



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

Agenda

The April 2018 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, April 19, 2018 at 6:00 pm at the **West Elmira Library, 1231 W. Water St., Elmira, NY 14905**. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. O'Dell-Wehling (585-332-9672), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Presentation by Kathy Strickler, MM&B
4. Board Actions
 - a) Acceptance of Venitra Clark's resignation.
 - b) Approval of new Board Vice-President
4. Approval of minutes (document #2018-11)
5. Treasurer's report
 - a) Financial report (document 2018-12)
 - b) Report of Unpaid Bills Detail (document 2018-13)
6. Correspondence
7. President's report
8. Director's Report
 - Consent Item: Approval of Personnel Actions (Appendix C).**
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
 - Consent Item: Approval of the Defibrillator**
Resolved that the CCLD Board of Trustees approve the purchase of a defibrillator for SML as submitted.
9. Committee reports:
 - a) Executive Committee (O'Dell-Wehling)
 - 1) Report of the Committee meeting (document 2018-14)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2018-15)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document 2018-16)
 - d) Personnel Committee (Kappanadze)
10. Executive Session
 - Approval of the CCLD/CSEA Tentative Agreement
11. Old business
12. New business
13. Period for public expression
14. Adjournment

(Minutes of the MARCH 15, 2018 meeting of the Chemung County Library District Board of Trustees. Document #2018-17)

The meeting was called to order at 6:00pm by President William Wehling. Present were Pat Silvernail, Ann Hayes, Pamela Larnard, Bonnie Chollet, Jack Schamel, Marge Kappanadze, Lillian White, Phyllis Rogan, Venitra Clark, Karl Schwesinger and Martha Smith. Excused: Michael Muldoon, Jared Myers and Tim Blandford. Also present were Joan Santulli and Ron Shaw, the Library District's Administration and Margo Gustina, Deputy Director (and Trustee Consultant) of the Southern Tier Library System (STLS).

The meeting was turned over to Ms. Gustina to discuss the rights and duties of the trustees of the library board. She stated that transparency is most important. Collective authority is how the board is supposed to be run. The trustee's role is to govern and set policies in place but it is not their job to implement policies. She explained that STLS is a Cooperative Library System whose plan of service is to member libraries. They do not provide end user services to patrons of libraries.

Minutes. The minutes of the February 2018 meeting (Document #2018-11) were presented for board review. Mr. Schamel moved, seconded by Ms. Chollet to approve the minutes as submitted in writing. VOTE: Unanimously Approved.

Financial Report. The February 28, 2018 Financial Report (Document #2018-12) was presented for board review. Mr. Schamel moved, seconded by Ms. Larnard to approve the Financial Report as distributed. VOTE: Unanimously Approved.

Report of Unpaid Bills (Document #2018-13). Mr. Schamel moved, seconded by Ms. Smith that the board authorize the payment of the unpaid bills dated 3/14/18 – General Fund - \$63,722.98 and Grant Fund - \$1,712.35 as distributed in writing. VOTE: Unanimously Approved.

Correspondence. None.

President's Report. Mr. Wehling requested an update on the RoBlox computer game. Mr. Shaw stated that staff has put together a written plan to follow if users get out of line. He does not have any updated circulation figures.

Regarding the Library District purchasing an AED Defibrillator for use at the main library, Mr. Shaw stated that the price quote comes in at \$2,200 for the equipment to include staff training on the device. He will include this information in next month's board packet.

President Wehling stated that there is no update on CCLD's request to the State to update the legislation that formed the Library District.

Director's Report.

Consent Item: Approval of Personnel Actions (Appendix C).

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

Ms. Silvernail thanked Mr. Shaw for attending the Advocacy Day in Albany on February 28th. He was that only representative from CCLD that attended.

The Director's Report (Appendix A) and the CCLD Staff Reports (Appendix B) for last month were submitted in writing to the board.

Ms. Smith reported on the recent Labor/Management meeting that she attended. The discussion at the meeting revolved around part time staff members volunteering to work at external Library District events (i.e. the Maker Faire) and the manner in which they would be compensated. The decision was that extra comp time would be given for the hours worked.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2018-14). There was nothing further to report.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2018-15). Mr. Schamel stated that the only issue he wanted the board to be aware of is that the check from the County for the tax revenue was short by \$10,000. Mr. Shaw stated that the dollar amount on the ballot that was approved by the voters was the correct amount; however, the letter that was sent to the County requesting that they collect the funds was off by the \$10,000. The County Real Property Tax Department is investigating the issue. The worst case scenario is that the funds will need to be collected with the 2019 tax bills.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2018-16). Mr. Shaw submitted a project information sheet and a budget estimate for the Teen Space at the Steele Memorial Library. Mr. Schwesinger moved, seconded by Mr. Schamel to move forward with the project by hiring Bob Butcher of Foor & Associates to generate the bid documents for said project. VOTE: Unanimously Approved.

CONSENT ITEM: Approval of grant request from Steele Memorial Library Foundation. Resolved by Mr. Schwesinger, seconded by Ms. Silvernail that the CCLD Board of Trustees approves a grant request to the Steele Memorial Library Foundation in the amount of \$200,000 for the Teen Space Construction project. VOTE: Unanimously Approved.

Personnel Committee. Ms. Kappanadze stated that the Committee is working on compiling the response of the Director's evaluation. They will present them to Mr. Shaw in April and report to the board at its May meeting.

New Business. Ms. Silvernail updated the board on events being held by the Friends of CCLD. The "Books Sandwiched In" lunch meetings will take place every Friday beginning March 23 and ending April 13.

Public Expression. None

Board Actions. Mr. Schamel moved, seconded by Ms. Chollet to regrettably accept Will O'Dell Wehling's resignation as Board President. VOTE: 11-Yes, Wehling-Abstain. Motion Carried. Mr. Wehling stated that he will remain on the board as trustee.

Ms. Chollet moved, seconded by Mr. Schamel to appoint Marge Kappanadze as Board President effective immediately. VOTE: 11-Yes, Kappanadze-Abstain. Motion Carried.

The nomination of a new Board Vice-President will be tabled until next month.

Executive Session. Ms. Larnard moved, seconded by Mr. Schamel to move into Executive Session to review and discuss the Tentative Agreement between CCLD and CSEA. VOTE: Unanimously Approved. Due to the need for clarification, Mr. Schamel moved, seconded by Ms. Smith to come out of Executive Session. VOTE: Unanimously Approved.

Mr. Schamel moved, seconded by Ms. Smith to table to approval of the Tentative Agreement until the next meeting of the board. Attorney Conrad Wolan will be requested to attend the next meeting.

The meeting was adjourned at 8:00pm. The next regular meeting of the board will be held on Thursday, April 19th, 2018 at 6:00pm at the **West Elmira Library, 1231 West Water Street, Elmira, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2018-18)

Financial Report - MARCH 31, 2018

Income	2018 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 68,725	\$ 29,408	\$ 39,317	42.79%		Stock donation for NF
Grants (other than N.Y.S.)	\$ -	\$ 39,405				FR of CCLD \$16,000; Hiliard/Corning Lib \$2,250 for Maker Faire; STLS for M.Faire\$2k,BulletAid\$13k,WiFi\$1,500; Comm FS\$1,600; ARTS \$3,055
Foundation Contributions	\$ 190,000		190,000	0%		
Library District Tax Receipts	\$ 2,899,057	\$ 2,889,057	10,000	100%		
PILOT Funds	\$ 50,000					
Interest on Investments	\$ 3,000	\$ 1,068	1,932	36%		
State Aid						
Central Library Development	\$ 97,951		97,951	0%		
Central Book Aid	\$ 66,698		66,698	0%		
Local Library Services Aid	\$ 37,000		37,000	0%		
Other State Aid		\$ 10,174				Final on Chiller Project
TOTAL INCOME	\$ 3,412,431	\$ 2,969,112	\$ 442,898	87%	25%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,490,981	\$ 390,656	\$ 1,100,325	26%		
Overtime & Holiday Salaries	22,104	\$ 4,541	17,563	21%		
Employee Benefits						
FICA	115,751	\$ 33,504	\$ 82,247	29%		
NY State Retirement	239,361	\$ 61,410	\$ 177,951	26%		
Medical & Dental	449,878	\$ 132,700	\$ 317,178	29%		
Other (Disability, Wk. Comp, Unemp)	21,415	\$ 14,726	\$ 6,689	69%		
Subtotal - Personnel Expenses	2,339,490	637,537	\$ 1,701,953	27%	25%	
Contractual						
Equipment	91,749	\$ 7,536	84,213	8%		Total \$6,834=Grant for MakerSpace
Telephone	12,600	\$ 7,859	4,741	62%		
Supplies	53,344	\$ 11,030	42,314	21%		Total \$530=FR-HH \$357, Grant Mspace \$21, Grant M.Faire\$102; Mkt\$445
Travel & Continuing Education	20,615	\$ 2,980	17,635	14%		
Repairs & Maintenance	25,734	\$ 7,396	18,338	29%		
Postage	2,000	\$ 1,205	795	60%		
Library Materials (books, video, etc.)	360,921	\$ 55,844	305,077	15%		FR-HH \$1,650
Utilities	58,600	\$ 17,520	41,080	30%		4th Qtr 2017
Building Cleaning Supplies	15,825	\$ 2,594	13,231	16%		
Fuel, Gas & Oil (Bookmobile)	2,500	\$ 536	1,964	21%		
Insurance	32,433	\$ 31,103	1,330	96%		
Vehicle Operation / Maintenance	5,000	\$ 4,409	591	88%		Doors repaired DEC 2017
Professional Fees (audit, engineer/legal fees)	30,825	\$ 13,185	17,640	43%		Incl \$7,453 Bolan services
Data Processing Expenses (Cost Share)	123,749	\$ 31,364	92,385	25%		1st Qtr 2018
Payment of Taxes	5,080	\$ 5,298	(218)	104%		
Library Programming	35,130	\$ 14,846	20,284	42%		Total \$5,514=FR-HH\$1,135; ARTS\$635; FR\$1,046; Grant MS\$198; Grant Faire\$2,500
Chemung County costs (B&G, vision)	14,800	\$ 2,907	11,893	20%		
Capital Improvements STATE CONST see below	36,634	\$ 11,000	25,634	30%		Tinker Lab expansion
Contingency Fund	69,846	\$ -	69,846	0%		
Subtotal Expenses	\$ 3,336,875	\$ 866,150	\$ 2,470,725	26%	25%	
2017 & 2018 State Construction Projects						
TOTAL EXPENSES	\$ 3,336,875	\$ 866,150				

Chemung County Library District General Fund

Unpaid Bills Detail

As of April 11, 2018

Type	Date	Memo	Open Balance
AI Baccile Paving, LLC			
Bill	04/10/2018	HH Snow removal/Salt 3/13, 3/16	100.00
Total AI Baccile Paving, LLC			100.00
Banfield-Baker Corp			
Bill	04/10/2018	Seed order for ST	297.00
Total Banfield-Baker Corp			297.00
CCLD Petty Cash			
Bill	04/10/2018	Petty Cash Steele BF	407.60
Total CCLD Petty Cash			407.60
Chester's Amazing Supply House			
Bill	04/10/2018	supplies for HH cash register	18.99
Total Chester's Amazing Supply House			18.99
City of Fairfax Regional Library			
Bill	04/10/2018	Postage reimb for Genealogy books	6.85
Total City of Fairfax Regional Library			6.85
First Transit, Inc			
Bill	04/10/2018	Bookmobile fuel-2/26-3/28	322.68
Total First Transit, Inc			322.68
George J. Crowell			
Bill	04/10/2018	Patron Refund	11.99
Total George J. Crowell			11.99
Glenice Peel			
Bill	04/10/2018	mileage 3/1-3/29	106.28
Total Glenice Peel			106.28
Horseheads Do It Center			
Bill	04/10/2018	HH - ice melt	51.78
Total Horseheads Do It Center			51.78
I. D. Booth, Inc.			
Bill	04/10/2018	bulbs for HH lighting project pd by Foundation	1,006.25
Total I. D. Booth, Inc.			1,006.25
Maggie Young			
Bill	04/10/2018	reimb for Genealogy supplies/materials	245.64
Total Maggie Young			245.64
Petty Cash-Steele			
Bill	04/10/2018	NLW/VE/Teen/postage/M.Faire, etc	445.42
Total Petty Cash-Steele			445.42
Pro Audio Consulting			
Bill	04/10/2018	MakerSpace interactive TV pd with Grant funds	3,750.00
Total Pro Audio Consulting			3,750.00
Queen City Basement Designs			
Bill	04/10/2018	T-shirts for Maker Faire	258.50
Total Queen City Basement Designs			258.50
Quicker Printer			
Bill	04/10/2018	Teen flyers/Maker Faire banners/Strategic Plan	1,437.50
Total Quicker Printer			1,437.50
Recorded Books			
Bill	04/10/2018	3/20,28 invoices	546.60
Total Recorded Books			546.60

Chemung County Library District General Fund
Unpaid Bills Detail
As of April 11, 2018

Type	Date	Memo	Open Balance
Southern Tier Library System			
Bill	04/10/2018	Dark Fiber quarterly invoice Jan-Mar	1,800.00
Total Southern Tier Library System			1,800.00
The Penworthy Company			
Bill	04/10/2018	Library materials BF	897.17
Total The Penworthy Company			897.17
Wegmans Food Markets Inc.			
Bill	04/10/2018	PAW STWE; JUV,AD, WE prog	83.33
Total Wegmans Food Markets Inc.			83.33
WENY-DT1			
Bill	04/10/2018	Maker Faire advertisements	201.00
Total WENY-DT1			201.00
TOTAL			11,994.58

Document #2018-20

Report of the April 4th, 2018 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Marge Kappanadze and Jack Schamel; and Ronald Shaw and Joan Santulli, CCLD management and Attorney Conrad Wolan. Other board members in attendance were Will Wehling, Phyllis Rogan, Pam Larnard, Karl Schwesinger, Jared Myers, Martha Smith, Lillian White and Pat Silvernail.

UNPAID BILLS: Mr. Schamel moved, seconded by Mr. Wehling to approve the Unpaid Bill lists for the General fund dated 4/4/18 - \$17,428.93 and Grant Fund dated 4/4/18 - \$756.81. VOTE: Unanimously Approved. Mr. Meyers left at this time.

The meeting was turned over to Attorney Wolan to discuss questions that board member had about the Tentative Agreement between CCLD and CSEA. Mr. Schamel moved, seconded by Ms. Larnard that the Executive Committee recommends that the full board, at its April meeting, adopt the Tentative Agreement dated March 15, 2018 as presented to the board. VOTE: Unanimously Approved.

Director Shaw reported the following:

State Budget. This year's NYS Budget contains the first system aid increase since 2016. Governor Cuomo proposed a \$4M cut in Library Aid in this year's Executive Budget. The FY2018-19 enacted budget reversed this proposed cut, and allocated an additional \$1M - total State Library Aid will be \$96.6M. This year, the Governor proposed a \$10M CUT in State Construction funding. The FY2018-19 enacted budget includes \$34M in public library construction aid. This is \$10M more than we received last year, \$20M more than was proposed in the Executive Budget. Our advocates and partners in the state legislature deserve our appreciation and gratitude for their months of efforts on our behalf. He encouraged all board members to email our legislators to thank them for passing the State budget that includes an increase for libraries.

President Report. Ms. Kappanadze stated that she has been in contact with Mr. Esty, a representative from Chris Friend's office. Now that the budget has been approved, they plan on moving forward with the request for changes to CCLD's Legislation. The request to separate the Budget vote from the Trustee vote has been approved by the Assembly and has been sent to the Senate. Mr. Esty was not aware that CCLD had revised our request to allow the Executive Committee the right to approve payment of invoices.

National Library Worker's Day is next Tuesday. The board is moving forward with recognizing all staff members of the Library District on that day.

New Trustee Orientation. Ms. Kappanadze encouraged all board members to attend. Margo Gustina will be the speaker. There is a list of documents that all board members should review. As many as are electronic will be sent out to all board members. The Orientation is scheduled for Tuesday, April 17th at 6p.m. It will be held in the Computer Lab of the Steele Library.

The meeting adjourned at 6:45pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, May 2nd, 2018 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2018-21

Report of the April 11th, 2018 meeting of the Budget & Finance Committee of the Chemung County Library District.

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

Ms. Santulli presented the March 31st, 2018 Final Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the Unpaid Bills Detail dated 4/11/18 for the General Fund - \$11,994.58. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

Ms. Santulli stated that the Auditors from Mengel, Metzger & Barr started the CCLD audit for 2017 the last week of March. It is expected that Kathy Stickler of MMB will be reviewing a draft copy of the audit at the April meeting of the board of trustees.

The meeting adjourned at 8:20am. The next meeting of the Budget & Finance Committee will be held on Wednesday, May 9th, 2018 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2018-22

Report of the April 4th, 2018 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30pm. Present were Mr. Muldoon, Mr. Schwesinger, Ms. Smith and Ms. Kappanadze. Also attending were Joan Santulli and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Teen Section. Bolan Associates has outlined their continued involvement in the project, that being Interior Design. The Committee discussed how CCLD should purchase the Furniture and Equipment for the project. There was a consensus that the Library District should draft a separate RFP (Request for Proposal) for this part of the project as there should not be as much of a mark-up on the items if purchased in this manner. Option B seems to be the best one for CCLD. Mr. Shaw has met with Bob Butcher of Foor and Associates. He will be submitting a contract from Foor for being the Project Manager. He will be working on bid documents for the mechanical aspect of the project, the cost of moving shelves and coordinating with Kim Bolan. A major part of this project will be the moving of shelving units to create an area for the Teen Space. Mr. Shaw has met with Mark Manning of Dimon & Bacorn regarding moving the shelves. They went through the steps CCLD must take place prior to shelves being moved and then discussed possible scenarios. He will be sending over a supervisor to work on an action plan and estimate. It is hoped that the project can start in July and be completed by October.

Bookmobile. There is an issue with the mechanical steps developing rust holes. Jim's RV has given a quote of \$1,212 for new motorized steps including their labor for installation. The old motor (which was recently replaced) will be kept as a backup.

NYS Budget for Construction Projects. The Committee asked Mr. Shaw if he is reconsidering applying for Construction Funding for a new project now that the Governor has released the 2018/19 budget figures. Mr. Shaw stated that he is considering requesting funding for a new Children's Area at Steele, with the project possibly being split between two years for funding. The intent to apply for funding is due to STLS in June. The board will need to make a decision before then on whether to move forward with applying for this funding.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, May 2nd, 2018 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.



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

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: April 13, 2018

Subject: Approval of Personnel Actions

Promotions:

N/A

Change FT/PT Status:

N/A

End of Probationary Period- Permanent Appointment:

N/A

New Hires:

N/A

Resignations:

N/A

Terminations:

Katia Newton- effective February 23rd

Leave:

N/A

Step Increases:

Lewis Murray- Laborer to Step 7

Amanda Zell- Library Clerk to Step 7

Caroline Poppendeck- Librarian II to Step 9

Lynda Page- Library Clerk to Step 6

Brian Boynton- Microcomputer Specialist to Step 2

Pamela Lee- Senior Library Clerk to Step 7

Michelle Erickson- Library Clerk to Step 7

Kelly Br0own Library Clerk to Step 5

	Jan-18		Feb-17		Mar-17		2018		2017		2016		2015	
	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age
Adult Non-Fiction	2672	6.15%	2,624	6.54%	2,986	6.50%	5296	6.34%	35,179	6.43%	36,406	6.43%	39,236	6.58%
Adult Fiction	7114	16.38%	6,286	15.66%	6,856	14.92%	13400	16.03%	88,114	16.12%	92,111	16.28%	96,589	16.21%
Juv NF	1741	4.01%	1,664	4.14%	2,196	4.78%	3405	4.07%	24,059	4.40%	23,368	4.13%	25,643	4.30%
Juv Fic	7613	17.53%	7,172	17.86%	8,582	18.68%	14785	17.69%	101,259	18.52%	109,162	19.29%	116,976	19.63%
AV	11937	27.48%	11,621	28.95%	13,388	29.14%	23558	28.19%	154,621	28.28%	172,690	30.51%	188,508	31.64%
Periodicals	228	0.52%	179	0.45%	200	0.44%	407	0.49%	2,646	0.48%	3,118	0.55%	3,861	0.65%
Other	324	0.75%	411	1.02%	506	1.10%	735	0.88%	6,676	1.22%	6,138	1.08%	7,109	1.19%
Public Pcs	2219	5.11%	2,223	5.54%	2,510	5.46%	4442	5.31%	33,096	6.05%	38,738	6.84%	44,698	7.50%
Wireless	2773	6.38%	2,708	6.75%	2,915	6.35%	5481	6.56%	35,559	6.50%	31,642	5.59%	30,573	5.13%
Down Audio	761	1.75%	663	1.65%	786	1.71%	1424	1.70%	8,359	1.53%	7,097	1.25%	6,485	1.09%
Down Ebooks	2023	4.66%	1,782	4.44%	2,007	4.37%	3805	4.55%	20,304	3.71%	18,074	3.19%	17,883	3.00%
Down Music	2355	5.42%	1,753	4.37%	1,666	3.63%	4108	4.91%	25,358	4.64%	21,261	3.76%	16,534	2.77%
Down Video	1488	3.43%	923	2.30%	1,173	2.55%	2411	2.88%	9,215	1.69%	4,368	0.77%	988	0.17%
Down Mags	187	0.43%	137	0.34%	166	0.36%	324	0.39%	2,261	0.41%	1,769	0.31%	800	0.13%
Total	43,435		40,146		45,937		83581		546,706		565,942		595,883	

Steele Circulation Board Notes for March 2018

Staff:

No staff changes for the month of March, new pages Hannah Page and Katia Newton are working out well. Evaluations were done for all Circulation staff members by Janet this month.

Circulation:

Sue Schoeffler has begun a review of Glove House accounts and sent a letter to their Administration to update Counselor information and to inform them of our policy concerning Glove House clients.

Stuart Finch continues to spearhead the Books on Wheels program, through Meals on Wheels. Amanda Zell and Holly Melott help process incoming audio visual materials, due to the slow cataloguing from STLS, these materials come in very late and many items have reserves on them, so we try and get these items out as quickly as we can when they do come in.

Meetings/Workshops:

Janet attended an STLS cataloguing committee meeting on Monday March 26 at the Bath Library.

A/V:

Our monthly highlighted video display featured Oscar nominated/winning motion pictures and we have recently started circulating "The Great Courses" video series. These feature university professors giving lectures on many topics including History, Art, Literature, Gardening, Meditation, and many more. Each set contains the videos as well as booklets which go along with the topic; we feel this is a great addition to our collection of non fiction dvds and offers our patrons the chance for lifelong learning. Board member Jack Schamel donated many of these titles, and the rest were ordered with gift funds.

Adult Services Reports

February, 2018

Nonfiction and Reference Report

Connie Ogilvie

In the month of February, 2018 there were 504 queries on the Adult Services Desk and 245 questions answered on the PC2 Desk. The Nonfiction book display theme this month was "Celebrate Black History." This provided an opportunity to display books that cover Black History, including Art and Music, and Biographies of important figures.

Beginning Computer Class was held February 5, 2018

Beginning Internet Class was held February 12, 2018

Management Meeting was held February 6, 2018

Adult Services Meeting was held February 22, 2018

Adult Services Reports

March, 2018

Nonfiction and Reference Report

Connie Ogilvie,

In the month of March, 2018 there were 653 queries on the Adult Services Desk and 227 questions answered on the PC2 Desk. The Nonfiction book display theme this month was "Celebrate Women's History." This provided an opportunity to display books that cover Women's History, including biographies of prominent Women, Women's Art and Writing, and of course the History of the Suffragettes.

Beginning Computer Class was held March 5, 2018
Beginning Internet Class was held March 19, 2018
Management Meeting was held March 6, 2018

Monthly Activities March 2018 – Adult Fiction and Outreach

Caroline Poppendeck

Followed through on several Maker Faire grants
Contacted multiple organizations promoting Maker Faire volunteer opportunities
Followed up contacts for volunteering opportunities for Maker Faire
Maker Faire meetings
Attended Bookfest; handed out CCLD survey
Senior Housing Committee meetings
Worked on questionnaire for Senior Housing
Edited questionnaire for Senior Housing
Met with volunteer designing software for Seed Lending Library
Sewing class
Pathways to Employment outreach
Pathways to Employment meeting for planning future co-sponsored workshops
Seed Lending Library storage and lending preparation
Recorded April Podcast - New Powerful Reads and Lightweight Choices
Uploaded April podcast
Conferred w/ Michael Kane; began plans for 2018 Chess Challenge
Sponsor search prep for Chess Challenge
Donations request submissions for Chess Challenge
Revamped and prepared 2018 forms for Chess Challenge

Genealogy & Local History

Maggie Young

Microfilm Stats March

mag fiche -0-
newspapers -275-
census film -2-
vital stats -13-
misc -9-

NYS Historic Newspapers

Elmira Gazette Page views: 609
Daily Bazoo: 69

In March we had 3 genealogy programs: Intro to Genealogy, intro to ancestry, and Brick Wall busters.

Attendance is growing at all programs, including rent-a-researcher appts.

We are always adding to the collection.

Visit our blog at <https://genealogylibraryelmira.wordpress.com/> for regular updates on new items in the collection.

Adult Programming

Jennie Lewis

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

A list of events for the month can be found in our newsletter: <http://cclld.lib.ny.us/newsletter/>

Events are also listed on our online events calendar:

http://cclld.mhsoftware.com/ViewCal.html?calendar_id=2

Monthly brochures and signs were updated.

Social Media/Website/Newsletter

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

Magazines & Adult Graphic Novel Collection

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

Maker Faire

Maker Faire planning is ongoing.

March 15, 2018-April 1, 2018

Steele Library Teen Services

Doris Jean Metzger, MLIS

- Teen space construction has been approved by board.(YAY!)
- Attended Kathleen O'dean day long workshop on Best YA Fiction & Non-Fiction of 2017 at Campbell Savona high school.Kathleen is a nationally known expert on children's literature.
- Accepted invitation to speak at Association of Small and Rural Libraries with Hope Decker in Fall 2018.
- a couple of Safe Zones teens are joining TAG, and creating events such as a Hamilton fandom night.
- Attended PLA conference in Philadelphia. Themes from the sessions:
 - **Deliver service where the customer is:** move around the library and talk to patrons to connect them to library services and resources as need and interests dictate. I.e, don't wait for patrons to come to you at the desk, only.
 - **Use Design Thinking** (beginning with Empathy derived from talking to public) to create, refresh, or fix existing and new spaces, services, and programs.
 - **Fine Forgiveness** for Childrens' (book) materials at least, and consider doing it for (books) for all patrons. Research shows: Makes no difference in rates of return of materials. Circulation goes up. Better relationships between patrons and staff. **Lost and damaged fees still remain.** Poor families and kids more likely to read and use the library if not afraid of fines.
 - **Hot spot circulation**
 - Improve service to patrons of color by eliminating barriers to their use of library.
 - Are your policies made in response to one person caused a problem one time?
 - Don't use library jargon or assume patrons have the same level of knowledge you do.
 - Example: patrons coming from other countries may not even know what a library is or how to use it.

Horseheads

- 3/19-Owen attended the Friends of the Horseheads Free Library meeting.
- 3/28-Owen attended the Public Library Foundation of Chemung County meeting.
- 3/30-Becky assisted with the Big Flats Library's Easter Egg-stravaganza event.
- 4/3-Owen attended CCLD Management Meeting.
- 4/4-Owen visited Big Flats Branch.
- 4/9-Owen visited Van Etten Branch.
- 4/14-Melissa Neuffer participated in the CCLD Maker Faire at the Arnot Mall.
- 4/16-Owen attended the Friends of the Horseheads Free Library meeting.

Big Flats

- March 22 & 23 Glenice did 2 storyhours for the Montessori School 2 & 3 year olds.
- March 22 Glenice went to Texas Roadhouse to pick up Easter Eggs that were being donated for the egg hunt. BF and Texas Roadhouse did a Community Partnership and Roadhouse donated 150 eggs and free children's meals.
- March 27 Glenice and Melanie Cassarly did a Easter SToryhour and then held a stuffed animal workshop where the children made lambs.
- March 27 Bob Manchester worked with a Community Partnership with the Soaring Museum and Corning Community College to told the second of a three part workshop entitled your night sky. This workshop was held at the soaring museum and the third part will be held at the planetarium at CCC.
- March 28 Melanie Cassarly held storyhour
- March 28 Glenice did a storyhour at Big Flats Preschool
- March 30 Glenice, Bob, Melanie and Becky Jackson from Horseheads held the annual Easter Egg hunt. A teen volunteer from Horseheads was in the Easter Bunny Costume.
- April 4 Melanie held storyhour and Owen graciously came to fill in because Glenice was out the sick the entire week.
- April 10 Movie and Popcorn night and we showed the movie Coco
- April 11 Melanie held storyhour
- April 14 Glenice worked the entire day at the Maker Fair at the Arnot Mall.

Van Etten

by Michelle Erickson

VE Library events for April:

Stop by the Van Etten library on Mondays, Wednesday & Fridays in April and **celebrate Earth Day**. Earth Day is April 22 this year. We will be celebrating the Earth by offering a environmentally friendly craft. Stop by Van Etten to complete this craft.

April 4th, 3:45-5:15 –After School Movie: **“The Star” (The After school YWCA kids will be walking over from the SVE Elementary school to attend the movie!)**

April 9th- April 14th – **National Library Week**: Enter the Van Etten drawing during this week for a chance to win a fun filled NLW gift basket!! Enter the District wide grand prize drawing for your chance to win an iPad.

April 11th, 4:00-Van Etten Library Celebrates National Library Week with a special visit from **Tanglewood Nature Center!** Which animals will visit? A hawk? An owl? A snake....eeeew!! **(the YWCA kids will also be attending the Tanglewood visit!)**

April 18th, 3:30-4:30 - **LEGO Builders Challenge Club**.

April 25th - I will be heading to the SVE Elementary school to provide an after school “Button Making” program for the YWCA kids.

April 27th, 12:15pm - **Book Club meeting:** The Vengeance of Mothers; Fergus, Jim,

1st & 3rd Fridays-Family Storytime

****** Just FYI, due the lack of attendance for the monthly LEGO Challenge Club and Family Storytimes, I will discontinue these programs for May, June & July. I will be revamping and thinking of other Family programs to implement this coming fall.**

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Office of the Director, CCLD
March 2018

Major accomplishments:

Steele Facility Planning- Met with Bob Butcher regarding teen space contract for Foor & Associates; timeline of the project; cost of moving shelves and the best way to do so.

Met with Mark Manning (Dimon & Bacorn) to discuss the shelving units. Looked at various ways to move them, number of shelves; desired layout, and contract considerations.

Filed for extension on time frame for project completion with NYS DLD.

TV Interviews- Interviewed by Julio Avila (WETM) regarding ukulele lending program (aired 4/4); teen space (aired 4/8); May the Fourth Be with you program; Maker Faire; Summer Reading Club;

Interviewed by Rachel Midey (WTDC) regarding the Teen Space

Interviewed by Julio Avila regarding National Library Week (aired on April 12)

Interviewed by Tony Chiavaroli (WENY) regarding Maker Faire (aired on April 14th).

Processing meeting- Met with department heads and Rob Scott (Ingram Library Services) regarding the possibilities and costs for Ingram to process CCLD purchased items and its impact on CCLD staff- to include dedicated processing positions. Staff will review the information presented and formulate plans on how to address the issue. We need to receive costs for our selected processing projects in order to determine feasibility and cost effectiveness.

March Labor Management Meeting- Mr. Wolan will draw up the language that will be used for the part time people who are offered extra hours for a temporary time frame which will require a signature from Ron, Michelle, and the person accepting more hours. We received clarification from civil service about the part in the contract that says part times can work up to 22 hours. This is only for part time pages. It has not been determined if and when or how this will be done. All part time staff can work the temporary extra hours for a temporary time but only pages can work up to 22 hours if Library decide to utilize it.

Management is looking at each branch and departments as far as if we will need to have certain staff for the processing when we start doing our own in 2019. They are having meetings with STLS and there is also a meeting with Ingram in April. Everyone involved is trying to make it be a smooth transition.

Director's Advisory Council- Discussed the possibility of cooperation between libraries to determine a satisfactory "New book" lending period in order to open up more books for circulation among STLS libraries.

STLS Issues- Working with Brian Hildreth on dates for next Continuing Education Day- June 8th. Central Library Planning Committee meeting. met with Brian to discuss spring continuing education day (June 8th); JobNow database and central library funds; discussion of members for Central Library Planning Committee and dates (set for May).

Department Head Meeting- Reminder about invoices being received by Joan on time; Friends' book sale; STLS processing and its effect on CCLD; seed lending library at Steele; Chess Challenge on May 5th; Ingram rep visit on April 16; Preparing for processing will take several steps: visit Corning Library, consider/work out space needs, determine man power; posting job applications/notices at each library. Applications can be collected from branches and sent to Steele; National Library Week; cataloging committee needs to be formed.

Major Patron conversations: Issues concerning offensive smelling patrons at public computers; excessive perfume smells; several regarding how much they enjoyed the maker faire.

Community Presence: Attend Rotary Club of Elmira meetings (3). Attend Rotary Club of Elmira Board meeting (1). Worked with Rotary for a project at Diven School. Attended Public Art Mural Workshop at Community Arts of Elmira regarding support and participation in public art initiatives.

Libraries Visited - James V. Brown (Williamsport), Blossburg Memorial Library (PA), Green Free Library Central Library (Wellsboro)

Programs: Knit & Crochet Club (SML); Chess Club (SML); Public Hearing on Main St. Bridge Project; Patron Appreciation Day, National library Week

Professional Readings:

Soltwisch, B. W., & Krahnke, K. (2017). Maximizing Decision Making Style and Managerial Effectiveness: Understanding How Maximizing and Locus of Control Impact Managers' Performance on the Job. *Managing Global Transitions*, 15(3), 215-230. doi:10.26493/1854-6935.15.215-230

This study investigates the impact of maximizing decision-making style on managerial effectiveness with a group of 319 working managers in the us. Findings suggest that managers who apply a maximizing decision making style were more effective than those who satisfice. It was also found that locus of control plays a mediating role in this relationship. Maximizers who have an internal locus of control were significantly more likely to be effective in their positions. The results suggest that the combination of maximizing and internality of control provide a powerful recipe for managerial success. Results, implications, and future research directions are discussed in relation to the current findings.

Moore, D. A. (2017). How to Improve the Accuracy and Reduce the Cost of Personnel Selection. *California Management Review*, 60(1), 8-17. doi:10.1177/0008125617725288

One of the clearest lessons to emerge from decades of research on personnel selection is that the traditional face-to-face job interview is terrible for predicting future job performance. The sad truth is that no selection tool is perfect, and future performance cannot be predicted precisely, but

the traditional interview is particularly bad. Fortunately, it is easy to improve the predictive validity of the job interview by structuring it around hard-to-fake tests of key skills and abilities that actually predict future performance. There are also other tools as accurate as a structured interview and substantially less expensive to administer.

Kim, H. J., Geary, C. A., & B. A. (2018). Bullying in the Library Workplace. *Library Leadership & Management*, 32(2), 1-13. Retrieved April 12, 2018, from <https://journals.tdl.org/llm/index.php/llm/article/view/7197>.

The primary purposes of the study were to investigate how often bullying occurs in libraries and whether bullying policies exist in libraries. The first survey questionnaire was sent to library personnel in the six New England states through statewide email distribution lists. Altogether 571 library staff members completed the survey. The second survey questionnaire was sent to large public and academic libraries in New England to see if they have anti-bullying policies in the workplace. The results of the study clearly showed there were significant reports of workplace bullying in all kinds of libraries. Nonetheless, not many libraries have policies that deal with this workplace challenge.

Professional courses attended/completed:

More Than #MotivationMonday: Motivating Your Team Any Day of the Week
(Webjunction webinar)

Employees motivated to deliver top notch service are key to a library's success. But many in library organizations don't know how to effectively instigate employee motivation. As a critical management and leadership skill, it's important to know what motivation is and isn't, what works and what doesn't. In this session, we'll explore factors that influence motivation at work and review strategies for supervisors to keep their teams motivated and productive. No matter the size of your library or your role, you will be inspired to find your own motivation and be able to catalyze others!

Getting Started with Social Media for Your Library (Webjunction webinar)

Social media has the potential to increase community engagement with new and existing library patrons. Join us to learn how libraries can effectively use social media tools, even with limited staff and time. Learn how to identify the appropriate social media platforms to market library services and events, and how to integrate best social media practices in your library's marketing plan. We'll help you build a foundation for your social media strategy and provide practical ideas and tactics for immediate use in your library.