



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](http://www.cclld.lib.ny.us)

## Agenda

The May 2015 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, May 21, 2015, at 6:00 pm at the **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. Approval of minutes (document #2015-25)
4. Treasurer's report
  - a) Financial report (document #2015-26)
  - b) Report of Unpaid Bills Detail (document #2014-27)
6. Correspondence
7. President's report.

**Consent Items:**

**Approval of Section 600 of the CCLD Board of Trustees Policy Manual.**

Resolved that the CCLD Board of Trustees approve Section 600 of the policy manual.

8. Director's Report:

**Consent Items:**

**Approval of Purchase of Additional 3D Printer.**

Resolved that the CCLD Board of Trustees approve the purchase of an 2 additional 3D printers as requested.

**Approval of Digital Media Lab Digital Media Lab Rules of Use.**

Resolved that the CCLD Board of Trustees approve the Digital Media Lab Rules of Use as presented.

9. Committee reports:

- a) Executive Committee (Roberts)
  - 1) Report of the Committee meeting (document #2014-28)
- b) Budget & Finance Committee (Roberts)
  - 1) Report of the Committee meeting (document #2014-29)
- c) Building & Grounds Committee (Muldoon)
  - 1) Report of the Committee meeting (document #2014-30)

**Consent Items:**

**Approval of Purchase of fire alarms and security systems for branches.**

Resolved that the Board approve the

- d) Personnel Committee (Kappanadze)

**Consent Items:**

**Approval of Personnel Actions (Appendix C).**

Resolved that the board approve the personnel actions as submitted.

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 April 2015 meeting of the Chemung County Library District Board of Trustees.  
Document #2015-25)*

**Minutes of the April 16, 2015 meeting of the Chemung County Library District Board of Trustees.** The meeting was called to order at 6:00pm President Richard Roberts. Present were Pat Silvernail, Ann Hayes, Georgia Reynolds, Bonnie Chollet, Jack Schamel, Marge Kappanadze, Phyllis Rogan, Rachel Dworkin, Jim Hare and Tim Blandford. Excused: Michael Muldoon, Juan Jones and Jessica Roberts. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

The staff of the West Elmira Library introduced themselves to the Library Board.

**Minutes.** The minutes of the March 2015 meeting (Document #2015-19) were presented for board review. The minutes were approved as submitted in writing by unanimous consent.

**Financial Report.** The March 31, 2015 Financial Report (Document #2015-20) was presented for board review. By unanimous consent the March 31, 2015 Financial Report was approved as distributed and will be filed for audit.

**Report of Unpaid Bills** (Document #2015-21). Ms. Santulli requested that an additional invoice to the City of Elmira in the amount of \$50 be included in bill list to be paid. By unanimous consent, the board authorizes the payment of the unpaid bills dated 4/8/15 – General Fund \$11,159.16 as amended.

**Correspondence.** The annual report card from the South Central Regional Library Council (SCRLC) was received. Major items that benefit CCLD include Workshops/Training and the Lynda.com video courses sponsored by SCRLC. Also received was a notification from the STLS Foundation that CCLD has received a grant in the amount of \$1,000 for Youth Services Lego Club.

**President's Report.** Mr. Roberts reported on a meeting with the Chemung County Board of Elections. Mr. Roberts, Ms. Reynolds, Mr. Shaw and Attorney Wolan met with them to discuss the election process to determine if there is any way to make things easier for the County when including CCLD in their elections. They proposed a change in the petition procedure – using their petition form. They also requested that if only one candidate is running for an election district, that they be declared the winner without holding an election. The Library District has no problem with this. The CCLD attorney will investigate the legality of this and determine if a change in the Legislation is necessary.

The change being requested in the Legislation to allow the Executive Committee to approve invoices at their meeting is in the hands of the Legislators. Senator O'Mara is looking at other charters in order to be sure the wording is correct.

**CONSENT ITEMS:**

- Approval of Donation from the Public Library Foundation of Chemung County. Ms. Dworkin moved, seconded by Ms. Reynolds that the Chemung County Library District accepts the donation of \$10,000 from the Public Library Foundation of Chemung County as stipulated. VOTE: Unanimously Approved.
- Approval of Donation from the Steele Memorial Library Foundation. Ms. Silvernail moved, seconded by Mr. Hare that the Chemung County Library District accepts the donation of \$20,000 from the Steele Memorial Library Foundation as stipulated. VOTE: Unanimously Approved.

The Public Library Foundation of Chemung County has also agreed to pay for a new copier for the Horseheads Library. Mr. Hare moved, seconded by Mr. Blandford to accept the donation of \$4,095 from the PLF for the purchase of the copier. VOTE: Unanimously Approved. The new copier is a Ricoh, model #MT-C2503.

In accordance with guidance from the New York Library Association, Mr. Shaw recommends that the Board pass a resolution to exceed the property tax cap. This meets the requirements of the tax cap law and allows the Board to adopt a budget later in the year that exceeds the tax cap or a budget that was based on incomplete or incorrect information to calculate the tax levy. Mr. Hare moved, seconded by Ms. Reynolds to adopt the following: WHEREAS, the adoption of the 2016 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 2016 as required by state law. VOTE: Unanimously Approved.

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

**CONSENT ITEMS:**

- Approval of purchase of additional 3-D Printer. Deb Brimmer and Jason Mendoza from the CCLD IT Department were present to answer the Board's questions regarding this request. After discussion, the Board requested that the IT Department submit a written document for this purchase with justification and the cost. They also requested to view a spreadsheet that delineates the grant funds currently being held by CCLD and the purpose for each.
- Approval of Digital Media Lab Rules of Use. Ms. Brimmer also reviewed the list of rules with the Board. Some changes were recommended. The rules will be reworked and presented at a later date.
- Approval of the 2014 NYS Annual Report. Ms. Kappanadze moved, seconded by Ms. Silvernail that the CCLD Board of Trustees approves the 2014 NYS Annual Report as submitted to the Southern Tier Library System (STLS). VOTE: 8-Yes; Ms. Reynolds-No; Mr. Blandford & Ms. Chollet-Abstained. Motion Carried.

CCLD Issues. Mr. Shaw, Ms. Emery (Corning Library) and Brian Hildreth, the Director of STLS met with Senator O'Mara to request funding (Bullet Aid) for a Uniform Wireless Device System. Mr. O'Mara seemed very interested. The total project cost for Chemung, Schuyler, Steuben and Yates Counties is \$22,710. This project would provide better service to our patrons and a potential economic benefit of the dark fiber. All internet service would then be provided by STLS. This is a one to two year process.

Zinio/Flipster. STLS is working with Steele, their Central Library, to add a new system-wide service that is similar to Overdrive and Freegal – an online magazine subscription for patron use. The two databases provide magazines that are current subscriptions in digital format for PCs and mobile devices with no checkout limits. Webinars for both databases will be viewed by CCLS and STLS staff and one of the products will be chosen. The cost will come from Central Library Development funding and will replace most of the paper magazines that are now subscribed to by CCLD.

Continuing Education Day-May 8<sup>th</sup>. The day is being co-sponsored by STLS with member libraries being invited. Board members are encouraged to attend. Registration is due by May 1<sup>st</sup>.

TechULearn Proposal. TechULearn will be utilizing the CCLD Computer Lab to hold classes for the public. In exchange CCLD has requested an equal number of free and paid courses. It has been requested that they do free Adobe Premier Elements classes so patrons can learn to use the media lab to its fullest capacity.

Board member STLS email addresses. The request was sent to STLS on April 4<sup>th</sup>. Ms. Brimmer is following up to check on the status.

Information Technology. In order to “catch up” with CCLD's computer replacement plan, Ms. Brimmer has recommended that we replace 24 computers this year and 24 computers next year. Many of the computers that are now being used are at the end of their warranties with Dell. Funding would come from the current budget line and from the Capital Reserve for Technology, if needed.

Scheduling Software. Chris Corter is CCLD's project manager for this new software. The software will initially be used by Steele and West. Ms. Corter has been working closely with WebClarity (People Where) to submit staff information and schedules as well as time off requests already approved. The first “live” schedule will be the week of June 15-19<sup>th</sup> – first week of the summer schedule. The schedule will keep track of the

number of people in the building and which desks are in need of being filled. Eventually all staff will submit their own time off requests to the system.

ProAction employees. Two new staff members have been assigned to the Steele Library. Both will be working at the upstairs PC Desk – one in the morning, the other scheduled for the afternoon shift. These ladies are paid by ProAction.

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 #2015-22). President Roberts stated that it was reported to the Committee that Ms. Young, the Librarian in charge of the Genealogy Department was praised highly for her professionalism when giving a presentation to the Rotary Club. She has registered the Steele Library as a FamilySearch Affiliate Library which means that library users can order microfilm from FamilySearch, pay the fee and have it sent to the library for viewing. This will be publicized once staff is familiar with the process. It was also reported that the STLS Director's Advisory Council is continuing to create a uniform renewal policy for DVDs across all system libraries. At present the recommendation is 7 DVDs for 7 days.

Regarding negotiations with the union, Mr. Roberts reported that the Committee met with the Mediator this week and the union has requested a recess to put together a new proposal. The next meeting is scheduled for May 6<sup>th</sup>.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2015-23). It was reported that the auditors have requested a delay in doing the 2014 Audit of CCLD finances. They will be sure that the proper extensions are filed with the IRS for the 990 form that is required.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2015-24). Mr. Hare stated that Hunt Architects, the Project Manager for the Elevator Project at the Steele Library submitted a proposed schedule to the Committee. The approximate duration of the construction is 5 weeks, with the project beginning in mid-August after the end of the Summer Reading Club programs. Regarding the issues with damage to the public restrooms at the Steele Library, the restrooms will be locked and patrons will need to ask for the key in order to use them. Regarding a request for an exterior book drop at the Big Flats Library, the issue has been tabled at this time and more information will be needed prior to consideration in the future. The CCLD Attorney has been asked to provide sample copies of policies which allow the use of library facilities by for-profit companies.

Mr. Shaw reported a meeting with Senator O'Mara where the Chiller Replacement project was discussed. The Senator will be looking into possible funds available to assist with this project. Regarding the Energy Audit, Taitem is still formalizing the report and the delay is due to the chiller issue and other potential opportunities. The possibility of installing fire alarms and security systems in the branch libraries has been discussed. Mr. Shaw will scan and send the proposals out to the board for review. Big Flats bathroom issues. The repairs to this problem are extensive and will require a sewer excavation. The plumber from the County Buildings & Grounds is working on the issue.

**Personnel Committee.** Ms. Kappanadze reported that the Committee is ready to proceed with the evaluation of the Library District Director. The forms will be filled out electronically by Department Heads.

CONSENT ITEM – Approval of Personnel Actions. (Appendix C) Two part-time Library Pages were promoted to part-time Clerks and six staff members are receiving a step increases. Ms. Rogan moved, seconded by Ms. Chollet to approve the Personnel Actions as submitted to the board. VOTE: Unanimously Approved.

**Old Business.** It was noted by the CCLD Attorney that any funds currently held in “reserve funds” for the Library District have no legal restrictions on designation of those funds.

**Public Expression.** None.

Ms. Reynolds moved, seconded by Mr. Hare to move into Executive Session to discuss CCLD’s Policy Manual and to consult with legal counsel. Mr. Schamel moved, seconded by Ms. Reynolds to come out of Executive Session.

**New Business.**

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Blandford to approve the following Resolution to Adopt Policy Manual, Section 500 – Finance as follows:

WHEREAS, the Board recently authorized and directed the development and maintenance of a unified Policy Manual for Library District operations; NOW THEREFORE, it is RESOLVED, that the Board hereby adopts the following policies in the "500" Series; and it is further RESOLVED, that the policies so adopted shall supersede all bylaws, policies, procedures, or guidelines however denominated governing Library District operations that are currently in effect and that cover the same substantive topics.

**PERSONNEL**

- 510 Equal Employment Opportunity
- 520 Job Descriptions
- 525 Employee Personnel Record and Release of Information
- 530 Code of Ethics for All District Personnel
- 531 Prohibition of Supervision of Relatives
- 540 Evaluation of Personnel
- 545 Professional Growth and Staff Development
- 550 Drug-Free Workplace
- 551 Employee Assistance Program
- 560 Defense and Indemnification of Employees

VOTE: Unanimously Approved

Regarding Section 510 of the Policy Manual, Mr. Blandford moved, seconded by Ms. Hayes to designate the Library District Director as the Civil Rights Compliance Officer. VOTE: Unanimously Approved.

The board discussed the possible need for an “alcohol use” policy. Mr. Schamel moved, seconded by Mr. Hare to put the policy on the next meeting’s agenda for review and discussion. VOTE: 10-Yes; Mr. Blandford-No.

The meeting was adjourned at 8:20pm. The next regular meeting of the board will be held on **Thursday, May 21<sup>st</sup>, 2015 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.**

**CHEMUNG COUNTY LIBRARY DISTRICT**

**(DOCUMENT #2015-26)**

**Financial Report - April 30, 2015**

Income	2015 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,800	\$ 49,436	\$ 18,364	73%		Sale of stock for NF \$20,389
Grants (other than N.Y.S.)	\$ -	\$ 15,790				Donation for VanEtten Library <b>\$1,000</b> , HH Friends \$10,350, CCLD Friends \$3,340, <b>STLS Foundation \$1,000, CCTC \$100</b>
Foundation Contributions	\$ 165,000	\$ 30,000	135,000	18%		
Library District Tax Receipts	\$ 2,677,624	\$ 2,677,624	0	100%		1st Qtr SML \$20K, HH \$10K
PILOT Funds	\$ 30,000	\$ 53,776				
Interest on Investments	\$ 1,000	\$ 372	628	37%		
<b>State Aid</b>	\$ -	\$ -				
Central Library Development	\$ 80,000	\$ -	80,000	0%		
Central Book Aid	\$ 54,000	\$ -	54,000	0%		
Local Library Services Aid	\$ 37,000	\$ -	37,000	0%		
Other State Aid	\$ -	\$ 10,623	(10,623)			Final for HH and Steele 2014 Construction Projects
<b>TOTAL INCOME</b>	<b>\$ 3,112,424</b>	<b>\$ 2,837,621</b>	<b>\$ 314,369</b>	<b>91%</b>	<b>33%</b>	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
<b>Personnel</b>						
Salaries	1,333,656	\$ 445,286	\$ 888,370	33%		
Overtime & Holiday Salaries	7,035	\$ 4,413	2,622	63%		
<b>Employee Benefits</b>						
FICA	105,185	\$ 35,983	\$ 69,202	34%		
NY State Retirement	287,205	\$ 92,188	\$ 195,017	32%		
Medical & Dental	392,982	\$ 129,190	\$ 263,792	33%		
Other (Disability, Wk. Comp, Unemp)	20,263	\$ 21,479	\$ (1,216)	106%		ANNUAL pymt - Worker's Comp \$17,851; Disability \$2,582
<b>Subtotal - Personnel Expenses</b>	<b>2,146,326</b>	<b>728,539</b>	<b>\$ 1,417,787</b>	<b>34%</b>	<b>33%</b>	
<b>Contractual</b>						
Equipment	27,161	\$ 1,971	25,190	7%		
Telephone	12,300	\$ 10,527	1,773	86%		Verizon-paid annual fees
Supplies	37,200	\$ 25,832	11,368	69%		<b>\$404</b> Grant for MS; \$800 CCLD Friends reimb; <b>\$3,446</b> HH Friends; Gifts <b>\$1,901</b> ; HH Found \$706, <b>Marketing \$666; Scheduling software \$999</b>
Travel & Continuing Education	15,615	\$ 2,201	13,414	14%		
Repairs & Maintenance	39,060	\$ 15,833	23,227	41%		
Postage	2,625	\$ 286	2,339	11%		
Library Materials (books, video, etc.)	302,551	\$ 82,475	220,076	27%		Incl <b>\$69</b> Gifts; \$96 CCLD Friends reimb for Kinderbook, <b>HH Friends \$362</b>
Utilities	66,000	\$ 21,712	44,288	33%		4th Qtr 2014
Building Cleaning Supplies	18,125	\$ 8,004	10,121	44%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 482	3,518	12%		
Insurance	39,913	\$ 29,297	10,616	73%		ANNUAL for D&O insurance and Flood Ins \$11,794; 1st & 2nd of 4 for Liability Insurance
Vehicle Operation / Maintenance	1,000	\$ -	1,000	0%		
Professional Fees (audit, engineer/legal fees)	20,255	\$ 10,538	9,717	52%		Energy Study \$2,525
Data Processing Expenses (Cost Share)	118,713	\$ 33,373	85,340	28%		ANNUAL for Time Warner (VPN), 1st Qtr STLS
Payment of Taxes	4,775	\$ 4,757	18	100%		
Library Programming	27,500	\$ 17,903	9,597	65%		HH Friends <b>\$4,652</b> ; CCLD Friends <b>\$103</b> ; Gifts \$495; Grant funds \$150; VE \$200; MKT Comm \$194
Chemung County costs (B&G, vision)	9,000	\$ 2,197	6,803	24%		
Capital Improvements STATE CONST see below	10,000	\$ 425	9,575	4%		
Contingency Fund	86,933	\$ -	86,933	0%		
Debt Service	\$ 62,372	\$ 15,593	46,779	25%		1st Qtr payment
<b>Subtotal Expenses</b>	<b>\$ 3,051,424</b>	<b>\$ 1,011,945</b>	<b>\$ 2,039,479</b>	<b>33%</b>	<b>33%</b>	
2014 & 2015 State Construction Projects						
<b>TOTAL EXPENSES</b>	<b>\$ 3,051,424</b>	<b>\$ 1,011,945</b>				

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of May 13, 2015**

Document #2015-27

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>American Red Cross</b>			
	05/13/2015	Babysitting course pd by patrons	630.00
Total American Red Cross			<u>630.00</u>
<b>Bill's Locksmithing</b>			
	05/13/2015	BF sentry safe - service call	75.00
Total Bill's Locksmithing			<u>75.00</u>
<b>Blackstone Audio</b>			
	05/13/2015	DVD purchases APR	150.00
Total Blackstone Audio			<u>150.00</u>
<b>Capabilities, Inc.</b>			
	05/13/2015	Library Cleaning - WE/BF/HH APRIL 2015	1,112.00
Total Capabilities, Inc.			<u>1,112.00</u>
<b>Chemung Canal Trust Company</b>			
	05/13/2015	Cont Ed exp, flowers ST, workshop reg	1,094.08
Total Chemung Canal Trust Company			<u>1,094.08</u>
<b>Chemung County Buildings &amp; Grounds Dept.</b>			
	05/13/2015	Utilities 1st Qtr 2015 all libraries	18,579.19
Total Chemung County Buildings & Grounds Dept.			<u>18,579.19</u>
<b>Chemung County Sewer District</b>			
	05/13/2015	2015 fee for HH/ST/WE	614.69
Total Chemung County Sewer District			<u>614.69</u>
<b>Chris Corter</b>			
	05/13/2015	program/C.E. supplies	114.14
Total Chris Corter			<u>114.14</u>
<b>Demco, Inc.</b>			
	05/13/2015	Labels/print protectors all libraries	423.44
Total Demco, Inc.			<u>423.44</u>
<b>EBSCO Information Services</b>			
	05/13/2015	ST magazine subs pd with Gift funds	263.49
Total EBSCO Information Services			<u>263.49</u>
<b>First Transit</b>			
	05/13/2015	Bookmobile fuel - 3/27-4/17	229.05
Total First Transit			<u>229.05</u>
<b>Frank J. Doherty</b>			
	05/13/2015	Genealogy purchase	338.00
Total Frank J. Doherty			<u>338.00</u>
<b>Gressco LTD.</b>			
	05/13/2015	DVD security cases for ST	1,284.02
Total Gressco LTD.			<u>1,284.02</u>

## Chemung County Library District General Fund

Document #2015-27

## Unpaid Bills Detail

As of May 13, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>H. L. Treu Office Supply Corp.</b>			
	05/13/2015	supplies for job fair	15.08
Total H. L. Treu Office Supply Corp.			<u>15.08</u>
<b>Imperial Door Controls, Inc.</b>			
	05/13/2015	repair at WE not covered by agmt	16.74
Total Imperial Door Controls, Inc.			<u>16.74</u>
<b>Lakeshore Learning Materials</b>			
	05/13/2015	Lego Club supplies pd with Grant from STLS	421.03
Total Lakeshore Learning Materials			<u>421.03</u>
<b>Lowe's</b>			
	05/13/2015	Supplies for VE programming-garden-pd with Gift funds	515.08
Total Lowe's			<u>515.08</u>
<b>Maggie Young</b>			
	05/13/2015	Geneal purchase/supplies	70.89
Total Maggie Young			<u>70.89</u>
<b>Multi Media Services</b>			
	05/13/2015	supply of reserve cards-all libraries	112.34
Total Multi Media Services			<u>112.34</u>
<b>Oriental Trading Company, Inc.</b>			
	05/13/2015	Program Supplies HH	98.04
Total Oriental Trading Company, Inc.			<u>98.04</u>
<b>Pastricks Sporting Goods &amp; Trophies, Inc.</b>			
	05/13/2015	Chess Trophies- Adult prog at ST pd with Gift funds	48.00
Total Pastricks Sporting Goods & Trophies, Inc.			<u>48.00</u>
<b>Pitney Bowes</b>			
	05/13/2015	quarterly lease for mail machine 1/30-4/30	618.00
Total Pitney Bowes			<u>618.00</u>
<b>Quicker Printer</b>			
	05/13/2015	brochures for Teen SRC events	150.00
Total Quicker Printer			<u>150.00</u>
<b>Reliable Office Supplies</b>			
	05/13/2015	Office supplies-all libraries	305.61
Total Reliable Office Supplies			<u>305.61</u>
<b>Renko Tree Service</b>			
	05/13/2015	Tree Removal at ST/WE	2,300.00
Total Renko Tree Service			<u>2,300.00</u>
<b>Sayles &amp; Evans</b>			
	05/13/2015	Legal fees - Prof svcs 2/5-2/13	312.00
Total Sayles & Evans			<u>312.00</u>

**Unpaid Bills Detail**

As of May 13, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Southern Tier Library System</b>			
	05/13/2015	processing fees APRIL all libraries	959.75
Total Southern Tier Library System			<u>959.75</u>
<b>Teracai</b>			
	05/13/2015	Netgear Prosafe switch	683.96
Total Teracai			<u>683.96</u>
<b>The Leader</b>			
	05/13/2015	BF annual subscription	289.44
Total The Leader			<u>289.44</u>
<b>Unique Management Services, Inc.</b>			
	05/13/2015	APRIL 2015 collection notices	653.35
Total Unique Management Services, Inc.			<u>653.35</u>
<b>Vasco Brands, Inc.</b>			
	05/13/2015	Cleaning supplies all libraries/vacuum repair WE	1,087.49
Total Vasco Brands, Inc.			<u>1,087.49</u>
			<u><b>33,563.90</b></u>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
 As of May 6, 2015

Document #2015-27

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
	05/05/2015	Reference materials	19.68
Total Baker & Taylor Books			<u>19.68</u>
<b>Brainfuse Online Instruction</b>			
	05/05/2015	Electronic Reference resource 2015/16 subscription	5,000.00
Total Brainfuse Online Instruction			<u>5,000.00</u>
<b>Ingram Library Services</b>			
	05/05/2015	Non Fiction MAY 2015 stmt	1,084.74
Total Ingram Library Services			<u>1,084.74</u>
<b>Salem Press, Inc.</b>			
	05/05/2015	Reference Material	382.50
Total Salem Press, Inc.			<u>382.50</u>
			<u><u>6,486.92</u></u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of May 6, 2015

Document #2015-27

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Amanda Farley</b>			
	05/05/2015	programming purchases HH	195.97
Total Amanda Farley			<u>195.97</u>
<b>Amazon Credit Plan</b>			
	05/05/2015	3/10-4/9 purchases all libraries	4,517.46
Total Amazon Credit Plan			<u>4,517.46</u>
<b>American Library Association</b>			
	05/05/2015	Workshop Reg-Young - Cataloging	169.00
Total American Library Association			<u>169.00</u>
<b>Aridan Books, Inc.</b>			
	05/05/2015	Crayon Kiosk for BF - pd with Gift funds	4,420.82
Total Aridan Books, Inc.			<u>4,420.82</u>
<b>Barnes &amp; Noble, Inc.</b>			
	05/05/2015	TEEN Library Materials/SRC prize	185.57
Total Barnes & Noble, Inc.			<u>185.57</u>
<b>Blackstone Audio</b>			
	05/05/2015	DVD purchases Feb/Mar	293.97
Total Blackstone Audio			<u>293.97</u>
<b>CCLD Petty Cash</b>			
	05/05/2015	Petty Cash BF/HH/WE	373.32
Total CCLD Petty Cash			<u>373.32</u>
<b>Cengage Learning, Inc.</b>			
	05/05/2015	Fiction Purchases-ST	185.93
Total Cengage Learning, Inc.			<u>185.93</u>
<b>Chemung Canal Trust Company</b>			
	05/05/2015	workshop registrations, hotel exp, IT supplies,WE prog	1,195.85
Total Chemung Canal Trust Company			<u>1,195.85</u>
<b>Emma Howard</b>			
	05/05/2015	mileage reimb 2/20-4/9	40.55
Total Emma Howard			<u>40.55</u>
<b>Faye Crance</b>			
	05/05/2015	APR 2015 Programming - VE Paid with grant \$	80.00
Total Faye Crance			<u>80.00</u>
<b>First Transit</b>			
	05/05/2015	Bookmobile fuel - Feb/Mar 2015	527.66
Total First Transit			<u>527.66</u>
<b>Glenice Peel</b>			
	05/05/2015	mileage reimb 3/20-4/13, Ins Reimb 2015	351.68
Total Glenice Peel			<u>351.68</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of May 6, 2015

Document #2015-27

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Guildcraft, Inc.</b>			
	05/05/2015	Program supplies-ST-JUV	288.59
Total Guildcraft, Inc.			<u>288.59</u>
<b>Ingram Library Services</b>			
	05/05/2015	Library materials - MAY 2015 statement	16,079.20
Total Ingram Library Services			<u>16,079.20</u>
<b>Kirkus Reviews</b>			
	05/05/2015	annual subscription - HH	199.00
Total Kirkus Reviews			<u>199.00</u>
<b>Mary Smith</b>			
	05/05/2015	Patron Refund	40.00
Total Mary Smith			<u>40.00</u>
<b>Maureen O'Connell-Burke</b>			
	05/05/2015	5/20 program at HH	150.00
Total Maureen O'Connell-Burke			<u>150.00</u>
<b>Michelle Erickson</b>			
	05/05/2015	Programming at VE	53.88
Total Michelle Erickson			<u>53.88</u>
<b>MidWest Tape</b>			
	05/05/2015	DVD/Audio purchases - ST/HH/WE	1,589.46
Total MidWest Tape			<u>1,589.46</u>
<b>Office Equipment Source, Inc.</b>			
	05/05/2015	Qtr maint agmt BF copier	21.90
Total Office Equipment Source, Inc.			<u>21.90</u>
<b>Petty Cash-Steele</b>			
	05/05/2015	Supplies/postage/BKM-Teen-AD programming/workshop	321.83
Total Petty Cash-Steele			<u>321.83</u>
<b>Rebecca Jackson</b>			
	05/05/2015	Mileage Reimb 3/16-4/30 - BF	85.39
Total Rebecca Jackson			<u>85.39</u>
<b>Recorded Books</b>			
	05/05/2015	DVD order	417.40
Total Recorded Books			<u>417.40</u>
<b>Southeast Steuben County Library</b>			
	05/05/2015	Corning fines collected on BKM	9.60
Total Southeast Steuben County Library			<u>9.60</u>
<b>Staples Credit Plan</b>			
	05/05/2015	BF supplies	106.17
Total Staples Credit Plan			<u>106.17</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of May 6, 2015

Document #2015-27

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Sue Larson</b>			
	05/05/2015	Kindermusik program 5/12/15 at HH	70.00
Total Sue Larson			<u>70.00</u>
<b>Swift Office Equipment, Inc.</b>			
	05/05/2015	FINAL Maint Agmt-HH Copier	357.64
Total Swift Office Equipment, Inc.			<u>357.64</u>
<b>The Ithaca Journal</b>			
	05/05/2015	annual subscription - Steele 2015	246.84
Total The Ithaca Journal			<u>246.84</u>
<b>The Wall Street Journal</b>			
	05/05/2015	Annual Subscription for ST 6/15-5/16	413.40
Total The Wall Street Journal			<u>413.40</u>
<b>Time Warner Cable</b>			
	05/06/2015	VPN service Annual for West Elmira	1,651.87
Total Time Warner Cable			<u>1,651.87</u>
<b>Verizon</b>			
	05/05/2015	BF phones - pay for year 2015	374.91
Total Verizon			<u>374.91</u>
<b>WebClarity Software, Inc.</b>			
	05/05/2015	Scheduling software 50% on installation	998.50
Total WebClarity Software, Inc.			<u>998.50</u>
<b>Wegmans Food Markets Inc.</b>			
	05/05/2015	Programming JUV/BKM	114.58
Total Wegmans Food Markets Inc.			<u>114.58</u>
			<u><u>36,127.94</u></u>

## Document #2015-28

### Report of the May 6<sup>th</sup>, 2015 meeting of the Executive Committee of the Chemung County Library District:

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

Ms. Santulli presented the Unpaid Bills Detail dated 5/6/15 for the General Fund in the amount of \$36,127.94 and the Grant Fund - \$6,486.92. Ms. Dworkin moved, seconded by Ms. Hayes to pay the bills as listed. VOTE: Unanimously Approved.

President's Report. Mr. Roberts reported that the negotiation session scheduled for today had to be cancelled as no new offer had been received from the union. The next scheduled meeting is May 27<sup>th</sup>.

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

New bank account needed. The staff would like to begin allowing patrons to use Pay Pal to order 3-D printing and for payment for Genealogy requests. To do so, Ms. Santulli requests that a separate bank account be opened specifically for this use. The account would only keep as a balance the amount required by the bank. Ms. Rogan moved, seconded by Ms. Hayes to approve the opening of the bank and pay pal account. VOTE: Unanimously Approved.

Movie request by staff. The Committee discussed the Library District showing the movie "Fifty Shades of Gray". After much discussion, the consensus was to not show the movie.

Mr. Hare stated that at the last Friends of CCLD meeting, the use of alcohol on library property was discussed. The Friends group does have the proper insurance coverage to allow usage should the board approve a policy allowing it. This matter needs to be placed on the AGENDA for the May meeting of the full board for discussion and possible approval.

It was reported that the change to the Legislation that will allow the Executive Committee to approve invoices as the board's designee is pending in Albany.

The meeting adjourned at 6:25pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, June 3<sup>rd</sup>, 2015 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

## **Document #2015-29**

### **Report of the May 13<sup>th</sup>, 2015 meeting of the Budget & Finance Committee of the Chemung County Library District.**

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

Ms. Santulli presented the April 30<sup>th</sup>, 2015 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the 5/13/15 Unpaid Bills Detail for the General Fund bills totaling \$33,563.90. The list includes the 1<sup>st</sup> Quarter Utility invoice from the Chemung County Buildings & Grounds Department and the payment to Renko Tree Service for tree removal at both the West Elmira and Steele Libraries. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Mr. Shaw distributed an Equipment Request Form from Deb Brimmer, IT Network Specialist, for a 3-D printer at a cost of \$1,400 to be used to supplement CCLD's existing printing capabilities. This request will be sent to the full board for its consideration.

Also distributed was the Current Upgrade Plan for computer purchases for 2015, 2016 and 2017. In 2015 it is proposed that 24 computers be purchased at a price of \$750 each. The computers that are replaced by the new ones can be used to keep the existing 25 Patron computers running during 2015. This request will be sent to the full board for its consideration.

Ms. Santulli stated that the budget timeline requires that the Budget & Finance Committee give the Administration budget preparation information for the 2016 budget. The Committee determined that the Administration should attempt to stay within the 2% increase as designated by New York State. It was discussed that news reports are saying that Health Insurance costs are due to increase dramatically in 2016 due to some of the mandates that were partially funded by the Federal Government being passed along to insurance companies.

The Committee also recommended that any vacant positions at the Library District should remain unfilled until further notice.

Ms. Santulli submitted an Excel File that shows the status of all donations made to CCLD and specified by library and specific purchases. She also submitted a preliminary Fund Balance worksheet that shows projected cash balances as of April 30, 2015. Paper copies of these reports will be distributed to the board at the next meeting.

Ms. Santulli reported that after the recent audit by the New York State Insurance Fund, the Library District will receive a small refund due to the payroll totals being less in 2014.

Mr. Shaw distributed a report that shows the status of State Construction projects and funding for 2013-2016.

The meeting adjourned at 8:50am. The next meeting of the Budget & Finance Committee will be held on Wednesday, June 10<sup>th</sup>, 2015 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

## Document #2015-30

### Report of the May 6<sup>th</sup>, 2015 meeting of the Buildings & Grounds Committee of the Chemung County Library District

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

The Committee received reports on the following:

- Elevator Project at Steele. Mike Saglibene from Hunt Architects submitted a tentative schedule with the notice for bid being placed in the newspaper the week of May 11<sup>th</sup>, a pre-bid walk-through scheduled for May 20<sup>th</sup> and bid openings scheduled for May 29<sup>th</sup>. The B & G Committee will review the bids at their June meeting and the Library Board will award the contract at the June 18<sup>th</sup> meeting. Construction is proposed to start August 17<sup>th</sup> with substantial completion expected by September 18<sup>th</sup>.
- Taitem Energy Audit. The draft of this audit is still pending.
- Painting columns at Steele. The County B & G has this on their schedule but may not get to it until things slow down in the fall.
- Bathroom policy. The downstairs public restrooms at the Steele Library are now locked and patrons have to ask at the front desk for a key. It seems to be working well with little or no problems.
- Fire Drill at Steele. The County will be scheduling one at their convenience.
- The Tree Removal at West Elmira. This job is now complete with 2 trees removed from West Elmira and a third at Steele. The cost of the project was \$2,300. Stumps are being ground down instead of being removed.
- Big Flats Parking Lot. Nelson & Streeter performed the repairs at no cost to the Library District. They filled the cracks with tar.
- Trees at Horseheads Library. In the rear of the building, trees need to be trimmed to make room for a Community Garden. The estimate at present is \$2,700.
- Big Flats Library. A notice from the Assessor shows that the assessment will increase by \$3,800 in the coming year.

Mr. Shaw reported that it is time to begin the process for applying for funds for the 2016 State Construction projects. By June 5<sup>th</sup>, CCLD needs to inform the Southern Tier Library System of our intent to apply. June 16<sup>th</sup> staff will present the project to the STLS board of trustees and the STLS board makes their determination of approval of projects at their September meeting. The project being considered for 2016 is the replacement of the Chiller at the Steele Library, currently estimated at over \$300,000. The current Chiller is being held together “by band-aids” according to Gary Morenus, the County B&G staff member who handles all the HVAC systems in the County.

Mr. Shaw also requested to know the status of the proposal to install fire alarm at each branch library – estimate being \$8,500 and also to install security systems at an estimate of \$7,000. These estimates will be sent to the full board to discuss and review for approval at the May meeting.

The meeting adjourned at 5:50pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, June 3<sup>rd</sup>, 2015 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

**Office of the Director, CCLD**  
**May 2015**

**Major accomplishments:**

Worked with Karen Balsen, Library Systems Services Liaison, Library Development, New York State Library regarding change to legislation (provided her with background information as to the district's reason for wanting the change). DLD will support the change in our legislation as it was originated by the library and is in the library's best interests.

Continued to research and develop new directives based upon newly approved board policies. Once the policy manual is fully approved it, and any directives, will be forwarded to staff.

Continued to work on Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis- Develop draft of SWOT Analysis for HH, BF, BKM and VE and forwarded to appropriate staff for input. WE will wait until branch is fully staffed again.

Follow-up meeting with Sara Lattin re: non-monetary sponsorship of getting member libraries connected to STN Broadband with STLS; request for \$22,000 in bullet aid to install new wireless devices in all member libraries; and economic transformation projects.

Gave a speech at Appleridge Senior Living facility on the history of CCLD; outreach services; and electronic resources available for seniors.

Meeting with the City of Elmira and Deb Brimmer re: makerspace- police and medical coverage; crowd control; and applicable permits.

Attended the Foundation for Southern Tier Libraries Meeting (STLF) at STLS with Janet Ackerman (Head of Youth Services at Steele Library) to accept our grant award for the Lego Club.

Attended webinar with C. Corter and D. Brimmer re; pricing for Lynda.com as a replacement for Job Now database.

Developed form to be used for Board approval of equipment requests.

Applied for NYS Construction grant funds for the chiller replacement for grant year 2016- Chiller Replacement. Sent request for updated quote to Tracy Morelli and Dan Collins of DPC Engineering to secure an updated quote that also reflects possible materials and prevailing wage rate increases. In addition worked with STLS on NYS Construction Grant request for the CCLD portion of the "dark fiber" network.

Met with Bob Dieterle and Chemung County Buildings & Grounds staff at Big flats to address the plumbing issues with the bathroom. Have worked out an arrangement for B&G to conduct the work and provide 1 weeks' notice in order to close the branch for repairs. Inspected the patch job on the parking lot and reported to CCLD Building & Grounds Committee.

Met with Assy. Friend to discuss legislation and BF parking lot, pending legislation and budget timeline for fund requests. In addition discussed Senate Bill 4989 with Scott Esty from Assemblyman Friends' office regarding the legislation and the reasons behind it.

Further conversation with Maggie Thurber re: Finn Academy. There has been no headway on this topic. Advise we move on.

**Programs Observed/Attended-** Diven Kinderbook visit (2), Holy Family Kinderbook visit, Riverside Kinderbook visit, Fassett Kinderbook, Toddler/Preschool Storytime for ages 2 and up, Knit and Crochet Club

**Site visits to CCLD branches-** West Elmira, Horseheads, Big Flats

**Other site visits-** Dormann Library (Bath), Southeast Steuben County Library, Diven School (Community Partnership Day), Appleridge Senior Living Facility

**Major meetings:** Meeting with librarians to discuss- Policies and Directives- input on closing procedures; responsibilities regarding the Media Lab, Makerspace and Tech Lab and training on the equipment (staff/in-house); New ideas for programming; training on the Makerspace and Digital Media Lab equipment; continuing education opportunities for staff and STLS member libraries.

Attended the Elmira City School District Spring Open House Event for Invited Local Community-Based Organizations with Emma Howard (Youth Services). The goal of this event was to define and strengthen existing partnerships with local organizations while also building new relationships with.

Further discussions with Brian Hildreth, STLS and Pauline Emery, Corning regarding the meeting with Senator O'Mara.

Meeting with Brian Hildreth and STLS/CCLD staff re: spring continuing education day- contacted presenters for workplace violence, time management, and self defense.

We will partner with Southern Tier Library System who received \$6,037 for ExCEL: Expanding Community Education through Libraries. This project will improve digital literacy services in traditionally underserved rural communities by increasing the level of expertise among rural library staff. One of my goals for the Central Library.

CCLD Management Meeting with Chris Corter, Janet Ackerman, Brian Harris, Connie Ogilvie and Joan Santulli. Discussed parking for Maker faire; PeopleWhere scheduling software; Arts Council grant applications; and other issues.

Continued follow up with Sara Lattin- Transformative Projects, Election request and chiller replacement; Phoncon with Jennifer Reif re: Transformative Projects and chiller replacement; John Holahan from Taitem Engineering re: energy Audit and Jeff Robbins, Hunt Engineering re: Building Conditions Surveys and security upgrades to the building envelope.

Met with Deb Brimmer re: tech plan, development of STLS and other outside agency requests for IT support.

**Major Personnel Issues:** Confidential conversations under open door policy. Work with C. Corter re: PeopleWhere Staff Scheduling. Other personnel related issues to include development of Library Clerk- MakerSpace job description.

**Major Patron conversations:** Concerns from patrons over other patrons talking and using cell phones while on the computers and the unequal treatment of those who violate the policy. Concerns with better/newer/more computers upstairs at SML. Issues with patrons and materials being returned that smell terrible. Staff was instructed to document each instance and interaction with patron(s). Concern over a patron spilling Coleman Fuel upstairs and the resulting smell/safety concerns.

**Positive comments: ILL compliment from patron-** the ILL department has been consistently and routinely amazing, and I greatly appreciate the work you do. Received a phone call from a gentleman who was greatly impressed with the display of wrapped books at SML and the marketing of the items that the staff member conducted.

**Community Presence:** Attend ECSD Buildings & Grounds Committee meeting. Attend ECSD School Board meetings. Attend Rotary Club of Elmira meetings (4), Rotary Club of Elmira Board meeting. Attended Elmira City School District Spring Open House Event for Local Community-Based Organizations.

**Professional readings:** Lakos, A. (2007). Evidence-Based Library Management: The Leadership Challenge. *Portal: Libraries and the Academy*, 7(4), 431-450. Developing management information services and creating a culture of assessment in libraries. Developments in the information technology (IT) area, especially the increased dominance of very large networked infrastructures and associated services, large-scale digitization projects, collaborative frameworks, and economic and market trends, may have a positive impact on library options for data use and analysis by library management.

Arshad, Roshayani; Bakar, Noorbijan Abu; Thani, Nuraadhiah Yusoff; Omar, Normah. (2013). Board Composition And Accountability Of Non-Profit Organizations. *Journal of Applied Business Research*; Jul/Aug 2013; 29, 4.

As nonprofit organizations are typically subject to less stringent regulatory requirements than for-profit companies there is a general reluctance to share comprehensive information with stakeholders. In addition NPOs and their board and management may not recognize the need for greater transparency. The article discussed continuous efforts to increase transparency and accountability in order to increase the credibility and sustainability of the organization.

**Professional courses attended/completed:**

"Accounting Fundamentals" 2h 46m (April 20, 2014) through Lynda.com (South Central Regional Library Council online training subscription).

Steele Library March 2015 Activity Reports  
(Dates covered March 12 – April 8, 2015)

Chris Corter

Steps have begun to implement PeopleWhere scheduling software for Steele. Key staff is attending a series of webinars to guide us through the process. The rest of the staff will be trained after there is a solid understanding of the software. We are still hoping to go live with our first PeopleWhere schedule the week of June 15<sup>th</sup>. On May 11<sup>th</sup>, I attended an Arts Council Advisory Committee meeting to review criteria for Community Arts grants. It was a beneficial learning experience. CCLD staff will be encouraged to apply.

Audio/Visual and Circulation – Brian Harris

Continue to buy new material. AV circulation remains high.

Reference/ Adult Services- Connie Ogilvie

In the month of April, 2015 there were 537 questions answered on the Adult Services Desk and 175 questions answered on the PC 2 Desk. The Non-fiction book display this month was "April is National Humor Month." This display featured books by Lisa Scottoline, Willy Geist, and David Sedaris. This Humor theme offered a chance to show a different category of books that was well received by our patrons.

The weeding project continues, although the Elmira College volunteers have finished for their school year. Currently, when staff members are available, they work from a weeding list that includes the call numbers 610-618.9. I am also working on weeding and re-organizing the Ready Reference section.

Adult Fiction – Caroline Poppendeck

Continuing to develop our shelf talkers in adult fiction.

Weeding continues, but has slowed due to losing our Elmira College volunteers.

Weeding double copies continues as time allows.

Beginning Computer and Internet classes are continuing.

LH/Genealogy –Maggie Young

Sherry has been conducting workshops on ancestry.com in the Tech Lab. Maggie has been working on making finding aids to increase the browsability of the collection, finding and adding uncataloged items to workflows, learning how to use dreamweaver in order to re-vamp the genealogy portion of the website, and rewriting the web pages in word in preparation to migrate them over to the web page.

Stats for April:

Magazine fiche -10-

Newspapers -343-

census film -13-

Vital Stats -167-

Misc -34-

## Social Media and Adult Programming – Jennie Lewis

### Adult Programming

The following classes for adults took place in April, 2015:

- From Table to Able - April 1
- Tablet Talk - April 7
- Beginning Computer Class - April 8
- Dance Party - April 11
- Yoga - April 18
- Piloxing - April 25
- Challenge of Alzheimers Disease in our Aging Society - April 14
- An Evening at 221B Baker Street - April 14
- "So bad, it's good!" Movie Night - April 17
- Introduction to iPad & iPhone - April 21
- Beginning Internet Class - April 22
- Ancestry.com - April 28

The monthly Adult Programming and Tech Class brochures were updated and printed.

### Social Media

Posts to Facebook, Twitter, Google+, and the blog continued this month, as well as posts to Instagram and tumblr. The electronic newsletter went out on April 1, highlighting April events throughout CCLD. Posts to the Maker Expo Facebook event page have begun, highlighting specific exhibitors.

### Marketing – Chris Corter

National Library Week drawing was held for a Kindle Fire giveaway during the week of April 13-18th. Each time a patron checked out materials, they entered their name for a chance to win. 821 entries were collected District-wide. Winner was Cheyenne Hogan, Steele patron.

### West Elmira – Chris Corter

Steele staff is being used when necessary to cover shifts during the absence of Michelle Barrett. Everything is going well.

### Teen Services - Doris Jean Metzger

Promoted Teen Library Programs & Services to Broadway Middle School students during “Healthy Futures” event by YWCA & Broadway Middle.

Partnered with local comic shop on Free Comic Book Day to advertise upcoming teen summer reading programs

### Continuing Education:

Attended webinars on Minecraft programs for Teens & Tweens, Zinneo, Copyright & Fair Use

Attended seminars on Time management, and Library Programming in the Community.

Learned to calibrate and operate 3D printer

LARP (live action role playing) event for teens was successful and popular. 35 people attended. Thanks to Elmira College LARP chapter, staffer Michael Deery, and TAG member Ella Deery, for masterminding this event.

## **April 9- May 9 2015 Steele Youth Services Board Notes**

**Kinderbook visits have started and continue through May 21, all kindergarteners in Chemung Co. get cards through this program and a visit to the library, with a tour, stories and a visit from Booker.**

**The six week Art Club with Emma is running through May 14.**

**Emma attended a Community Focus group meeting at Diven School on April 28 and a Webinar on Minecraft in the Library on May 6. She is also helping to present a workshop on Makerspaces for kids at our Continuing Ed. Day and she put a poster display together for this event featuring her Lego Club.**

**Janet met with Lynn Rusinko, along with Doris Jean Metzger about the Friends poetry program and how to get more kids involved through a partnership with the library.**

**Janet attended the STLS Foundation meeting with Mr. Shaw on April 28, where they were presented with the money for the Lego Grant. She also is one of the staff members being trained on the new scheduling software.**

**All Youth staff will be attending the system wide Continuing Ed Day on May 8, and Janet will be a presenter along with STLS Youth coordinator Lorie Brown on programming for kids.**

**Page Michael Deery put in his resignation and his last day with us will be May 8, he will be hard to replace as he is a very reliable employee with a great attitude and has kept up with the shelving so wonderfully.**

**Our Youth staff is also sending substitutes along on the Bookmobile, (or Kim Jones is covering by herself) since Chris Russo is on Medical leave.**

## **Information Technology Department - Deb Brimmer**

### **March - April 2015**

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. We have been trying to be creative in dealing with our old computer issues while waiting on a purchasing decisions by the CCLD Board of Directors. As well as, continuing to gear up and recruit for the Maker Expo.

### **Owen Frank Branch Supervisor**

4/20-- Van Etten Branch visit

4/22--Attended meeting of the Public Library Foundation of Chemung County

4/29--Big Flats Branch visit

5/6--Big Flats Branch visit

5/8--Attend CCLD/STLS Continuing Ed. Day

5/11--Van Etten Branch visit

### **Big Flats**

4/22 Glenice attended contract negotiating

4/24 Glenice proctored an exam

4/29 Glenice conducted a storytime at Big Flats Preschool

4/30 - 5/1 Glenice had 3 kinderbook visits

5/6 Glenice attended a Contract Mediation meeting

5/7--Glenice visits Broad Street Elementary school

5/7 Blue Bird Trail Farms baby farm animals visited.

5/8--All Staff attended CCLD/STLS Continuing Education Day

5/13 Glenice proctored an exam.

5/7 Blue Bird Trail Farms baby farm animals visited.

### **Horseheads**

4/15-5/15-- Amanda Farely worked with the Horseheads Elementary Schools to arrange Kinderbook visits in June.

4/19-4/30--Worked with master gardener Ron Lewis with the installation of a grow table.

5/8--All Staff attended CCLD/STLS Continuing Education Day

**Throughout April**--Pam Lee worked with Maureen O'Connell-Burke to develop a program about Dream work and inner-self development.

### **Van Etten**

5/8--Michelle attended CCLD/STLS Continuing Education Day

3 classes coming to the VE library next week, 5/11 & 5/13.