



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 November 2018 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, November 15, 2018 at 6:00 pm at the **Horseheads Free Library, 405 S. Main St., Horseheads, NY 14845**. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Kappanadze (607-259-2646), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2018-60)
4. Treasurer's report
 - a) Financial report (document 2018-61- to be distributed)
 - b) Report of Unpaid Bills Detail (document 2018-62- to be distributed)
5. Correspondence
6. President's report
7. 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 Sexual Harassment Policy.**
Resolved that the CCLD Board of Trustees approve the Sexual Harassment Policy and the Reporting Form as submitted.
8. Committee reports:
 - a) Executive Committee (Kappanadze)
 - 1) Report of the Committee meeting (document 2018-63)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2018-64)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document 2018-65)
 - d) Personnel Committee (Chollet)
 - e) Election and Continuity Committee (Rogan)
 - f) Advocacy Committee (O'Dell-Wehling)
9. Executive Session
10. Old business
11. New business
12. Period for public expression
13. Adjournment

(Minutes of the OCTOBER 18, 2018 meeting of the Chemung County Library District Board of Trustees. Document #2018-60)

The meeting was called to order at 6:10pm by President Marge Kappanadze. Present were Ann Hayes, Pam Larnard, Will Wehling, Jack Schamel, Phyllis Rogan, Tim Blandford and Jared Myers. Excused: Pat Silvernail, Bonnie Chollet, Michael Muldoon, Lillian White, Lee Saginario, Karl Schwesinger, Martha Smith and Director Ron Shaw. Also present was Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the September 2018 meeting (Document #2018-54) were presented for board review. The minutes of the July meeting are approved as distributed by unanimous consent.

Financial Report. The September 30, 2018 Financial Report (Document #2018-55) was presented for board review. By unanimous consent the September 30, 2018 Financial Report is approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2018-56). Ms. Hayes moved, seconded by Ms. Rogan that the board authorize the payment of the unpaid bills dated 10/10/18 – General Fund - \$8,703.17 and Grant Fund - \$1,065.98 as distributed in writing. VOTE: Unanimously Approved.

Correspondence. The Bookmobile staff received several thank you cards signed by the kids who enjoyed having the library at their summer program in the parks. A check for \$75 was received from the Big Flats Community Days Committee – the First Place prize given to the Big Flats Library in their “Floats” category.

President's Report. Ms. Kappanadze stated that it is being proposed that Library Trustees be required to take 3 hours of training each year to take effect in 2020. She will be checking on what is considered appropriate training. Webinars do not count for this training.

Board members are also now required to take Sexual Harassment Prevention Training by October 1, 2019. This is being offered at the Library District's Continuing Education Day which is being held on November 16th. STLS will be offering the training the first week of December and plans to hold one each quarter for those trustees who will still need the training.

New Trustee Orientation will be scheduled in January with Margo Gustina, a representative of STLS.

Ms. Kappanadze read from a copy of an email she received from staff at the Steele Library which requested that the board consider holding its regular monthly meetings at branch libraries, thereby freeing up the valuable large meeting room for Thursday night programs. Mr. Schamel moved, seconded by Mr. Blandford that any regular meeting that is not necessary to meet at the Steele Library be moved to one of the branch libraries. VOTE: Unanimously Approved. The Library Director will look at the schedule to determine the places to hold meetings in 2019.

Director's Report.

CONSENT ITEM: Approval of Personnel Actions (Appendix C). Resolved by Mr. Wehling, Chollet, seconded by Ms. Larnard that the CCLD Board of Trustees approves the Personnel actions as submitted in writing. VOTE: Unanimously Approved.

CONSENT ITEM: Approval of Revision to Patron Code of Conduct. After review, there was board consensus to amend the portion of the policy that covers service animals to allow “a service dog in training”. Mr. Schamel moved, seconded by Mr. Myers to approve the change to the Patron Code of Conduct as amended and contingent upon the Attorney's review and approval. VOTE: Unanimously Approved.

CONSENT ITEM: Approval of \$3.00 per hour charge for the laser printer. As discussed last month, this charge will be pro-rated by the minute and the funds will be used for maintenance on the printer. Ms. Hayes moved, seconded by Mr. Schamel that the CCLD Board of Trustees approves this charge as submitted. VOTE: Unanimously Approved.

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 #2018-57).

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2018-58). Ms. Santulli reported that the Library District has received its annual distribution from STLS for Central Book Aid and the Central Library Development. The check is in the amount of \$166,871.00.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2018-59). Ms. Santulli reported receipt of an updated Budget Estimate and Timeline Estimate from Kim Bolan. These documents will be forwarded to the board for review.

Personnel Committee. Ms. Kappanadze reported that Ms. Chollet has agreed to chair this Committee.

Election & Continuity Committee. Ms. Rogan reported that Election Commissioner Sue Cook has placed notices regarding the Trustee Election on Community Calendars and in the Star-Gazette. Ballots are being printed. Districts 12 and 15 will allow for a write-in candidate. Everything is on schedule for the November 6th General Election.

Advocacy Committee. This group met and reviewed 2 letters to attach to the Library Card application being distributed to the Elmira Heights Elementary School students. Seven Hundred copies of the application have been printed on orange paper to differentiate it from other CCLD applications (including Kinderbook). The Committee will meet next week to attach the letter to the application and bundle them for distribution to the school.

Board members talked about ESPRI – Empire State Poverty Reduction Initiative and the need for CCLD to have a representative as a stakeholder in Elmira. Ms. Santulli will check with the Director when he returns to determine whether or not CCLD is represented.

Ms. Rogan encouraged board members to talk about what CCLD can offer to members of any club or agency that they belong to. She plans to attend the League of Women Voters this month and will distribute flyers of digital services offered by the library. We need to keep the library as relevant to members of our community.

Old Business. Regarding the paperwork necessary for the State to make improvements on West Water Street in front of the West Elmira Library, a resolution which ratifies and agreement for advance payment and authorizes Ron Shaw to execute closing papers on behalf of CCLD, Mr. Schamel moved, seconded by Ms. Hayes to approve the resolution as submitted in writing to the District. VOTE: Unanimously Approved. A copy of the resolution, signed by board secretary Tim Blandford is attached to the original copy of these minutes.

Board members discussed a recent news item where Librarian Maggie Young was interviewed regarding issues with the Promenade next to the Steele Library. She said some positive things during the interview as well as listing some problems. Mr. Blandford suggested inviting the City Councilman who represents the District where the Steele Library is located to a future meeting. Board members also agreed that it would be good for staff members at the library to have a complaint form for patrons to fill out regarding their complaints about the Promenade.

New Business. None

Public Expression. None

Executive Session. None

The meeting was adjourned at 7:10pm. The next regular meeting of the board will be held on Thursday, November 15th, 2018 at 6:00pm at the **Horseheads Free Library, 405 S. Main Street, Horseheads, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2018-61)

Financial Report - SEPTEMBER 30, 2018

Income	2018 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 68,725	\$ 47,920	\$ 20,805	69.73%		Stock donation for NF, BF Wom Club \$653
Grants (other than N.Y.S.)	\$ -	\$ 40,994				FR of CCLD \$16,629.87; Hilliard/Corning Lib \$2,250 for Maker Faire; STLS for M.Faire\$2k,BulletAid\$13k,WiFi\$1,500; Comm F\$1,600; ARTS \$3,465; U.Way HH \$299
Foundation Contributions	\$ 190,000	\$ 260,000	(70,000)	137%		INCL \$200,000 Steele Foundation for Teen Space; \$60,000 SML Foundation
Library District Tax Receipts	\$ 2,899,057	\$ 2,889,057	10,000	100%		
PILOT Funds	\$ 50,000	\$ 54,553				
Interest on Investments	\$ 3,000	\$ 6,466	(3,466)	216%		
State Aid						
Central Library Development	\$ 97,951	\$ 99,272	(1,321)	101%		
Central Book Aid	\$ 66,698	\$ 67,599	(901)	101%		
Local Library Services Aid	\$ 37,000		37,000	0%		
Other State Aid		\$ 193,352				
TOTAL INCOME	\$ 3,412,431	\$ 3,659,213	\$ (7,883)	107%	83%	Final on Chiller Project; Teen Space \$183,178 coll in 2017-moved here by Auditors
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,490,981	\$ 1,243,109	\$ 247,872	83%		
Overtime & Holiday Salaries	22,104	\$ 6,505	15,599	29%		
Employee Benefits						
FICA	115,751	\$ 97,830	\$ 17,921	85%		
NY State Retirement	239,361	\$ 181,487	\$ 57,874	76%		
Medical & Dental	449,878	\$ 374,327	\$ 75,551	83%		
Other (Disability, Wk. Comp, Unemp)	21,415	\$ 22,376	\$ (961)	104%		
Subtotal - Personnel Expenses	2,339,490	1,925,634	\$ 413,856	82%	83%	
Contractual						
Equipment	91,749	\$ 40,571	51,178	44%		Total \$16,822= \$13,378 Grant for MakerSpace; \$2,194 Defibrillator; STLS HotSpot \$1250
Telephone	12,600	\$ 9,963	2,637	79%		
Supplies	53,344	\$ 53,775	(431)	101%		Total \$23,060=FR-HH \$422, Grant Mspace \$1,596, Grant M.Faire\$2,104; Mkt\$2,059, HH Found \$7,351; Bullet \$9,630; Sleeth \$959; Gifts \$137
Travel & Continuing Education	20,615	\$ 11,938	8,677	58%		
Repairs & Maintenance	25,734	\$ 21,038	4,696	82%		
Postage	2,000	\$ 2,049	(49)	102%		
Library Materials (books, video, etc.)	360,921	\$ 244,646	116,275	68%		Total \$10,934=FR-HH \$2,917; Gifts \$4,087; FR-CCLD \$773; SML Found \$3,154
Utilities	58,600	\$ 38,818	19,782	66%		4th Qtr 2017
Building Cleaning Supplies	15,825	\$ 8,569	7,256	54%		
Fuel, Gas & Oil (Bookmobile)	2,500	\$ 2,108	392	84%		
Insurance	32,433	\$ 31,409	1,024	97%		
Vehicle Operation / Maintenance	5,000	\$ 6,579	(1,579)	132%		Doors repaired DEC 2017
Professional Fees (audit, engineer/legal fees)	30,825	\$ 38,915	(8,090)	126%		Total \$23,642= \$10,602 Bolan services; Grant \$3,290; Audit \$9,750
Data Processing Expenses (Cost Share)	123,749	\$ 94,614	29,135	76%		1st & 2nd Qtr 2018
Payment of Taxes	5,080	\$ 5,298	(218)	104%		
Library Programming	35,130	\$ 59,448	(24,318)	169%		Total \$26,557=FR-HH\$5,293; ARTS\$2,255; FR-CCLD\$7,790; Grant MSS\$513; Grant Faire\$6,169; Other Grant \$2,789; BF Gifts \$1,021; WE Gifts \$728
Chemung County costs (B&G, vision)	14,800	\$ 7,360	7,440	50%		
Capital Improvements STATE CONST see below	36,634	\$ 17,075	19,559	47%		Tinker Lab expansion; Bolan Teen Space \$4,875
Contingency Fund	69,846		69,846	0%		
Subtotal Expenses	\$ 3,336,875	\$ 2,619,809	\$ 717,066	79%	83%	
2017 & 2018 State Construction Projects						
TOTAL EXPENSES	\$ 3,336,875	\$ 2,619,809				

Chemung County Library District General Fund
Unpaid Bills Detail
As of November 14, 2018

Document #2018-62

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Barbara A. Powell			
	11/13/2018	2018 Election Inspector	100.00
Total Barbara A. Powell			100.00
Blackbourn Solutions			
	11/13/2018	AV supplies for ST/WE/BF	134.12
Total Blackbourn Solutions			134.12
Blackstone Publishing			
	11/13/2018	Audiobooks purchase - BF	323.87
Total Blackstone Publishing			323.87
Convenient Tape (now Marteck)			
	11/13/2018	receipt printer tape supply - all libraries	253.00
Total Convenient Tape (now Marteck)			253.00
Demco, Inc.			
	11/13/2018	DVD albums, book labels for processing	226.65
Total Demco, Inc.			226.65
Evelyn M. Coolbaugh			
	11/13/2018	2018 Election Inspector	100.00
Total Evelyn M. Coolbaugh			100.00
Fire Alarm Service Technology, Inc.			
	11/13/2018	WE- replace battery/test panic button	112.51
Total Fire Alarm Service Technology, Inc.			112.51
First Transit, Inc			
	11/13/2018	BKM fuel 10/4-10/24	225.73
Total First Transit, Inc			225.73
Gressco (Kwikcase, LLC)			
	11/13/2018	DVD security cases for ST	1,281.56
Total Gressco (Kwikcase, LLC)			1,281.56
Jacqueline A. VonNeida			
	11/13/2018	2018 Head Election Inspector	125.00
Total Jacqueline A. VonNeida			125.00
Jeffrey Aaron			
	11/13/2018	Vol. Recog at ST	100.00
Total Jeffrey Aaron			100.00
Karen Curren			
	11/13/2018	11/29 Adult Prog at ST	247.00
Total Karen Curren			247.00
Katie Rhodes			
	11/13/2018	2018 Election Head Inspector	125.00
Total Katie Rhodes			125.00
Library Supply Solutions			
	11/13/2018	Security strips for Lib materials	416.00
Total Library Supply Solutions			416.00
LuAnn R. Rhode			
	11/13/2018	2018 Election Inspector	25.00
Total LuAnn R. Rhode			25.00
Lynn Brewer			
	11/13/2018	2018 Head Election Inspector	125.00
Total Lynn Brewer			125.00
Multi Media Services			
	11/13/2018	cover letter/library card apps for EHSD	247.11
Total Multi Media Services			247.11
Quicker Printer			
	11/13/2018	Teen flyers Nov events	40.00
	11/13/2018	Trustee Election Ballots	50.00
Total Quicker Printer			90.00

Unpaid Bills Detail

As of November 14, 2018

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Sayles & Evans			
	11/13/2018	Attorney fees - General Svc AUG	90.00
Total Sayles & Evans			<u>90.00</u>
Staples Advantage			
	11/13/2018	Processing supplies - all libraries	557.64
Total Staples Advantage			<u>557.64</u>
Sue Cook			
	11/13/2018	2018 Election Commissioner	1,500.00
Total Sue Cook			<u>1,500.00</u>
Swift Office Equipment, Inc.			
	11/13/2018	Maint agmt 7/23-11/1 - HH Copier	480.93
Total Swift Office Equipment, Inc.			<u>480.93</u>
The Elmira Star Gazette			
	11/13/2018	Election Legal Ad	339.09
Total The Elmira Star Gazette			<u>339.09</u>
The Penworthy Company			
	11/13/2018	Library materials ST-Juv, HH-Juv, VE	2,179.68
Total The Penworthy Company			<u>2,179.68</u>
The Spencer Random Harvest			
	11/13/2018	two year subscription 12/18-11/20-VE	62.00
Total The Spencer Random Harvest			<u>62.00</u>
Town of Big Flats			
	11/13/2018	Water Bill 8/1-11/1	62.83
Total Town of Big Flats			<u>62.83</u>
Unique Management Services, Inc.			
	11/13/2018	collection notices-OCT	250.60
Total Unique Management Services, Inc.			<u>250.60</u>
Vasco Brands, Inc.			
	11/13/2018	cleaning/paper supplies	492.72
Total Vasco Brands, Inc.			<u>492.72</u>
W. B. Mason Co, Inc.			
	11/13/2018	office supplies/2019 calendars-all libraries	408.78
Total W. B. Mason Co, Inc.			<u>408.78</u>
			<u><u>10,681.82</u></u>

Document #2018-63

Report of the November 7th, 2018 meeting of the Executive Committee of the Chemung County Library District:

The meeting came to order at 6:00pm. Attending the meeting from the Executive Committee were Marge Kappanadze, Phyllis Rogan, Tim Blandford and Jack Schamel; and Ronald Shaw and Joan Santulli, CCLD management. Other board members in attendance were Lillian White, Martha Smith, Ann Hayes, Mr. Schwesinger, Ms. Larnard and Mr. Myers (who had to leave following approval of the bills).

UNPAID BILLS: Ms. Santulli submitted the Unpaid Bill lists dated 11/7/18 for the General fund - \$39,844.72 and Grant Fund - \$4,082.88. Mr. Schamel moved, seconded by Mr. Myers to approve payment of the bills as submitted in writing. VOTE: Unanimously Approved.

President Kappanadze reported on the following:

Board self-evaluation. When viewing the policy page on the website, she noted that the board has not ever completed a self-evaluation. She requested that trustees give their thought on how and when to do the evaluation. Ms. Rogan will look at other library boards to get samples of how they do their board evaluations.

Locations of board meetings. At the last meeting the board approved utilizing the branch libraries more to hold regular monthly meetings. Mr. Shaw will include the new locations in the document that includes the Meeting Dates for 2019. The board will approve this list in December.

Sexual Harassment Prevention Training. Ms. Kappanadze contacted STLS for an answer to if a board member has had the training on their regular job, if that will suffice for CCLD. The answer is yes and those trustees who have had the training should supply CCLD with a certificate of completion. Trustees were reminded that this training is available to them at the Library District's Continuing Education day – November 16th at 9am. The training should last an hour.

Director Shaw reported on the following:

Continuing Ed day – November 16. A schedule of the planned events for the day will be sent out to board members. They are welcome to join in any of the activities.

2018 Election Results. The Library District budget vote passed by 71.85%, the third highest percentage in the last 13 years. The Trustee Election had about 29 voters and Ann Hayes, Lee Saginario, Rachel Dworkin, Karl Schwesinger and Jessica Roberts all won in their Districts.

Sexual Harassment Policy. This policy and the report form will need to be voted on at the November meeting of the board.

The Sleeth Memorial will need to be held in early December. Ms. Santulli has contacted Lynn Shepson and has dates of when she will not be available to attend. Mr. Shaw and Ms. Santulli will look at the calendars and choose a date to hold the memorial so that invitations can be sent out.

Mr. Schamel stated that he would like to see a board committee formed whose task it will be to meet with the City of Elmira to discuss problems library patrons

have with people who “hang out” under the Promenade. Problems need to be documented so that there can be an open discussion. Then the Committee can meet and discuss what can and can’t be done about the issue. A meeting with the City Councilman for this district needs to take place in the spring so that any planning can take place before next year’s warmer weather.

The meeting adjourned at 6:30pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, December 5th, 2018 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2018-64

Report of the November 14th, 2018 meeting of the Budget & Finance Committee of the Chemung County Library District.

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

Ms. Santulli presented the October 31st, 2018 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 11/14/18 for the General Fund - \$10,681.82. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

Mr. Shaw reported receipt of \$3,800 from the Cusick Family Trust held by the Community Foundation. He also stated that the letter requesting that the Library District taxes be collected by the County has been sent to the Real Property Tax Department.

The meeting adjourned at 8:10am. The next meeting of the Budget & Finance Committee will be held on Wednesday, December 12th, 2018 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2018-65

Report of the November 7th, 2018 meeting of the Buildings & Grounds Committee of the Chemung County Library District

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

The Committee received reports on the following:

Teen Section. A new floor plan has been submitted. There is a phone conference with Kim Bolan on Tuesday regarding shelf moving and again on November 14th regarding furniture and finishings. Some samples have been received. The Teens will vote on the colors that they would like to have in their new space.

Steele Parking Lot. It was mentioned that the parking lot will most likely need resurfacing within the next few years.

The meeting adjourned at 5:40pm.

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

Library Materials Expenditure Report for 2018

October 31, 2018

83% through 2018

Department	Gift Funds as of 10/31/18	2018 budget	total spent this year	Open Invoices subm to Office not yet paid	Total spent & on order	Balance LEFT TO SPEND includes Gift funds	Total spent this month	**Percentage spent this year
Steele Memorial Library				as of 11/3/18		Col.1+Col.2-Col.5		
Children's (JUV)	\$ 1,600	\$ 35,000	\$ 17,171	\$ 7,655	\$ 24,826	\$ 11,774	\$ 1,301	68%
Juv eBooks CBA Fund		\$ 4,700	\$ 3,317		\$ 3,317	\$ 1,383	\$ 649	71%
Young Adult		\$ 8,000	\$ 3,598	\$ 951	\$ 4,549	\$ 3,451	\$ 263	57%
YA eBooks CBA Fund		\$ 5,500	\$ 2,802	\$ 1,814	\$ 4,616	\$ 884	\$ 357	84%
Graphic Novels		\$ 3,500	\$ 2,496	\$ 53	\$ 2,549	\$ 951	\$ 735	73%
Reference - CBA Grant		\$ 8,000	\$ 8,023		\$ 8,023	\$ (23)		100%
Electronic Reference -CBA Grant		\$ 5,000	\$ -		\$ -	\$ 5,000		0%
Electronic Reference - Gen. Fund		\$ 16,000	\$ 15,143		\$ 15,143	\$ 857		95%
Periodicals	\$ 238	\$ 8,000	\$ 7,808		\$ 7,808	\$ 430		95%
Zinio - CBA Grant		\$ 16,675	\$ 16,855		\$ 16,855	\$ (180)		101%
Zinio - Gen. Fund		\$ 3,500	\$ 171	\$ 39	\$ 210	\$ 3,290	\$ 81	6%
Microforms/Genealogy	\$ 7,594	\$ 3,300	\$ 3,174	\$ 799	\$ 3,973	\$ 6,921	\$ 213	36%
Fiction	\$ 4,694	\$ 40,046	\$ 23,453	\$ 4,479	\$ 27,932	\$ 16,808	\$ 2,274	62%
FIC eBooks CBA Fund		\$ 15,149	\$ 12,956	\$ 2,193	\$ 15,149	\$ 0		100%
DownL Aud/music/dvd/blue ray Gen.	\$ 2,500	\$ 8,500	\$ 76		\$ 76	\$ 10,924		1%
Adult Non-Fiction-General Fund	\$ 3,353	\$ 10,000	\$ 3,114	\$ 1,259	\$ 4,373	\$ 8,980	\$ 929	33%
Non-FIC eBooks CBA Fund		\$ 4,500	\$ 4,424	\$ 76	\$ 4,500	\$ -	\$ 201	100%
Non-Fiction-CBA Fund		\$ 3,675	\$ 3,675		\$ 3,675	\$ -		100%
Audio video/music/dvd/blue ray - Gen.	\$ 7,833	\$ 50,000	\$ 33,152	\$ 4,244	\$ 37,396	\$ 20,437	\$ 6,037	65%
Audiobooks	\$ 1,059	\$ -	\$ 1,059		\$ 1,059	\$ (0)		100%
Non-Fic Educ DVD GEN FUND	\$ 2,500	\$ -			\$ -	\$ 2,500		0%
Non-Fic Educ DVD - CBA Fund		\$ 3,500	\$ 2,470		\$ 2,470	\$ 1,030		71%
Subtotal for Steele	\$ 31,370	\$ 252,545	\$ 164,937	\$ 23,562	\$ 188,499	\$ 95,416	\$ 13,040	66%
Big Flats Library	\$ 2,063	\$ 23,749	\$ 19,836	\$ 1,756	\$ 21,592	\$ 4,220	\$ 1,263	84%
Bookmobile	\$ 1,220	\$ 7,370	\$ 3,273	\$ 510	\$ 3,783	\$ 4,807	\$ 956	44%
West Elmira Library	\$ 2,013	\$ 23,749	\$ 10,194	\$ 8,210	\$ 18,404	\$ 7,358	\$ 332	71%
Horseheads Free Library-Adult	\$ 2,865	\$ 20,350	\$ 15,968	\$ 2,851	\$ 18,819	\$ 4,396	\$ 1,798	81%
HFL- AV	\$ 3,094	\$ 8,800	\$ 9,542	\$ 681	\$ 10,223	\$ 1,671	\$ 802	86%
HFL - Books Plus	\$ 150	\$ -			\$ -	\$ 150		0%
HFL - Juvenile	\$ 160	\$ 18,464	\$ 12,897	\$ 1,095	\$ 13,992	\$ 4,632	\$ 1,847	75%
VanEtten Library	\$ 73	\$ 5,894	\$ 3,730	\$ 825	\$ 4,555	\$ 1,412	\$ 377	76%
Subtotal for other libraries	\$ 11,638	\$ 108,376	\$ 75,440	\$ 15,928	\$ 91,368	\$ 28,646	\$ 7,375	76%
GRAND TOTALS	\$ 43,008	\$ 360,921	\$ 240,377	\$ 39,490	\$ 279,867	\$ 124,063	\$ 20,414	69%

E-Books purchased from Cost Share (\$21,590) NOT included in this report- STLS will track

HIGHLIGHTED FIGURES - BUDGETS ARE EITHER TOTALLY SPENT OR NEARLY SPENT

Model Complaint Form for Reporting Sexual Harassment



Chemung County Library District

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Director, 101 E. Church St., Elmira, NY 14901 either in person, by standard mail or email. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method:

Email Phone In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ Date: _____

Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- . Speaking with the employee
- . Speaking with the alleged harasser
- . Interviewing witnesses
- . Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.



Introduction

Chemung County Library District is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of *Chemung County Library District's* commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with *Chemung County Library District*. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. *Chemung County Library District's* policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with *Chemung County Library District*. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. *Chemung County Library District* will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of *Chemung County Library District* who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the Director. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject *Chemung County Library District* to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. *Chemung County Library District* will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. *Chemung County Library District* will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. *Chemung County Library District* will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Director.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;

- Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. *Chemung County Library District* cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Director.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Director.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. *Chemung County Library District* will not tolerate retaliation against employees who file

complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Director will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by *Chemung County Library District* but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at *Chemung County Library District*, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not

required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to *Chemung County Library District* does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has

occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

	Jan-15		Feb-15		Mar-15		2015		2014		2013	
	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age
Adult Non-Fiction	3,746	7.15%	3,187	6.75%	3759	6.93%	10,692	6.95%	42,314	7.16%	48952	8.32%
Adult Fiction	8,546	16.31%	7,162	15.16%	8420	15.53%	24,128	15.68%	103,254	17.48%	110498	18.77%
Juv NF	2,149	4.10%	2,041	4.32%	2369	4.37%	6,559	4.26%	25,876	4.38%	24473	4.16%
Juv Fic	9,418	17.97%	8,798	18.62%	10624	19.60%	28,840	18.74%	122,885	20.81%	126150	21.43%
AV	17,596	33.57%	15,787	33.41%	17876	32.98%	51,259	33.31%	185,420	31.39%	178525	30.33%
Periodicals	301	0.57%	371	0.79%	386	0.71%	1,058	0.69%	4,408	0.75%	4677	0.79%
Other	509	0.97%	558	1.18%	632	1.17%	1,699	1.10%	7,485	1.27%	6445	1.09%
Public Pcs	4,000	7.63%	3,471	7.35%	4067	7.50%	11,538	7.50%	47,570	8.05%	49524	8.41%
Wireless	2,866	5.47%	2,245	4.75%	2621	4.84%	7,732	5.03%	30,995	5.25%	21323	3.62%
Down Audio	463	0.88%	451	0.95%	571	1.05%	1,485	0.97%	4,929	0.83%	4240	0.72%
Down Ebooks	1,378	2.63%	1,422	3.01%	1617	2.98%	4,417	2.87%	15,047	2.55%	13741	2.33%
Down Music	1,420	2.71%	1,743	3.69%	1257	2.32%	4,420	2.87%	253	0.04%	22	0.00%
Down Video	21	0.04%	12	0.03%	7	0.01%	40	0.03%	211	0.04%	37	0.01%
Total	52,413		47,248		54206		153,867		590,647		588,607	

2012

Total	%-age
53,076	9.03%
117,901	20.06%
28,385	4.83%
130,819	22.26%
181,376	30.86%
5,923	1.01%
4,194	0.71%
51,049	8.69%
0	0.00%
3,801	0.65%
11,203	1.91%
19	0.00%
20	0.00%

587,766

	Jan-18		Feb-17		Mar-17		Apr-17		May-17		Jun-17		Jul-17		Aug-17		Sep-17		Oct-17		Nov-17	Dec-17	2018		2017		2016	
	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age
Adult Non-Fiction	2672	6.15%	2,624	6.54%	2,986	6.50%	2856	6.35%	2720	6.49%	2492	6.26%	2666	5.74%	2733	5.99%	2268	5.75%	2482	5.54%	#DIV/0!		26,499	6.13%	35,179	6.43%	36,406	6.43%
Adult Fiction	7114	16.38%	6,286	15.66%	6,856	14.92%	6736	14.99%	6830	16.31%	7380	18.53%	7829	16.86%	7760	17.02%	6243	15.84%	6987	15.59%	#DIV/0!		70,021	16.19%	88,114	16.12%	92,111	16.28%
Juv NF	1741	4.01%	1,664	4.14%	2,196	4.78%	1716	3.82%	1751	4.18%	1481	3.72%	1969	4.24%	1514	3.32%	1482	3.76%	1843	4.11%	#DIV/0!		17,357	4.01%	24,059	4.40%	23,368	4.13%
Juv Fic	7613	17.53%	7,172	17.86%	8,582	18.68%	8319	18.51%	7224	17.25%	7312	18.36%	10640	22.91%	8667	19.01%	7267	18.43%	7855	17.52%	#DIV/0!		80,651	18.65%	101,259	18.52%	109,162	19.29%
AV	11937	27.48%	11,621	28.95%	13,388	29.14%	12527	27.87%	11115	26.54%	10064	25.27%	10815	23.29%	11591	25.42%	9911	25.14%	11663	26.02%	#DIV/0!		114,632	26.51%	154,621	28.28%	172,690	30.51%
Periodicals	228	0.52%	179	0.45%	200	0.44%	209	0.47%	254	0.61%	188	0.47%	184	0.40%	172	0.38%	170	0.43%	198	0.44%	#DIV/0!		1,982	0.46%	2,646	0.48%	3,118	0.55%
Other	324	0.75%	411	1.02%	506	1.10%	326	0.73%	328	0.78%	290	0.73%	423	0.91%	511	1.12%	375	0.95%	973	2.17%	#DIV/0!		4,467	1.03%	6,676	1.22%	6,138	1.08%
Public Pcs	2219	5.11%	2,223	5.54%	2,510	5.46%	2259	5.03%	1990	4.75%	1839	4.62%	2076	4.47%	2469	5.42%	2120	5.38%	2356	5.26%	#DIV/0!		22,061	5.10%	33,096	6.05%	38,738	6.84%
Wireless	2773	6.38%	2,708	6.75%	2,915	6.35%	2746	6.11%	2776	6.63%	2645	6.64%	2784	6.00%	2946	6.46%	2700	6.85%	3206	7.15%	#DIV/0!		28,199	6.52%	35,559	6.50%	31,642	5.59%
Down Audio	761	1.75%	663	1.65%	786	1.71%	789	1.76%	813	1.94%	791	1.99%	847	1.82%	938	2.06%	859	2.18%	914	2.04%	#DIV/0!		8,161	1.89%	8,359	1.53%	7,097	1.25%
Down Ebooks	2023	4.66%	1,782	4.44%	2,007	4.37%	1970	4.38%	1770	4.23%	1954	4.91%	2151	4.63%	2167	4.75%	1883	4.78%	1948	4.35%	#DIV/0!		19,655	4.55%	20,304	3.71%	18,074	3.19%
Down Music	2355	5.42%	1,753	4.37%	1,666	3.63%	2542	5.66%	2649	6.33%	2125	5.34%	3127	6.73%	2688	5.90%	2658	6.74%	2974	6.63%	#DIV/0!		24,537	5.67%	25,358	4.64%	21,261	3.76%
Down Video	1488	3.43%	923	2.30%	1,173	2.55%	1787	3.98%	1547	3.69%	1117	2.81%	815	1.76%	1286	2.82%	1385	3.51%	1210	2.70%	#DIV/0!		12,731	2.94%	9,215	1.69%	4,368	0.77%
Down Mags	187	0.43%	137	0.34%	166	0.36%	162	0.36%	112	0.27%	141	0.35%	110	0.24%	147	0.32%	101	0.26%	218	0.49%	#DIV/0!		1,481	0.34%	2,261	0.41%	1,769	0.31%
Total	43,435		40,146		45,937		44,944		41,879		39,819		46,436		45589		39422		44827		0	0	432434		546,706		565,942	
																							432,434					

2015	
Total	%-age
39,236	6.58%
96,589	16.21%
25,643	4.30%
116,976	19.63%
188,508	31.64%
3,861	0.65%
7,109	1.19%
44,698	7.50%
30,573	5.13%
6,485	1.09%
17,883	3.00%
16,534	2.77%
988	0.17%
800	0.13%

595,883

**Report of the CCLD Election and Continuity Committee
November 15, 2018**

The CCLD Board of Trustees elections were held on November 6, 2018 in accordance with the founding legislation. The budget election was conducted by the Chemung County Board of Elections as in the past and was successful with 72% of the ballots in favor, up from 65% last year.

The Trustee Election was conducted by the Board of Trustees with Sue Cook serving as Election Coordinator. The election was held in 2 locations, the Steele Memorial Library and the Horseheads Free Library. The election went smoothly with no significant issues. There were a total of 29 ballots submitted (24 at Steele and 5 at Horseheads) and all candidates were elected without opposition. There were write-in votes for both districts for which no petitions were submitted so there will be a full board for the coming year (Karl Schwesinger in the 12th district and Jessica Roberts in the 15th district).

Despite a significant increase in efforts to inform the public about the election, the number of voters was actually less than last year. The reduction may be due to the fact that none of the Horseheads districts were up for election this year (the number of ballots cast at Horseheads was significantly lower this year while Steele was nearly the same).

Absentee ballots were made available but none were submitted as of this writing. Affidavits were available for anyone who thought they were registered but did not appear on the poll books, but none were submitted.

The total cost of conducting the 2018 Trustee Election was \$2457.20 from an approved budget of \$4000. A detailed list of expenditures is shown in the table below.

Election Commissioner	\$1,500.00
Election Inspectors	600.00
Ballot Bags/Privacy Screens	\$188.20
Ballot Printing	\$50.00
Misc Supplies	\$119.79
Total	\$2457.99

The committee would like to extend its thanks to everyone who helped with the election, with special thanks to Sue Cook. Her efforts were instrumental to the success of the election.

Steele Circulation and A/V Notes for Board, October 2018

Circulation:

We have had continued favorable response to the soft roll out of the Juvenile fine forgiveness policy, starting Nov. 1, these overdue fines on any juvenile material will not be added in Workflows.

We have put a raffle box at Circ. from the Kinderbook Committee, they are trying a new approach to get Kindergarten kids to come in and get a library card. Whenever a Kindergarten applies for a library card, they will get a sticker put on their card that entitles them to a discount at Vincenzo's Pizza, and their name is put in the raffle box for 2 drawings to be held in December and April.

40 accounts were sent to Collections this month, and Unique shows in their monthly account status report: \$465.64 in dollars received and \$1,229.73 in materials returned for the month of October.

Workshops/Webinars/Meetings:

Janet attended the Dept. Head meeting on Oct. 2.

Janet and Amanda Farley interviewed 3 applicants for the page position at Steele, Libby (Elizabeth Weston) was hired and started on Oct. 9.

Janet and Joan met with Terri Lynn Bullock from Unique Management Collections Agency, several new offerings of their services were explained, and a review of the whole Collection process was discussed.

Janet attended a Fred Pryor training on Oct. 18 on Women in Leadership Roles.

A/V:

Our monthly display featured Halloween and scary movies, these are always very popular with our patrons.

Steele Youth Board Notes for Oct 15 – Nov 16

Programs:

Weekly story times on Friday mornings.

Ongoing monthly book character scavenger hunt in the Youth area

10/15 Monday Mania Stories and crafts

10/22 Monday Mania Stories and crafts

10/23 Toon Tuesday

10/25 Spooky Stacks

10/29 Hocus Pocus Movie

10/31 Library Trick or Treat

11/5 Monday Mania stories and crafts

11/13 Toon Tuesday, the Little Mermaid

11/14 LEGO Club

11/15 Turkey Twist Line dancing program

Outreach/Class Visits:

11/7 Beecher 6th grade class visit

11/14 Finn Kinderbook visit

11/15 Arby Walter 2nd grade class visit

Meetings/Webinars/Workshops/Miscellaneous:

11/1 Summer Learning Committee

11/16 Continuing Ed. Day attended by all youth staff

Appearances:

Class visits at the school

10/11 - Storytime for Pine City Elementary School (Jeff)

11/8 - Storytime for Pine City Elementary School (Jeff)

Adult Services Reports**October, 2018****Nonfiction and Reference Report****Connie Ogilvie**

In the month of October, 2018 there were 561 queries on the Adult Services Desk and 328 questions answered on the PC2 Desk. The Nonfiction book display theme this month was "Autumn Is Here: Fall Bucket List." This provided an opportunity to display books on apple picking, baking pies, preserving and canning fall Harvest, autumn crafts, hiking, and Halloween. The Non-fiction weeding project is well underway.

Plans for Processing Department are well underway, setting up the space Etc. There was a meeting with the Ingram Rep on October 13, 2018 regarding processing.

Management Meeting was held October 2, 2018

Adult Services Meeting was held October 24, 2018

Beginning Computer Class was held Monday, October 15, 2018

Beginning Internet Class was held Monday, October 29, 2018

Oct 2018 Monthly Activities Report***Adult Fiction/Outreach******Caroline Poppendeck***

Uploaded October podcast - Tracking Down the Truth

Assisted patron with sewing project in Tinker Lab

Meeting with Ingram Rep

Outreach to Pathways to Employment

Senior Housing Committee meeting

Continue developing housing/lifestyle plan brochure for Seniors

Collaborated w/Ron and developed Continuing Ed Day schedule

Assisted in Trustee Election preparation

Assisted in Trustee Election absentee ballot preparation

Recorded November podcast – It was a Dark and Stormy Night

Local History and Genealogy**Maggie Young**

Microfilm Stats, OCT 2018

mag fiche -78-

newspapers -258-

census film -2-

vital stats -24-

misc -0-

Oct 2018 newspaper page views on NY historic Newspapers: 900

Events, Oct 2018

Oct 13: English and Welsh Census: 16

Oct 22: Brick Wall Busting: 5

Sanborn Maps of Elmira, 1931: Mold spores have been removed. Pages are in folders and boxed. High res digital images are available of each sheet. Asked for copyright permission from copyright-holding company to post images on our website. Awaiting response.

RBDB grant: awarded a grant to digitize early Elmira newspapers 1835-1885 as page numbers allow. Rolls are in the queue for digitization at the northern NY Library network and will be returned to Steele.

CHEMUNG COUNTY LIBRARY DISTRICT RECEIVES \$2,028 RBDB GRANT South Central Regional Library Council (SCRLC) has awarded a \$2,028.20 Technology and Digitization Grant to the Chemung County Library District to digitize fifty-six microfilm rolls containing 28,000 pages of Elmira newspapers, 1835-1885, from the collection of the Steele Memorial Library. These include The Elmira Weekly Gazette (1835-1855), The Elmira Republican (1848-1885), and the Elmira Advertiser (1855-1880). The scanning will be outsourced to the Northern New York Library Network (NNYLN) and the newspapers added to New York State Historic Newspapers, which are freely available at nyshistoricnewspapers.org. SCRLC's Technology and Digitization Grants are funded as part of the Regional Bibliographic Data Bases and Interlibrary Resources Sharing (RBDB) Program.

Outdoor Beautification: Police have begun enforcing open container law on books for people drinking alcohol outside library under viaduct. Brent Stermer and City Officials are working on getting a garbage can for the area.

Maggie is covering Monday Lunches in the Tinker Lab alternatively with Jennie Lewis. She is receiving training on the machines down there.

Mid Oct 2018-mid Nov. 2018

Teen Services; Steele Library

Doris Jean Metzger, MLIS

- Teen Space update: Selected: carpet & vinyl tile, fabric swatches for furniture & wood/metal finishes for shelving & tabletops. Conference call on shelving movers & the above is pending. Teen Advisory Group loves the colors & fabrics.
- Doris Jean has been invited to present on "Collection Development Strategies" in late November to teen librarians and specialists at a teen summit held for Pioneer Library and Monroe County Library Systems.
- 95 teens came to the annual Teen Halloween Dance. Theme: "Creepy Carnival". TAG said that it was "the best one ever b/c there was no drama!" (among the teens).
- Doris Jean is collaborating with SPOT (Chemung county youth bureau program) to offer a Fortnite Live Action Role Play after hours in late November.
- Doris Jean is working with Kim Stanton (Glove House) on plans for Teen Safe Zones to have performer Tim Collins come back in the spring to do an acting workshop. She is also applying for a grant to do a separate improv workshop series in April for all teens.

TAG wants this workshop series b/c the summer one was so popular. Jeff Mathews (youthdepartment) and his theater contact Megan, will run the theater workshop series.

- TAG member Izzy helped record radio ads for the Teen Halloween Dance. She lost her fear of the mic and even volunteered to announce the Costume Contest winners at the dance! Go, Izzy!!

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://celd.lib.ny.us/newsletter/>
- Events are also listed on our online events calendar:
http://celd.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.

Horseheads Free Library

10/15-Owen attended the Friends of the Horseheads Free Library Meeting

10/22—Owen visited Van Etten Branch

10/24—Owen attended the Public Library Foundation of Chemung County Meeting

10/30 & 10/31—Owen visited Big Flats branch

11/1—Owen accepted the gift of 2 books from the Horseheads sister city-- Nakagawa, Japan committee members.

11/5 Owen visited Big Flats Library

10/23,10/30,11/6,11/13-- Kelly conducted story time for Home School Group,

11/14 Owen visited Big Flats Library

11/16—All HH Staff attended CCLD Continuing Ed day at the Steele Branch.

Big Flats Library

October 12 - Glenice attended an meeting at Horseheads with Ingam reps concerning upcoming processing

October 16 - Local artist Karen Curren conducted a gourde painting workshop

October 17 - Melanie conducted Toddler Storyhour

October 18 - The CCLD Board of Trustees held their monthly meeting at Big Flats

October 23 - Costume parade and Spooky Magic show conducted by Magician Cris Johnson

October 24 - Melanie held Toddler Storyhour

October 24 - Glenice conducted an outreach storyhour at Big Flats Preschool

Week of October 29 - Nov. 2 - Glenice attended the Annual CSEA Delegate Convention

October 31- Melanie conducted a special Halloween storyhour

November 6 - Big Flats held Movie and Popcorn night. Movie was Hotel Transylvania 3

November 7 - Glenice attended the Labor Management meeting at Steele Library

November 13 - Glenice and Melanie conducted the Noah's Ark stuffed animal storyhour and workshop

November 16 - All Big Flats staff attended the Continuing Education Workshop at Steele Memorial Library.

VE upcoming activities for November:

The Van Etten library is offering a Noah's Ark Build an Animal Workshop. We will be making our very own stuffed Arctic friend, a Snow Leopard. Space is limited and the spots will fill quickly for this very popular program. We will be offering 3 sessions; 11/26, 11/28 or 11/30... so if you can't make one date, choose another!

Please call 589-4755 to register! First come first serve basis.

November 9, 3:30-Friday after school movie: "Incredibles II" Rated PG

November 21, 3:45-4:45- LEGO Challenge Club returns. Are you up to the challenge? Which challenge is next? Join us for club night and test your LEGO building skills!

November 26, 28 & 30 (call to register 589-4755)-Noah's Ark Build an Animal Workshop

November 26, 1:30-3:30-Tablet Talk: Have tablet or cell phone questions? Bring your device and get some answers!

November 30, 12:15pm - Book Club meeting

Office of the Director, CCLD
October 2018

Major accomplishments:

Budget: Sent in Star Gazette "Your Turn" letter on Access to libraries is a human right (published on October 11th); Interview with WENY regarding the switch to fine free juvenile materials; Worked with Sue Cook regarding absentee ballots and distribution in branches. Worked with Jennie Lewis to get the simplified budget for voters and updated information on the webpage.

Interview- With WETM regarding the budget vote.

Teen Space- Working with Kim Bolan Associates and Doris Jean regarding furniture, flooring, shelf moving for the project.

October Labor Management Meeting: Concern was raised over scheduling for holidays. The least senior employee in the FT/PT status we need for the holiday will be the one who is required to work the holiday. I believe this is just plain wrong and have asked the CSEA offers to work towards a fairer system. This may mean we will have to go back to staffing by job title- 1 Librarian, 1 Principal Clerk, 1 Senior Clerk and 2 library clerks (all full time). We would then need 2 PT staff members as well.

CCLD Issues: Working with staff on the Continuing Education event to be held on November 16th. Still investigating the child's seating for the lounge area. We are trying to find something that matches the decor better.

Code of Conduct- Conrad has been rather busy with other issues. I will call him again to find out about the change to "service dogs" in the new Patron Code of Conduct.

Van Etten- Phone conversation with Dennis Pilla (Laberge Group- grant assistance firm from Albany) regarding the possible move from Van Etten Town Hall to Village Town Hall. Discussed the amount of space needed, how the branch is funded and staffed, and possible issues/concerns with moving the branch.

Staff Plan- finished final version of staff plan. Forwarded same to department heads for review and input.

STLS Issues:

Management Meeting: Windows 10 upgrade will be the major focus of the IT department. The order of priority is servers, staff computers then patron computers. Still working the final details with Ingram for book processing. Received decorator samples for the Teen Space. Hotspots are very popular- there is a 3 month waitlist. Board game circulation is going well also. The SML

Volunteer party is November 29 from 12:30 -2:30. Staff is requesting restrooms be made Unisex- this will need further study. Hogmanay will be from December 21-31.

SMLF- Attended Steele Memorial Library Foundation meeting Secured funding for Sanborn Maps () and Star-Gazette ()

Major Patron conversations:

Community Presence: Attend Rotary Club of Elmira meetings (4). Attend Rotary Club of Elmira Board Meeting. Attend Elmira City School District Board Meeting. Attended ECSD Buildings & Grounds committee meeting.

Programs Attended: Spooky Stacks, Teen Halloween party

Professional Readings:

Aldrich, R. S. (2010). *Handbook for new public library directors in New York State*. Poughkeepsie, NY: Mid-Hudson Library System.

"This Handbook is designed for those new to this remarkable career. It should be read and reread as you work through your first days, months and years on the job. It will not protect you from every mistake, just the big ones. Take what you can from it and grow with your experiences along the way"

Nichols, J., Nichols, J., & Aldrich, R. S. (2018). *Handbook for library trustees of New York State* (2018 ed.). Bellport, NY: Printed by the Suffolk Cooperative Library System.

"The purpose of this *Handbook* is to assist both the new and experienced public library trustee in New York State to better understand their job and to present the basic information they need to provide quality library service to their community. It offers advice on the philosophy of governing a library and on the practical aspects of responsible trusteeship. The information provided is based on the laws and regulations governing public libraries in our state and on the proven "best practices" in the field."

Professional courses attended/completed:

Revitalizing Library Volunteer Engagement (Web junction webinar)

Library volunteerism is evolving. Gone are the days of looking for tasks to keep your volunteers busy. Libraries are now enlisting high impact volunteers who are bringing unique skills and expertise to enhance the library's mission. Identify what motivates potential local and virtual volunteers and how to ensure the right fit; Utilize skilled volunteers at the library; Design volunteer job descriptions and targeted recruitment plans; Earn staff buy-in and other strategies for successful volunteer engagement.

Diversity Awareness through Federal Emergency Management Agencies Emergency Management Institute.

Continuing Education Day November 16, 2018

Morning programs:

- 8:30-8:45am – Introduction by Ron Shaw
- 8:45-9:45am – Sexual Harassment in the Workplace with Conrad Wolan
- 9:45am-10:45am – **CCLD Focus Group** with Maggie Y. and Jennie L. Attending: Kelly, Kim, Pam, Connie, Lynda, Glennie, Michelle B., Amanda F., Bob, Libby, Isadora, Nancy S., Janet, Michelle E., Doris Jean, Emma, Holly
 - Maker Training** with Steve S. and John V. Attending: Melissa, Owen, Becky, Amada, Amanda Z., Sue, Deb, Bryan, Sherry
 - Poverty Awareness** Attending Nancy B., Stuart, Kate, Hannah, Sean, Penny, Brittanie, Chris, Ahnece, Melanie, Amy,
- 10:45am - 11:00am – **Break**
- 11:00am - 12:00pm – **Safezones Training** with Kim Stanton Attending: All
- 12:00- 1:00 “**There is no Free Lunch Free Lunch**” **Panera Breads** and **CCLD "Soup Off"**!

Afternoon programs:

- 1:00pm-2:00pm – **Internet Security** with Ken Behn Attending: All
- 2:00pm-3:00pm – **Maker Training** with Steve S. and John V. Attending Libby, Isadora, Nancy S.
 - Processing/Help Desk training** with Mandy Fleming Attending: Amanda Z., Emma, Holly, Janet, Sue, Caroline, Connie, Amanda F., Michelle B., Kelly, Kim, Pam, Lynda, Glennie, Bob, Michelle E., Doris Jean
 - CCLD Focus Group** with Jennie L. and Maggie Y. Attending: Melissa, Owen, Becky, Amada, Sherry, Nancy B., Kate, Stuart, Hannah, Sean, Penny, Brittanie, Chris, Ahnece, Melanie, Amy
- 3:00pm-3:15pm - **Break**
- 3:15pm-4:15pm - **CCLD Website** with Maggie Y. and Jennie L. Attending: Janet, Nancy B., Kelly, Caroline, Melanie, Kate, Michelle E., Amanda F., Stuart, Owen, Amada, Ahnece, Hannah, Emma, Isadora, John, Steve, Becky, Kim, Pam, Sean, Libby, Penny, Holly, Brittanie, Nancy S., Lynda, Amy, Chris, Sue, Michelle B, Amanda Z.
 - Excel Training** with Kevin Brimmer Attending: Connie, Sherry, Doris Jean, Glennie, Bob, Melissa, Bryan
- 4:15pm-5:00pm –**To Be Sure**, a library film by Stuart Finch/ **Closing Remarks** / Steele Memorial Library auditorium