139	4.16%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	76,735	19.79%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	118,061	30.45%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2,127	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3,204	0.83%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	26,979	6.96%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	21,951	5.66%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	4,754	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	12,017	3.10%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	14,305	3.69%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2,608	0.67%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,060	0.27%	800	0.13%					
Total	46,437		48,273		54,206		49,909		44,411		47,439		48,576		51651		0		0		0		0		0		387,718		595,883		590,647

Chris Corter September 2016 Activity Report
(Dates covered August 11-September 7, 2016)

Chris Corter

- Completed CCLD brochure templates and posted them on Intranet for all staff use
- Submitted CCLD event postings to Elmira Downtown Development
- Planned Library Card Sign-up Month campaign for September. Sent signs and information out to staff and the media, developed scratch off instant winner forms.
- Took photos of Kinderbook Kindle drawings at Wisner Park on August 25th and submitted to newspapers
- Worked with Barnes & Noble to set up a CCLD Bookfair day – October 15th

West Elmira – Chris Corter

- Approved and submitted material orders for West Elmira
- Michelle Barrett has made contact with Hendy School and Finn Academy to schedule class visits for the fall. Finn will be visiting on October 24th.

Bookmobile – Chris Corter

- Selected and ordered materials for bookmobile
- Kim attended Community Event-Strong Kids, Safe Kids on August 20 (518 visited the bookmobile)
- Kim attended Community Event -Wellsburg on August 27th (214 visited the bookmobile)
- Worked on fall scheduling needs with Steele supervisors due to temporary absence of part time clerk who normally does storytimes on the Bookmobile.
- Developed new format for fall Bookmobile schedule using new template

CIRCULATION & AV REPORT AUGUST 2016

Circulation:

Staff doing a great job explaining and asking patrons to sign the Promenade Petition.

AV:

New Items added-

DVD- 121

Music CD – 83

Audiobook CD – 63

Total- 267

Steele Youth Board Notes for Aug. 5-Sept. 10, 2016

Programs:

CCLD Summer Reading Club at Eldridge for Kids, approx. 345 attended this popular party with Carousel rides, Jackals tickets for those reading over 500 minutes, Bike Giveaway, Ice Cream and Rita's certificates

Kids Summer movies on Aug. 12 and Sept. 1

Theatre Camp for Tweens ending performance on Aug. 15

Friday Summer Storytimes, one included a visit from Elephant and Piggie ended Sept. 2

Kick off Kindergarten Program on Aug. 25

Webinars/Workshops/Meetings:

Janet and Emma attended a security webinar on Aug. 17

Janet attended the Dept. Head meeting on Sept. 6

Janet met with Sales rep from Child Plus Books on Aug. 24

Janet , Emma and Michelle E. attended the CCLD Youth Mtg. on Aug. 30

Janet attended a Kinderbook meeting on Aug. 31

Emma met with new CCC Intern Casey Hobbie on Sept. 2

Janet and Emma met with Colleen from Barnes and Nobles to talk about an upcoming Book Fair for CCLD

Outreach:

Janet and Emma assisted West Elmira's Water Games Day on Aug. 8

Janet assisted Kinderbook Committee members for the Kid's Kindle Winners at Wisner Market Aug. 25

Janet appeared on WENY noon news for the monthly Book Club selections on Aug. 29

Emma appeared at Riverside's Parent's Kindergarten Open House on Sept. 6 and Kinderbook members Faith Gray and Barb Friedman went to Pine City that evening

Janet attended the Soaring Museum's event on Sept. 10 to represent CCLD

Adult Services - Genealogy

Coloring contest had 23 entries and 182 total votes.

Community coloring project was very popular and was finished in 2 weeks.

Working on an image collection made possible by Friends of the CCLD (Eric Lindsay memorial funds). Also digitizing these images.

Working on a local authors circulating collection.

Rent-a-researcher has been steady and we have been able to help people who otherwise wouldn't have been able to research their genealogy due to physical limitations.

Statistics (Aug):

Mag Fiche -0-
Newspapers -290-
census film -5-
vital stats -138-
misc -2-

Indexing still cooking along.

Nonfiction and Reference Report

Connie Ogilvie

August, 2016

In the month of August, 2016 there were 604 queries on the Adult Services Desk and 222 queries on the PC2 Desk. The Nonfiction book display theme this month was “De-clutter and Get Organized!” We have an amazing collection of books on de-cluttering your home, organizing your belongings, and storage solutions.

The Nonfiction weeding continues and we have made incredible progress on the shifting of the Nonfiction collection thanks to our wonderful CCLD staff, as well as several young gentlemen volunteers from the LDS Church. An impressive amount of space is being created!

Adult Fiction

WENY TV spot – featuring more summer reads - *Everything I Don't Remember*, by Jonas Hassen Khemiri, *And After the Fire*, by Lauren Belfer, *Nine Women, One Dress*, by Jane L. Rosen

Downloaded podcast – titled *Why are the Best Reads so Honking Big?*

Worked with patron on computer use x6

Assisted w/Eldridge Park SRC event

Passive coloring program

Coloring Club

Webinar – Sci Hub and the Dark Web

Webinar – Security in the Library

Assisted w/Comic Con

Record podcast – titled *Investigating the Sleeper Section*

Outreach to Pathways to Employment

Met w/ Ingram rep

Adult Programming

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

August 2, 6pm - [Tabletop Gaming](#)

August 11, 6pm - [Stock Car Racing in the '50s - Book Talk with author Ford Easton](#)

August 15, 1pm - [Brick Wall Busting \(Genealogy\)](#)

August 17, 6:30pm - [Book as Jewelry Art Workshop](#)

August 22, 6pm - ["Fan Infinity" Adult Fandom Club](#)

August 23, 6:30pm - ["So bad, it's good!" Movie Night](#)

August 26, 2pm - [Friday Classic Film - The Music Man](#)

Weekly Programs

Tuesdays, 7:30-8:30pm - [Adult Writing Group](#)

Wednesdays, 9-4pm - [Chess Club](#)

Wednesdays, 12:30-2pm - [Knit & Crochet Club](#)

Thursdays, 1-3pm - [Mahjong Club](#)

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

Six adult coloring books were selected and added to the Zinio collection this month. Content can be printed by patrons. Monthly graphic novels order was placed.

Other

CCLD Friends Funding Request was submitted in order to help pay for ongoing art workshop series at Steele.

Attended Twin Tiers Comic Con with other CCLD staff in order to promote library services to the community.

Teen Services; Steele Library

Mid August 2016-mid September 2016

Doris Jean Metzger, MLIS

Webinar: School & Public Library Partnership Strategies

Webinar: Coding Clubs for all Ages at your library

Webinar: Tor browsers, the dark web, & Patron privacy

Webinar: Security in the Library

Starting a Teen/Tween Code club at Steele for ages 10-18 in late September, will meet weekly

Teen Summer Reading completed with more sign ups than last year, and 27,000 plus minutes read

Seeking funding or friends support for Art Journaling workshop for Teens created based on feedback from outreach efforts to Glove House