



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

Agenda

The January 2018 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, January 18, 2018 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. O'Dell-Wehling (585-332-9672), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

Swearing in of Board members and Oaths of Office

Election of Board Officers

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2018-01)
4. Treasurer's report
 - a) Financial report (document 2018-02)
 - b) Report of Unpaid Bills Detail (document 2018-03)
5. Correspondence
6. President's report
 - Consent Item: Approval of the Revised Election and Continuity Committee Charter.**
Resolved that the CCLD Board of Trustees approve the resolution as submitted.
7. Director's Report
 - Consent Item: Acceptance of Friends of the Chemung County Library District donation.**
Resolved that the CCLD Board of Trustees accept the Friends of the Chemung County Library District donation as submitted.
 - Consent Item: Acceptance of Hansen Family Foundation donation**
Resolved that the CCLD Board of Trustees accept the donation from the Hansen Family Foundation as submitted.
 - Consent Item: Approval of Loanable WIFI Hotspot Mini-Grant Agreement**
Resolved that the CCLD Board of Trustees approve the grant agreement as submitted.
 - Consent Item: Approval of Personnel Actions (Appendix C).**
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
8. Committee reports:
 - a) Executive Committee (O'Dell-Wehling)
 - 1) Report of the Committee meeting (document #2018-04)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2018-05)
Commissioner as submitted.

- c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2018-06)
 - d) Election Committee (Rogan)
 - i) Financial report
 - ii) Proposed revised charter
 - e) Personnel Committee (Dworkin)
10. Old business
 11. New business
 12. Period for public expression
 13. Adjournment

(Minutes of the DECEMBER 21, 2017 meeting of the Chemung County Library District Board of Trustees. Document #2018-01)

The meeting was called to order at 6:00pm by President William Wehling. Present were Pat Silvernail, Jack Schamel, Marge Kappanadze, Lillian White, Phyllis Rogan, Karl Schwesinger, Jared Myers and Richard Roberts. Excused: Ann Hayes, Pam Larnard, Bonnie Chollet, Venitra Clark, Tim Blandford and Michael Muldoon. Also present were Joan Santulli and Ron Shaw, the Library District's Administration.

Minutes. The minutes of the November 2017 meeting (Document #2017-67) were presented for board review. The minutes were approved by unanimous consent.

Financial Report. The November 30, 2017 Financial Report (Document #2017-68) was presented for board review. By unanimous consent the November 30, 2017 Financial Report is approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2017-69). Mr. Schamel moved, seconded by Mr. Roberts to approve the unpaid bill list dated 12/13/17 as submitted in writing – General Fund - \$92,759.96 and Grant Fund - \$1,608.95. Vote: Unanimously Approved.

Correspondence. None

President's Report. President Wehling passed around a 2018 sheet for trustees to sign up to attend the monthly Labor/Management meeting which is held the first Wednesday of each month at 2pm.

Ms. Kappanadze moved, seconded by Ms. Rogan to approve the following resolution: Resolved that Richard Robert's term on the Chemung County Library District Board of Trustees expires on December 31, 2017. Mr. Roberts has represented District for 7 and 1/2 years. His tenure included 4 years serving as Board President. Mr. Roberts serves the Board with steadfast dedication, constantly going above and beyond normal board duties and requirements.

Whereas: The Chemung County Board of Trustees would like to formally recognize Mr. Richard Robert for his years of service to the Board. His presence on the Board will be missed, and we formally thank him for his service to Chemung County Library District. VOTE: Unanimously Approved. Mr. Roberts stated that it has been his pleasure to serve.

Director's Report.

CONSENT ITEM: Acceptance of the Public Library Foundation of Chemung County (HH) donation. Ms. Silvernail moved, seconded by Mr. Schamel that the CCLD Board of Trustees accepts the \$116,294 donation from the PLF of Chemung County which represents their annual distribution for 2017. VOTE: Unanimously Approved.

CONSENT ITEM: Acceptance of the Friends of Horseheads donation. Ms. Rogan moved, seconded by Mr. Schwesinger to that the CCLD Board of Trustees accepts the \$9,986 donation from the Friends of the Horseheads Free Library as submitted. VOTE: Unanimously Approved.

CONSENT ITEM: Acceptance of DASNY grant funds. Mr. Roberts moved, seconded by Mr. Myers that the CCLD Board of Trustees accepts the \$150,000 in grant funds from the Dormitory Authority of New York State. VOTE: Unanimously Approved. Said funding was approved to be utilized for the Chiller Project at the Steele Library.

CONSENT ITEM: Approval of the CCLD revised Meeting Room Policy. Mr. Schamel moved, seconded by Mr. Schwesinger to approve the Meeting Room Policy as revised and submitted in writing to the board. VOTE: Unanimously Approved.

CONSENT ITEM: Approval of the CCLD revised Patron Code of Conduct. Mr. Roberts moved, seconded by Ms. Silvernail to approve the Patron Code of Conduct as revised and submitted in writing to the board. VOTE: Unanimously Approved.

Mr. Shaw reported on the following:

Friends of CCLD. The group is discussing alternate ways to hold a book sale to raise funds for the library. The income from their last book sale was only \$15,767. They will be finalizing the dollar amount that will be donated to CCLD in 2018 to be used as designated by the Director. The current balance in their bank account is over \$61,000.00.

Insurance Renewal. A sexual abuse policy has been requested by the insurance company. A proposed policy has been sent to CCLD's attorney for review prior to bringing it to the board for approval.

Workplace Violence Policy. CSEA has requested to see a copy of CCLD's policy regarding workplace violence. Mr. Shaw has sent them all information as listed in the current policies and directives. A draft copy has been sent to CCLD's attorney. CCLD's Administration will coordinate with CSEA to provide programming and training. The matter will be pursued with the local union officers.

Bookmobile stop in Beaver Dams. Ms. Jones has been evaluating this stop that is scheduled the first Wednesday of each month. The usual number of visitors during that stop is 1-2 patrons. The stop will continue through May at which time it will most likely be eliminated from the Bookmobile schedule.

Horseheads Library Parking Lot. The agreement between the Funeral Home and CCLD regarding the portion of the lot belonging to the funeral home currently being used by the Horseheads Library is still in the hands of their attorney.

Interactive TV Wall. This item is being paid for with Grant funds and has been ordered. It is planned to be placed on the wall between the Computer Lab and Tinker Lab on the first floor of the Steele Library.

Roblox Computer Game. This is the game that is on the computers at Steele and has been found that some patrons (kids) are shooting cops on the game. The game is currently blocked and since the block took place there have been 3,000 less log-ins on the computer stations. Mr. Shaw will continue to investigate and will come back next month with more stats.

STLS Issues. Two surveys will be sent out to board members. The first is the 2018 Learning Survey and the second is the Internet Survey from Chemung County (Previously attached to another email). Mr. Shaw stated that the Spring CD Day (that is shared with STLS) has been scheduled for June 18th at the Corning Community College. All board members will be invited to attend.

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 #2017-70). Margo Gustina's interest in meeting with the board was discussed. She will need to introduce herself to the board and bring information on what she has or does that is available to board members. She would be given 30 minutes up to an hour for her presentation. She is tentatively scheduled for the March meeting. Mr. Shaw will confirm dates and times with Ms. Gustina.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2017-71).

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2017-72). It was stated that Ms. Bolan plans to have a facilities planning report and tentative floor plans that include the Teen Space to present to the board at their January meeting. Regarding the Bookmobile, the repairs to the door are scheduled to take place over the holiday break at the end of the month.

Election Committee. The Financial Report for the 2017 Trustee Election was well-written and comprehensive. The \$2,600 cost to run the election was mostly payout for the Election Commissioner and Inspectors. Next year CCLD may need to buy the boxes and privacy shields that were borrowed this year. The proposed Revised Election and Continuity Committee Charter was submitted in writing to board members. It will be placed on the Agenda for the January meeting to be brought to a vote for approval.

Personnel Committee.

CONSENT ITEM: Resolved by Ms. Silvernail, seconded by Mr. Roberts that the CCLD Board of Trustees approves the Personnel actions as corrected and submitted in writing.

VOTE: Unanimously Approved. Going forward this Consent Item will be listed under the Director on the Agenda.

Old Business. None

New Business. The Village of Horseheads has acquired farmland on Franklin Street that they wish to utilize as a Public Park. They are requesting that CCLD sign an agreement that approves the property to be listed as exempt from Real Property taxes. CCLD's attorney, Mr. Wolan has reviewed and approved the agreement. Mr. Schamel moved, seconded by Mr. Jared to approve the agreement as follows: The District agrees to the request of the Village of Horseheads that Tax Map Parcel #59.01-1-5 be exempt from taxes as the use of this property will enhance and protect the public human health, safety, welfare, peace and tranquility of the residents of the Village of Horseheads, Town of Horseheads, Chemung County, and others.

Public Expression.

Executive Session. Mr. Roberts moved, seconded by Ms. Kappanadze to move into Executive Session to discuss the employment of a particular individual. VOTE:

Unanimously Approved. Ms. Kappanadze moved, seconded by Ms. White to come out of Executive Session. VOTE: Unanimously Approved.

The meeting was adjourned at 6:55pm. The next regular meeting of the board will be held on Thursday, January 18th, 2017 at 6:00pm at the **Steele Memorial Library, 101 East Church Street, Elmira, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2018-02)

Financial Report - DECEMBER 31, 2017

Income	2017 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 76,275	\$ 77,743	\$ (1,468)	102%		INCLUDES lighting rebate \$4,766+Sleeth memorials \$1,215
Grants (other than N.Y.S.)	\$ -	\$ 51,224				INCLUDES Bullet Aid \$15,000; FR of CCLD \$13,047; Corning Lib \$1K; ARTS \$3,250; CCTC \$100; WalMart \$500; BF Wom. \$483; Elks for HH \$1,500; SCRLC \$2,526;HH Friends \$9,986; Comm Found \$3,750
Foundation Contributions	\$ 180,000	\$ 196,294	(16,294)	109%		Annual SML Foundation; Annual for HH Foundation \$116,294
Library District Tax Receipts	\$ 2,825,123	\$ 2,825,123	0	100%		
PILOT Funds	\$ 50,000	\$ 61,751				Pilot funds
Interest on Investments	\$ 4,400	\$ 3,827	573	87%		
State Aid						
Central Library Development	\$ 89,276	\$ 98,298	(9,022)	110%		
Central Book Aid	\$ 61,958	\$ 66,936	(4,978)	108%		
Local Library Services Aid	\$ 37,000	\$ 39,158	(2,158)	106%		100% OF 2017 Distribution
Other State Aid		\$ 342,033				INCLUDES final Restroom \$9,855 & 90% Teen Space \$182,178; DASNY \$150,000 (chiller)
TOTAL INCOME	\$ 3,324,032	\$ 3,762,388	\$ (33,347)	113.19%	100%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,522,892	\$ 1,461,206	\$ 61,686	96%		
Overtime & Holiday Salaries	15,281	\$ 15,180	101	99%		
Employee Benefits						
FICA	117,670	\$ 115,588	\$ 2,082	98%		
NY State Retirement	246,107	\$ 181,330	\$ 64,777	74%		AMOUNT PAID IN DECEMBER FOR 2017 IS \$183,255
Medical & Dental	399,834	\$ 352,456	\$ 47,378	88%		
Other (Disability, Wk. Comp, Unemp)	30,195	\$ 22,775	\$ 7,420	75%		
Subtotal - Personnel Expenses	2,331,979	2,148,535	\$ 183,444	92%	100%	
Contractual						
Equipment	90,149	\$ 72,410	17,739	80%		INCLUDES Early Lit Stations \$10,676; Grant \$14,746 ; HH Found \$975; O'Mara \$2,334
Telephone	11,400	\$ 11,400	0	100%		
Supplies	67,770	\$ 78,551	(10,781)	116%		TOTAL \$26,686 =Grants \$2,448; FR of CCLD\$865; MKT \$1,640; FR of HH \$497 ; HH Foundation \$14,187;Bullet \$7,049
Travel & Continuing Education	15,015	\$ 15,015	0	100%		
Repairs & Maintenance	23,502	\$ 23,502	0	100%		
Postage	2,000	\$ 2,000	(0)	100%		
Library Materials (books, video, etc.)	328,109	\$ 329,463	(1,354)	100%		Total \$14,093 =Gifts \$8,261 ; Grants \$2,527, FR of CCLD \$2,981; FR of HH \$324
Utilities	62,500	\$ 52,243	10,257	84%		INCLUDES 4th Qtr 2016
Building Cleaning Supplies	19,825	\$ 13,253	6,572	67%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 1,803	2,197	45%		
Insurance	32,683	\$ 31,317	1,366	96%		
Vehicle Operation / Maintenance	2,000	\$ 2,000	(0)	100%		Radiator, Generator, Sky Light repairs, Auto step motor replacement
Professional Fees (audit, engineer/legal fees)	28,075	\$ 51,421	(23,346)	183%		Total \$25,164 Includes Kim Boland \$8,844 & Audit final \$12,500; ST raised beds \$3,820
Data Processing Expenses (Cost Share)	130,163	\$ 119,787	10,376	92%		
Payment of Taxes	4,975	\$ 4,975	0	100%		
Library Programming	28,525	\$ 59,275	(30,750)	208%		TOTAL \$30,750 =M.Space grant \$5,970; ARTS \$2,100 ; STLS \$290;Gift \$77; FR-HH #10,291 ; FR-CCLD \$11,796 ; other Grant \$226
Chemung County costs (B&G, vision)	13,300	\$ 11,203	2,097	84%		
Capital Improvements STATE CONST see below	25,000	\$ 25,000	0	100%		Foor \$138; LaBella \$28,500 (extra in contingency)
Contingency Fund	52,782	\$ 23,324	29,458	44%		Prof fees (Cap Imp) \$3,638,BKM repairs \$4,420; Programming \$3,893,Tax \$38, Postage \$71, R&M \$9,134, CE \$1,779, Phone \$351
Subtotal Expenses	\$ 3,273,752	\$ 3,076,478	\$ 197,274	94%	100%	
2016 & 2017 State Construction Projects		\$ 344,295				Restroom Project /Chiller Project+Vanderhoff shrub removal \$3,100
TOTAL EXPENSES	\$ 3,273,752	\$ 3,420,773				

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 10, 2018

Document #2018-03

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Aleta Yarrow			
	01/10/2018	1/25 Adult program pd by ARTS	225.00
Total Aleta Yarrow			<u>225.00</u>
Audio Editions			
	01/10/2018	CD/Audio purchases for BF 12/6	28.79
Total Audio Editions			<u>28.79</u>
Bibliotheca, LLC			
	01/10/2018	Maintenance contract ST security system 2018	1,485.07
Total Bibliotheca, LLC			<u>1,485.07</u>
Blackstone Publishing			
	01/09/2018	Audiobooks purchase - 12/7/17	50.00
Total Blackstone Publishing			<u>50.00</u>
CCLD Petty Cash			
	01/10/2018	Petty Cash BF	96.94
Total CCLD Petty Cash			<u>96.94</u>
Chemung County Treasurer			
	01/10/2018	City of Elmira Sewer tax 2018	1,703.45
Total Chemung County Treasurer			<u>1,703.45</u>
Convenient Tape & Supplies			
	01/10/2018	receipt printer tape supply - all libraries	207.80
Total Convenient Tape & Supplies			<u>207.80</u>
Demco, Inc.			
	01/10/2018	HH Shelf adapters pd by Friends	335.92
Total Demco, Inc.			<u>335.92</u>
DexYP			
	01/10/2018	advertising -phone book annual for 2018	474.60
Total DexYP			<u>474.60</u>
ELM USA, Inc.			
	01/10/2018	Pads for Disc Cleaning machine	108.95
Total ELM USA, Inc.			<u>108.95</u>
First Transit, Inc			
	01/10/2018	Bookmobile fuel-11/22-12/20 & Maint-Steps/AC cover	246.03
Total First Transit, Inc			<u>246.03</u>
Glenice Peel			
	01/10/2018	mileage 12/4-12/15	63.13
Total Glenice Peel			<u>63.13</u>
Goodrich Auto Works, LLC			
	01/10/2018	Repair of BKM doors	3,525.00
Total Goodrich Auto Works, LLC			<u>3,525.00</u>
Kimberly Bolan & Associates			
	01/10/2018	Facilities Plan -DEC consulting hours	4,562.70
Total Kimberly Bolan & Associates			<u>4,562.70</u>
Kimberly Jones			
	01/10/2018	BKM mileage reimb-veh to shop for repairs	84.37
Total Kimberly Jones			<u>84.37</u>
MidWest Tape			
	01/10/2018	DVD/Audio purchases - ST/HH/WE	1,116.68
Total MidWest Tape			<u>1,116.68</u>
Penguin Random House, LLC			
	01/10/2018	AV purchases 12/8, 12/22	906.00
Total Penguin Random House, LLC			<u>906.00</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 10, 2018

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Perry & Carroll, Inc.			
	01/10/2018	Annual Insurance invoice - liability, auto, crime,flood, etc.	<u>31,102.81</u>
Total Perry & Carroll, Inc.			31,102.81
Personnel Concepts			
	01/10/2018	Labor Law poster 2018	<u>20.90</u>
Total Personnel Concepts			20.90
Quicker Printer			
	01/10/2018	YA flyers for schools	<u>40.00</u>
Total Quicker Printer			40.00
Reliable Computer Products			
	01/10/2018	Printer drum replacement ST	<u>90.95</u>
Total Reliable Computer Products			90.95
Town of Big Flats			
	01/10/2018	Water Dist tax 2018	<u>29.54</u>
Total Town of Big Flats			29.54
Town of Elmira			
	01/10/2018	WE - Sewer Tax - 2018	<u>143.50</u>
Total Town of Elmira			143.50
Town of Horseheads			
	01/10/2018	HFL- Sewer Tax - 2018	<u>267.81</u>
Total Town of Horseheads			267.81
Unique Management Services, Inc.			
	01/10/2018	collection notices-DEC	<u>349.05</u>
Total Unique Management Services, Inc.			349.05
W. B. Mason Co, Inc.			
	01/10/2018	office supplies	<u>313.42</u>
Total W. B. Mason Co, Inc.			313.42
Wegmans Food Markets Inc.			
	01/10/2018	Adult/Teen programming ST	<u>89.42</u>
Total Wegmans Food Markets Inc.			89.42
Wine And Design			
	01/10/2018	BF program 1/22	<u>525.00</u>
Total Wine And Design			<u>525.00</u>
			<u><u>48,192.83</u></u>

Document #2018-04

Report of the January 3rd, 2018 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Will Wehling, Jack Schamel and Marge Kappanadze; and Ronald Shaw and Joan Santulli, CCLD management. Other board members in attendance were Phyllis Rogan, Pam Leonard, Ann Hayes, Venitra Clark, Karl Schwesinger, Mike Muldoon, Mr. Myers and Ms. Silvernail.

Ms. Santulli explained that there are two Unpaid Bill lists for each fund. At the end of the year, any invoices received that are due in December have checks written before the end of the year so they are included in that year's budget expenses. UNPAID BILLS: Ms. Hayes moved, seconded by Ms. Silvernail to approve the Unpaid Bill lists for the General fund dated 12/31/17 - \$21,335.03 and dated 1/3/18 - \$16,539.72 and Grant Fund dated 12/31/17 - \$2,139.46 and date 1/3/18 - \$2,092.54. VOTE: Unanimously Approved.

President Wehling stated that there are three vacant spots on the sign-up sheet for the Labor/Management monthly meetings that need to be filled. The revised charter for the Election and Continuity Committee was submitted to the board at the December meeting. The charter will need to be approved at the January meeting of the board.

Director Shaw reported the following:

Labor/Management meeting. Cancelled today.

STLS grant for mobile hot-spots. This grant is for a one-year trial for CCLD to provide mobile hot spots for patrons to check out of the library. The paperwork was submitted for board members to review. It will need to be voted on at the January meeting, authorizing the board President to sign the grant application forms.

Youth Computer Stats. Since blocking the computer game "RoBlox" computer stats on usage and time is down. Mr. Shaw will continue to monitor, but may decide to cancel the block on the popular game.

The meeting adjourned at 6:16pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, February 7th, 2018 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2018-05

Report of the January 10th, 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.

Mr. Shaw reported receipt of the following donations: \$5,000 from the Hansen Family Foundation to be used for Audiobooks and Educational DVD's; \$16,000 from the Friends of CCLD to be utilized for programming (funding the four major District-wide programs); and \$275 from two patrons of the library.

Ms. Santulli presented the December 31st, 2017 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 1/10/18 for the General Fund - \$48,192.83. The list includes the annual payment to Perry & Carroll for Property & Liability Insurance. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The Committee then had a brief discussion of the Long Term Future of the Chemung County Library District. With the City of Elmira talking about raising taxes, there is a concern about how the public view the importance of our libraries. It was recommended that the District consider future hours and staffing to include potential changes to the number of days branches are open and the possible use of their full-time staff to assist in covering Saturday hours at Horseheads and Steele.

The meeting adjourned at 8:20am. The next meeting of the Budget & Finance Committee will be held on Wednesday, February 14th, 2018 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2018-06

Report of the January 3rd, 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. Hayes and Mr. Wehling. Also attending were Joan Santulli and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Teen Section. The drafts of Ms. Bolan's facilities planning report and tentative floor plans are on track for the initial review at the January board meeting. The Budget information will be forthcoming. There is an additional charge for expenditures for drawings that were necessary in producing her floor plans.

Tinker Lab Expansion. Mr. Shaw will reach out again to Elmira Structures for an updated price and an estimate on timing to complete the project.

Horseheads Library. The agreement between CCLD and the new owner of Barber Funeral Home for the library to utilize parking spaces adjacent to the funeral home parking area are in the hands of the Funeral Home's attorney.

Bookmobile repairs. Regarding the repairs to the doors, the vehicle was at the repair shop this past week.

The meeting adjourned at 5:35pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, February 7th, 2018 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

Library Materials Expenditure Report for 2017

December 31, 2017	FINAL	100%	through 2017					
			total	Open	Total		Total	**Percentage
Department	Gift Funds	2017 budget	spent this year	Invoices subm to Office	spent & on order	Balance LEFT TO SPEND includes Gift funds	spent this month	spent this year
	as of 12/31/17							
Steele Memorial Library						Col.1+Col.2-Col.5		
Children's (JUV)	\$ 1,500	\$ 30,000	\$ 29,428		\$ 29,428	\$ 2,072	\$ 3,811	93%
Juv eBooks CBA Fund		\$ 6,000	\$ 4,662		\$ 4,662	\$ 1,338	\$ 3,471	78%
Young Adult		\$ 6,750	\$ 4,979		\$ 4,979	\$ 1,771	\$ 1,120	74%
YA eBooks CBA Fund		\$ 6,000	\$ 5,385		\$ 5,385	\$ 615	\$ 3,489	90%
Graphic Novels		\$ 3,000	\$ 2,590		\$ 2,590	\$ 410	\$ 147	86%
Reference - CBA Grant		\$ 8,000	\$ 8,004		\$ 8,004	\$ (4)	\$ 1,242	100%
Electronic Reference - CBA Grant		\$ 5,000	\$ 5,000		\$ 5,000	\$ -		100%
Electronic Reference - Gen. Fund		\$ 16,000	\$ 15,465		\$ 15,465	\$ 535		97%
Periodicals	\$ 119	\$ 6,000	\$ 7,401		\$ 7,401	\$ (1,282)	\$ 374	121%
Zinio - CBA Grant		\$ 16,675	\$ 19,588		\$ 19,588	\$ (2,913)		117%
Microforms/Genealogy	\$ 9,182	\$ 2,500	\$ 4,517		\$ 4,517	\$ 7,165	\$ 493	39%
Fiction	\$ 4,171	\$ 36,000	\$ 33,192		\$ 33,192	\$ 6,979	\$ 4,841	83%
FIC eBooks CBA Fund		\$ 16,700	\$ 21,296		\$ 21,296	\$ (4,596)	\$ 2,836	128%
DownL Aud/music/dvd/blue ray Gen.		\$ 8,500	\$ 7,194		\$ 7,194	\$ 1,306	\$ 5,089	85%
Adult Non-Fiction-General Fund	\$ 3,616	\$ 3,000	\$ 911		\$ 911	\$ 5,705	\$ 54	14%
Non-FIC eBooks CBA Fund		\$ 4,648	\$ 3,741		\$ 3,741	\$ 907	\$ 2,397	80%
Non-Fiction-CBA Fund		\$ 6,675	\$ 6,609		\$ 6,609	\$ 66	\$ 601	99%
Audio video/music/dvd/blue ray - Gen.	\$ 7,833	\$ 45,000	\$ 40,143		\$ 40,143	\$ 12,690	\$ 3,871	76%
Audiobooks	\$ 5,350	\$ -	\$ 4,292		\$ 4,292	\$ 1,058		80%
Non-Fic Educ DVD - CBA Fund		\$ 4,997	\$ 2,744		\$ 2,744	\$ 2,253	\$ 1,914	55%
Subtotal for Steele	\$ 31,771	\$ 231,445	\$ 227,141	\$ -	\$ 227,141	\$ 36,075	\$ 35,751	86%
Big Flats Library	\$ 1,945	\$ 22,241	\$ 22,026		\$ 22,026	\$ 2,160	\$ 2,929	91%
Bookmobile	\$ 1,220	\$ 6,700	\$ 6,375		\$ 6,375	\$ 1,545	\$ 700	80%
West Elmira Library	\$ 768	\$ 22,241	\$ 18,370		\$ 18,370	\$ 4,639	\$ 1,948	80%
Horseheads Free Library-Adult	\$ 2,562	\$ 18,585	\$ 18,669		\$ 18,669	\$ 2,478	\$ 1,733	88%
HFL- AV	\$ 3,390	\$ 8,000	\$ 8,324		\$ 8,324	\$ 3,066	\$ 1,356	73%
HFL - Books Plus	\$ 250	\$ -	\$ 269		\$ 269	\$ (19)		108%
HFL - Juvenile	\$ 90	\$ 16,700	\$ 16,698		\$ 16,698	\$ 92	\$ 1,840	99%
VanEtten Library	\$ 114	\$ 5,658	\$ 5,766		\$ 5,766	\$ 6	\$ 615	100%
Subtotal for other libraries	\$ 10,340	\$ 100,125	\$ 96,497	\$ -	\$ 96,497	\$ 13,968	\$ 11,121	87%
GRAND TOTALS	\$ 42,111	\$ 331,570	\$ 323,638	\$ -	\$ 323,638	\$ 50,043	\$ 46,872	87%
E-Books purchased from Cost Share NOT included - STLS will track								

Brian Hildreth

Subject: Mini-Grant Invitation to Experiment with Loanable Hot-Spots

Hello Angela, Beth, Nic, Jen, and Ron:

As part of STLS' Plan of Service, we are eager to experiment with loanable WiFi Hotspots for patron usage. STLS has selected your libraries because you offer continuous quality service, represent a specific community demographic and have the ability to implement rather quickly.

This project would allow for each library to purchase 2 mobile hotspot devices and 2 unlimited data plans to be circulated by your library over the next 12 months. STLS will pay each library a \$1,500 match to provide, market and track this service from March 1, 2018 – February 28, 2019. This funding is 76% of the total project cost (see attached - project costs). The library will be responsible for all service costs starting March 1, 2019. You are not required to offer the service beyond the grant time frame.

No applications are required of this mini-grant. You will only need to sign an agreement form (see attached – agreement form) and provide the following by June 29, 2018.

- All invoices for 2 mobile hotspots and data plans
- Overview of service policies (policy, loan periods, agreement form)
- Marketing materials (flyers, posters, bookmarks, press releases)
- Circulation Statistics (March 1, 2018 – February 28, 2019)
- Any other documentation you used to offer, promote or enhance service.

STLS will send your library a check in the amount of \$1,500 as soon as we receive your agreement form. Hopefully, this gives you plenty of time to implement service by March 1st.

The purpose of this project is to learn more about the impacts of loanable WiFi Hotspots for patron usage in our region. No Southern Tier libraries offer this service at this time. We are interested in knowing if this service is in demand similar to other regions in our state, and if STLS should pursue other financial opportunities to grow and support this service for member libraries.

Please let me know at your soonest convenience if you are interested in this project or have questions. The deadline for agreement forms is Friday, February 9th. I look forward to hearing from you.

Kindest Regards,
Brian

Brian M. Hildreth, Executive Director
CommunityLibraryPartner@stls.org

Southern Tier Library System
9424 Scott Road
Painted Post, New York 14870
Ph: (607) 962-3141 ext. 207

**Loanable WiFi Hotspot Mini-Grant Agreement Form
 Projected Budget - March 1, 2018 - February 28, 2019**

12 MONTH COSTS FOR VERIZON MOBILE HOTSPOTS & PLANS		
2 Mobile Hotspots at Retail	\$ 431.98	
Annual Plan for 2 Devices	\$ 1,536.00	(\$128 per month for 2 devices)
Total 12 month Project Cost	\$ 1,967.98	
Member Library Cost	\$ 467.98	24%
STLS Cost Per Library	\$ 1,500.00	76%

Michelle Barrett
Marketing and West Elmira Library

Marketing-

Hogmanay was a success once again this year. Collectively the libraries received 546 non-perishable items to donate to the food bank.

The libraries are currently working on their plans for Patron Appreciation Week which will be held February 12-17. Each will have a day during that week where they will host a special event and hold special giveaways for their patrons. There will also be a district prize for patrons to enter as they check out throughout the week.

Maker Faire committee is now meeting on a two week basis. A small group of us will begin to focus on the marketing and publicity for the event.

West-

Julie has left the district and we now have Ahnece back at the library who has been very well received by the patrons.

Storytimes resume next week (1/18) and Homeschool will resume the first week of February.

We have purchased a new, bigger fridge, video games, display racks, cabinet for the back room, and some small bookshelves with the O'Mara money we received. Several patrons and volunteers have commented positively on the addition of these items.

Our Monday bridge group who left to play elsewhere will be returning to the library in February.

Steele Circulation Report for December 2017 by Janet Ackerman

All Circulation employees attended the Continuing Education Day on Friday Dec. 8, where they listened to speakers on the Power of Positivity, Mindfulness Techniques, NARCAN and AED training tips, and what lies ahead for CCLD libraries.

Patrons had many positive comments about the annual Hogmanay fine forgiveness period, where we collected a total of 386 items for the food pantry; many of our regular patrons, really look forward to this grace period and start asking us about it in the late Fall.

Circulation Part Time Clerk, Ahnece Hancock was transferred to West Elmira Library at the end of the month; patrons and staff at Steele will miss her sunny and upbeat personality. Staff sickness and holiday scheduling gave us some scheduling woes, but even when staffing was skeletal, stellar customer service was still delivered.

Steele Youth Board Notes for December 16 – January 12

Programs:

Weekly story times, baby lap-sit story time on Tuesday mornings and the family story times on Friday mornings – begin again the week of the January 15th and we are adding a weekly a play date program to encourage free play.

Monday December 18th – evening crafts

Wednesday December 20th – Homeschool group

Wednesday December 20th – Ugly Sweater Holiday party and craft
Thursday December 21st – Movie Night, Arthur Christmas
Wednesday December 27th – Winter Break Movie: Despicable Me 3

Wednesday January 3rd - Homeschool group
Monday January 8th – evening crafts

Outreach/Class Visits:

Thursday January 4th – Amanda attends Summer Learning committee meeting
Tuesday January 9th – Amanda attends story time for 5 classes at Pine City
Thursday January 11th – Outreach story time at Diven for 8 classes

Adult Services Reports

December, 2017

Nonfiction and Reference Reports

Connie Ogilvie

December, 2017

In the month of December, 2017 there were 391 queries on the Adult Services Desk and 194 questions answered on the PC2 Desk. Happy Holidays was the subject for the Nonfiction book display. This provided an opportunity to display a variety of books, including books on the History of Christmas, the stories of Chanukah and Kwanza, holiday crafts and holiday foods. Department Head Meeting was held December 5, 2017.

Chemung County Library district held their Continuing Education Day December 8, 2017.

Genealogy and Local History

Maggie Young

December 2017 Board Report

December Programs

Rent-a-researcher: 1

Test Proctoring: 1

Brick Wall Busters (12/11): 6

Genealogy Research fees collected in 2017: \$1,151.00

Dec stats microfilm

Mag fiche -0-

newspapers -96-

census film -34-

vital stats -46-

misc -2-

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.

Our upcoming “Hometown Art – 2018” art workshop series was chosen to receive a 2018 Community Arts award. The initial award amount is \$2,542.50. An additional appeal designation of \$282.50 will be awarded, pending no successful appeals, making the final award \$2,825.00.

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.

Bookmobile

The bookmobile door has been repaired and it is back on the road.

Teen Services, Steele Library

Doris Jean Metzger, MLIS

Mid December 2017-Jan 2018

- Visited Elmira City Schools during lunch to distribute event flyers to teens in person.
- Contacting schools to present to small groups (after or before school clubs, etc).
- **Programming partnerships** continue :
 - Spot Program of the Youth Bureau, (for lock ins)
 - Glove House (Safe Zones for Teens).
 - Chemung Valley History Museum (local natural history themed escape room)
- **Two new temporary teen volunteers are coming to TAG** and helping Doris Jean during January. They are BOYS! Great to get the male perspective on planning events, etc.
- **Fake news class led by djm for tween/teen homeschool group.** Two teens came & asked GREAT questions, paid attention, got into it! They need more research skills & information evaluation. Djm is **making a library guide for this & will teach this in another homeschool group meeting.**
- **Talking Through Walls group:** first meeting successful! Lively discussions on wide range of current events and hot topics (sexual harassment, racism & LGBTQ discrimination, etc). **Feedback from a Corning teen upon seeing some of our impoverished, (homeless?) regular patrons:** (“I like this library b/c EVERYONE is welcome. You don’t see that at my library.”)
- **Posting pics of teen events on SnapChat** (as they are happening) is working:**Feedback from one teen:** “I saw the manga club was watching anime & I wanted to go, but I couldn’t get a ride!!!”

December Activities

Adult Fiction/Outreach

Caroline Poppendeck

Uploaded December podcast

Attended Maker Faire Meeting

Co-ordinated/co co-ordinated presenters for CCLD Continuing Ed Day

Investigated grant opportunities for the Mini Maker Faire
Applied for Walmart grant
Attempted 2x to record January podcast “What to Make of It”, but unable due to technical difficulties
Began the weeding process for adult fiction books

Information Technology Department - Deb Brimmer December 2017

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.

Continue to keep all District computers updated and offsite backups up to date. Applied Windows Updates and updates for latest Ransomware/Malware.

Researched, purchased and configured new purchases from Equipment budget.

Conducted Hour of Code class. Continue to provide technical support to the Tinker Lab, making new purchases and still rearranging room to accommodate new equipment.

Worked with ProAudio to start the upgrade for new Audio components, Hearing Loop and transformation of Small Conference room into a Smart Room, as well as Interactive TV for wall between Tinker Lab and the Tech Lab.

Working on clearing out the back room of computer storage and discarding of computer equipment. Erasing hard drives associated with equipment. Preparing for the Ecycle Drive in January.

Assisted with Continuing Education Day.

CCLD Makerspaces

Tinker Lab:

- Developed January brochures and content for the newsletter
- Printed December print of the month items to hand out
- Processed 3D print orders
- Worked on creating a new logo design for the Makerspace
- Drafted concepts for Twin Tiers Mini Maker Faire letterhead, created final copy based on group feedback
- Assisted with Doris Jean’s TC Commons program, laser engraved coasters
- Researched options for laser engravable mugs
- Created E-Waste Recycling Drive flyer for Bryan
- Assisted patrons and staff with projects and use of equipment, answered questions about Makerspace

In General:

- Taught Intro to 3D printing and Intro to Audio Editing classes
- Processed 3D print orders (some model files requiring modification)
- Developed and submitted newsletter information.
- Worked on Sponsorship materials for Maker Faire
- Updated CCLD Makerspace Facebook page settings and added services to page
- Revised and cleaned up format on TTMF Sponsorship presentation
- Game of thrones coasters and Tinker Lab tour
- Researched Stranger Things lights for DJM
- Posted to Facebook, Instagram and Twitter
- Added Facebook events for upcoming classes
- Designed and prepared promotional materials for upcoming events, as well as promotional items for Maker Faire
- Ordered supplies as needed

December Totals:

Tinker Lab Attendance: 165

Digital Media Lab Reservations:

Staff: 2

Patron: 0

Certifications:

Digital Media Lab: 0

3D Printing: 0

Sales:

3D Prints: \$84.91

Craft Supplies: \$1.75

Print of the Month: \$0.75

Total: \$87.41

Horseheads

12/18/2017—Owen attended the Friends of the Horseheads Free Library Meeting

12/20/2017-Owen Branch visit Big Flats Library

12/28/2017-Becky Jackson covered afternoon shift at the Big Flats Library

1/2/2018-Owen unable to attend CCLD Management Meeting due to staff shortage at Horseheads

1/8/2018—Friends of the Horseheads Free Library meeting cancelled.

Big Flats

Glenice had a wonderful vacation, Therefore there is nothing to report.

Van Etten

by Michelle Erickson

VE Library events for December:



Wednesdays in December: Holiday crafts for the whole family. Stop by any Wednesday in December and make a holiday craft to take home or give to someone special as a holiday gift!
December 1st- 12:15: Book Club Meeting
December 6th, 3:30-5:00 – Movie; Despicable Me 3: Rated PG.



December 8th, 2:30-4:30 - Christmas Origami; learn to design an origami ornament. This program is intended for ages 12 & up.
December 6th, 13th & 20th - Holiday Crafts for the whole family.
1st & 3rd Fridays, 11:00am - Family Story time
(Lego Builders Club to resume on January 17th)

**Office of the Director, CCLD
December 2017**

Major accomplishments:

Steele Facility Planning- Continue working with Kim Bolan. Have reviewed space planning recommendations and started initial discussions with staff.

January Labor Management Meeting- Cancelled at request of CSEA.

Expansion of Makerspace. Notifies Jeff Vieselmayer from Elmira Structures to start the project. Performed a walk through with him and discussed code and electrical considerations.

Perry & Carroll- Reviewed policies and updated insurance information to include makerspace. Discussed sexual harassment and workplace violence policies.

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.

Attended CCLD Friends meeting. Gave an update on district activities. Met with Jim Galbraith, Joe Caparulo and Paula Gilbert regarding Friends' Book sale, additional space in the building for the Mini-Book sale at Steele, teen space and other space planning considerations, and the best way to utilize friends' funding.

WENY Interview- Interviewed by Brandon Menard (WENY) regarding the utilization of the library during cold weather by the homeless.

Major Patron conversations: None- this is a record...

Legal- Spoke with Conrad Wolan regarding the Parking lot lease and a Workplace Violence Prevention policy.

Community Presence: Attend Rotary Club of Elmira meetings (3). Attend Rotary Club of Elmira Board meeting (1).

Libraries Visited - West Elmira, Van Etten

Programs: Knit & Crochet Club (SML); Chess Club (SML); Acrylic Painting Class - Cakes & Cupcakes

Professional Readings:

"User Satisfaction and Loyalty in a Public Library Setting." T. Tan et. al. *Social Behavior and Personality* 2017, 45(5), 741–756.

Looked at how the relationships among service experience, perceived quality, and user satisfaction affect user loyalty in a public library context. Participants were 339 library users who completed measures of service quality, service experience, satisfaction, and loyalty. Results showed that service experience directly and positively influenced both user satisfaction and loyalty; however, the effect of service quality on satisfaction of library users was nonsignificant. The results can be applied to examine customer satisfaction with, and loyalty toward, nonprofit organizations, such as public libraries.

"TV White Spaces in Public Libraries: A Primer." Rebmann, K. et al., *Information Technology and Libraries (Online)*; Chicago Vol. 36, Iss. 1, (Mar 2017): 36-47.

TV White Space (TVWS) represents one new wireless communication technology that has the potential to improve internet access and inclusion. This primer describes TVWS technology as a viable, long - term access solution for the benefit of public libraries and their communities, especially for underserved populations.

Professional courses attended/completed:

Active Shooter Procedures for Libraries (Webjunction Webinar)

At the end of this one-hour webinar, participants will:

- Be able to identify what is needed in an active shooter procedure
- Be able to identify areas of vulnerability in their library
- Know where to find additional resources to assist in crafting their procedures

Beyond Food for Fines: Libraries, Food Banks and Feeding America (Webjunction Webinar)

In the United States, 1 in every 8 people face hunger. Food insecurity affects 42 million people and impacts every county in America, and libraries are increasingly involved in helping to fight hunger in their communities. Join us to hear how Feeding America, the nation's largest domestic hunger-relief network, a food bank, and a public library, are all helping to fight hunger. Learn how to assess food security and needs in your area and how to grow community awareness and understanding about hunger through programming or resources. Providing meals can become a key component of library programming, even serving as an incentive for families and children to attend. Explore a range of opportunities to address community hunger needs year-round, and learn how to reach out and engage with local food banks to connect patrons to food.