



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

## Agenda

The December 2020 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday December 17th at 6:00 pm at the **Steele Memorial Library, 101 E. Church St., Elmira, NY 14901. The meeting will be available online and it is recommended that all members attend remotely.** The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Dworkin (607-398-2021), Mrs. Mellott (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2020-67)
4. Treasurer's report
  - a) Financial report (document 2020-68)
  - b) Report of Unpaid Bills Detail (document 2020-69)
5. Correspondence
6. President's report (Dworkin)
  - a) *Sexual Harassment Training*
7. Director's Report
  - Consent Item: Approval of Personnel Actions**  
Resolved that the CCLD Board of Trustees approve the personnel actions as submitted.
  - Consent Item: Approval of 2021 Holidays**  
Resolved that the CCLD Board of Trustees approve the 2021 Holiday Schedule as submitted.
  - Consent Item: Approval of 2021 Meeting Dates**  
Resolved that the CCLD Board of Trustees approve the Board and Committee meeting dates as submitted.
8. Committee reports:
  - a) Executive Committee (Dworkin)
    - 1) Report of the Committee meeting (document 2019-70)
  - b) Budget & Finance Committee (Schamel)
    - 1) Report of the Committee meeting (document 2019-71)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document 2019-72)
  - d) Personnel Committee (Appenzellar)
  - e) Election and Continuity Committee (Rogan)
  - f) Advocacy Committee
9. Executive Session
10. Old business
11. New business
12. Period for public expression
13. Adjournment

*(Minutes of the November 19, 2020 meeting of the Chemung County Library District Board of Trustees. Document #2020-67)*

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Present via Zoom were Pat Silvernail, Martha Smith, Kevin Hansen, Phyllis Rogan, Bonnie Chollet, Jack Schamel, Karl Schewesinger, Pam Larnard, Jessica Roberts, Ann Hayes, Lee Saginario, Crystal Gullo-Buzzetti, and Mark Padgett. Also present was Holly Melott and Ron Shaw on behalf of the Library District's Administration.

**Minutes.** The minutes of the October 2020 meeting (Document #2020-61) were presented for board review. Mr. Schamel moved that the October Board minutes be approved as distributed in writing, seconded by Ms. Hayes. **VOTE: Unanimously Approved.**

**Financial Report.** The October 31, 2020 Financial Report (Document #2020-62) was presented for board review. Mr. Schamel moved, seconded by Ms. Hayes, to approve the October Financial Report as distributed in writing. **VOTE: Unanimously Approved.**

**Report of Unpaid Bills (Document #2020-63)** Ms. Hayes moved, seconded by Ms. Roberts, that the board authorize the payment of the unpaid bills dated 11/19/20 for the General Fund - \$26,838.60 and Grant Fund - \$9,210.45. **VOTE: Unanimously Approved.** Ms. Dworkin moved that Mr. Shaw be given authority to sign checks, in lieu of the board not meeting in person due to the Covid pandemic, seconded by Mr. Schamel. **VOTE: Unanimously Approved.**

**Auditor's Report.** Mr. Schamel moved that the Audit Report prepared by Mengel, Metzger, Barr be approved as distributed in writing, seconded by Ms. Smith. **VOTE: Unanimously Approved.**

**Correspondence.** Mr. Shaw will respond to the tax levy request received from the Real Property Office. A check for \$145,000 was received from the Horseheads Foundation. \$2,000 was designated for personal protection equipment production, no other expenditures were specified.

**President's Report.** Ms. Dworkin and Ms. Smith conducted the sexual harassment training. Members were directed to sign off on the completion form and submit to Mr. Shaw.

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

- Staff completed the Workplace violence training, putting the district in compliance with NY Labor regulations.
- A grant in the amount of \$3,650 was received from the Cusick Family Fund, administered by the Community Foundation. Ms. Hayes moved to accept the grant in the amount of \$3,650 from the Cusick Family Fund, seconded by Ms. Rogan. **VOTE: Unanimously Approved.**
- \$166,000 is projected to be received for CBA and CLD. Receipt of funds is anticipated in spring of 2021. This represents a 22.6% decrease.

**CONSENT ITEM: Ms. Hayes moved that Personnel Actions are approved as submitted, seconded by Ms. Dworkin. VOTE: Unanimously Approved.**

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2020-64)

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board, approved as amended. (Document #2020-65)

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2020-66) Staff breakroom/kitchen renovation bid ran for a second time. Mr. Shaw and Mr. Butcher held a pre-bid conference, there were no other participants. Bid date is December 2, 2020.

**Personnel Committee.**

**Election & Continuity Committee.** Attached

**Advocacy Committee.**

**Old Business.**

**New Business.**

Mr. Schamel moved, seconded by Ms. Smith to adjourn. **VOTE: Unanimously Approved.**

The next regular meeting of the board will be held on Thursday, December 17, 2020 at 6:00pm online via Zoom.

**CHEMUNG COUNTY LIBRARY DISTRICT**

(DOCUMENT #2020-68)

**Financial Report - November 30, 2020**

<b>Income</b>	<b>2020 Annual Budget</b>	<b>Received to Date</b>	<b>Balance Remaining</b>	<b>Percentage Received</b>	<b>Percentage through Year</b>	<b>Notes</b>
Library Fines, Fees & Contributions	\$ 60,025	\$ 302,780	\$ (242,755)	504.42%		Covid Project: \$3425;Memorial: \$277,970.38;
Grants (other than N.Y.S.)		\$ 47,778				<b>Comm Found \$1000</b> ;HH Friends \$8600;Ukelele class\$960;Art Council \$5758; Friends \$18,000
Foundation Contributions (HH & Steele)	\$ 200,000	\$ 204,985	(4,985)	102%		St Foundation \$20,000
Library District Tax Receipts	\$ 3,115,115	\$ 3,180,354	(65,239)	102%		
PILOT Funds	\$ 70,000			0%		
Interest on Investments	\$ 8,000	\$ 5,592	2,408	70%		
<b>State Aid</b>		\$ 146,783				
Central Library Development	\$ 99,272		99,272	0%		
Central Book Aid	\$ 67,599		67,599	0%		
Local Library Services Aid	\$ 39,546		39,546	0%		
Other State Aid						
<b>TOTAL INCOME</b>	<b>\$ 3,659,557</b>	<b>\$ 3,888,272</b>	<b>\$ (104,154)</b>	<b>106%</b>	<b>92%</b>	
<b>Expense</b>	<b>Annual Budget</b>	<b>Expended to Date</b>	<b>Balance</b>	<b>Percent</b>	<b>Percentage</b>	
<b>Personnel</b>						
Salaries	1,675,556	\$ 1,485,662	\$ 189,894	89%		
Overtime & Holiday Salaries	22,619	\$ 12,046	10,573	53%		
<b>Employee Benefits</b>						
FICA	129,910	\$ 109,510	\$ 20,400	84%		
NY State Retirement	267,967	\$ 283,954	\$ (15,987)	106%		
Medical & Dental	518,495	\$ 458,974	\$ 59,521	89%		
Other (Disability, Wk. Comp, Unemp)	17,980	\$ 20,502	\$ (2,522)	114%		
<b>Subtotal - Personnel Expenses</b>	<b>2,632,527</b>	<b>2,370,647</b>	<b>\$ 261,880</b>	<b>90%</b>	<b>92%</b>	
<b>Contractual</b>						
Equipment	62,310	\$ 35,877	26,433	58%		<b>Grant funds: \$2297</b>
Telephone	14,800	\$ 9,151	5,649	62%		
Supplies	48,700	\$ 43,661	5,039	90%		Grant \$12424;HH Omara \$63; BF Omara\$153;HH Foundation \$552;Mkting \$1837
Travel & Continuing Education	12,915	\$ 5,405	7,510	42%		
Repairs & Maintenance	27,010	\$ 11,847	15,163	44%		
Postage	2,000	\$ 2,000	0	100%		<b>Additional mailing b/c of Covid - paychecks, SRC material</b>
Library Materials (books, video, etc.)	375,041	\$ 289,994	85,047	77%		<b>Gifts \$7250</b> ;Grant \$852;HH Friends \$40
Utilities	60,200	\$ 49,570	10,630	82%		
Building Cleaning Supplies	13,700	\$ 13,700	0	100%		<b>Increased cost due to Covid needs</b>
Fuel, Gas & Oil (Bookmobile)	3,100	\$ 1,234	1,866	40%		
Insurance	33,577	\$ 33,644	(67)	100%		
Vehicle Operation / Maintenance	7,000	\$ 5,509	1,491	79%		
Professional Fees (audit, engineer/legal fees)	22,175	\$ 22,175	0	100%		
Data Processing Expenses (Cost Share)	131,681	\$ 111,912	19,769	85%		
Payment of Taxes	5,080	\$ 5,111	(31)	101%		
Library Programming	37,997	\$ 46,827	(8,830)	123%		Grant Funds\$8333 incl Tlab&\$720 ret to Hansen; <b>Fri \$5088</b> ; HH Friends\$4911;Mkt \$736
Chemung County costs (B&G, vision)	14,000	\$ 6,275	7,725	45%		
Capital Improvements STATE CONST see below	10,000	\$ 319	9,681	3%		Dumpster fee for weeding project
Contingency Fund	52,643	\$ 24,750	27,893	47%		Building supplies & Prof fees+ Postage -including Zoom accounts
<b>Subtotal Expenses</b>	<b>\$ 3,566,456</b>	<b>\$ 3,344,369.91</b>	<b>\$ 476,849</b>	<b>94%</b>	<b>92%</b>	
2020 Projects: Boiler & Outdoor sign @ St		\$ 254,763				<b>pd w/Reserve Funds - Boiler: \$182,507/Sign: \$53,923</b>
<b>TOTAL EXPENSES</b>	<b>\$ 3,566,456</b>	<b>\$ 3,344,370</b>				

3:50 PM

12/08/20

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of December 17, 2020

Type	Date	Memo	Open Balance
<b>Baker &amp; Taylor Books</b>			
Bill	12/17/2020	Book purchase - St Juv - Nov	4,521.48
Total Baker & Taylor Books			4,521.48
<b>Chemung Canal Trust Company</b>			
Bill	12/17/2020	BF/St Juv prog/software	102.98
Bill	12/17/2020	BF/St Juv prog/software	2,341.11
Total Chemung Canal Trust Company			2,444.09
<b>Computer Comforts</b>			
Bill	12/17/2020	Game Consoles Cabinets for use @ Steele	4,506.08
Total Computer Comforts			4,506.08
<b>Holly Melott</b>			
Bill	12/17/2020	insurance reimbursement and travel 12/11/19-11/30/20	354.05
Total Holly Melott			354.05
<b>Rebecca Jackson</b>			
Bill	12/17/2020	reimbursement for teen & homescool prog @ HH -pd w/grant funds	120.05
Total Rebecca Jackson			120.05
<b>Southern Tier Library System</b>			
Bill	12/17/2020	downloadable E-books - Teen/Juv/Fiction	2,282.52
Bill	12/17/2020	4th quarter cost share - all libraries	25,929.78
Total Southern Tier Library System			28,212.30
<b>TOTAL</b>			<b>40,158.05</b>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
**As of December 17, 2020**

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<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
Bill	12/17/2020	Reference materials	90.65
Total Baker & Taylor Books			90.65
<b>Southern Tier Library System</b>			
Bill	12/17/2020	downloadable purchases	4,422.33
Total Southern Tier Library System			4,422.33
<b>TOTAL</b>			<b>4,512.98</b>

## Document #2020-70

### Report of the December 2, 2020 meeting of the Executive Committee of the Chemung County Library District:

The meeting came to order at 6:00pm. Attending the meeting via Zoom from the Executive Committee were Rachel Dworkin, Martha Smith, Jack Schamel, and Phyllis Rogan. Holly Melott and Ronald Shaw, CCLD management were also present. Other board members in attendance were Karl Schwesinger, Lee Saginario, Pat Silvernail, Ann Hayes, Kevin Hansen, Penny Appenzellar, Bonnie Chollet, and Mark Padgett.

Ms. Dworkin called the meeting to order at 6:00 p.m.

**UNPAID BILLS:** Ms. Melott submitted the Unpaid Bill List dated 12/2/20 for the General Fund - \$27,949.43, Grant Fund - \$571.91. **Mr. Schamel moved, second by Ms. Chollet to approve payment of the bills as submitted in writing. VOTE: Unanimously Approved. Ms. Dworkin moved, seconded by Mr. Padgett, that Mr. Shaw be given authority to sign checks, in lieu of the board not meeting in person due to the corona pandemic. VOTE: Unanimously Approved.**

Director Mr. Shaw reported on the following:

- In 2021, there will be a 4% increase in the price of cost share paid to STLS
- The 2021 digital library invoice shows an increase of \$521
- A special DAC meeting was held, smaller libraries have expressed an interest in closing the first few weeks of January because of staffing limitations. Mr. Shaw does not feel it will be necessary to close any CCLD locations.
- The potential, recent Covid exposure was discussed. The safety and well-being of employees is the top priority.

The meeting adjourned at 6:15 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, January 4, 2020 at 6pm via Zoom.

**Document #2020-71**

**Report of the December 9, 2020 meeting of the Budget & Finance Committee of the Chemung County Library District.**

Attending the meeting via Zoom were CCLD board member Mr. Jack Schamel, Ms. Ann Hayes, and Ms. Jessica Roberts. Also in attendance Holly Melott and Ron Shaw, CCLD Administration. The meeting opened at 8:45 a.m.

Ms. Melott presented the November 30, 2020 Financial Report to the Committee. The report will be forwarded to the full CCLD board for its consideration.

Ms. Melott presented the Unpaid Bill List dated December 17, 2020 for the General Fund - \$40,158.05, for the Grant Fund - \$4,512.98. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

LLSA, New York state funding was received in the amount of \$27,752.65, which represents .31/person in the CCLD service area.

The meeting adjourned at 8:55am. The next meeting of the Budget & Finance Committee will be held on Wednesday, January 13, 2020 via Zoom.



**Document #2020-72**

**Report of the December 3, 2020 meeting of the Buildings & Grounds Committee of the Chemung County Library District**

The meeting opened at 5:30 pm. Present via Zoom were Mr. Karl Schwesinger, Ms. Rachel Dworkin, Ms. Martha Smith, and Ms. Lee Saginario. Also attending were Holly Melott and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

- A check in the amount of \$146,783.00 was received from the state of New York. This represents 90% of the designated funding for the boiler project at Steele. The remaining portion will be sent when the project paperwork has closed.
- Bids for the staff breakroom renovation project will be opened on Wednesday, December 16<sup>th</sup>, with an anticipated start the end of January.

The meeting adjourned at 5:40pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, January 6, 2020 at 5:30pm via Zoom.

**Report of the CCLD Election and Continuity Committee  
November 20, 2020**

The CCLD Board of Trustees elections were held on November 3, 2020 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, the same as last year.

The Trustee Election was conducted by the Board of Trustees with Sue Cook serving as Election Coordinator. The election went smoothly with no significant issues during the election. There were 50 total ballots submitted, of which 36 were absentee ballots (mail-in or drop off). Those elected are shown in the table below.

District	Candidate	Votes
1st	Pat Silvernail	17
5th	Bonnie Chollet	6
6th	Jack Schamel	18
8th	Penny Appenzeller	2
10th	Phyllis Rogan	2
13th	Mark Padgett	2
14th	Martha Smith	3

The total cost of conducting the 2020 Trustee Election was \$2150.00 from an approved budget of \$4000. A detailed list of expenditures is shown in the table below.

Election Commissioner	\$1,500.00
Election Inspectors	550.00
Ballot Printing	\$80.00
Misc Supplies	\$20.00
Total	\$2150.00

The committee would like to extend its thanks to everyone who helped with the election, with special thanks to Sue Cook. In a difficult and confusing year, Sue kept on course, adjusting to ever-changing conditions to deliver a successful election.



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To: CCLD Board of Trustees Executive Committee

From: Ronald W. Shaw, Director

Date: 4 December 2020

Subject: Meetings for 2021

The meetings of the ***Board of Trustees of the County Library District*** will be held the third Thursday of each month at 6 pm. The schedule and location follows: January 21 (*Steele*); February 18 (*West Elmira*); March 18 (*Horseheads*); April 15 (*West Elmira*); May 20 (*West Elmira*); June 17 (*West Elmira*); July 15 (*Van Etten*); August 19 (*West Elmira*); September 16; (*West Elmira*); October 21 (*Big Flats*); November 18 (*Horseheads*); December 16 (*Steele*).

The meetings of the ***Executive Committee of the Chemung County Library District*** will be held the first Wednesday of each month at 6 pm in the Petrie Conference Room of the Steele Memorial Library. January 6; February 3; March 3; April 7; May 5; June 2; July 7; August 4; September 1; October 6; November 3; December 1.

The meetings of the ***Budget & Finance Committee of the Chemung County Library District*** will be held the second Wednesday of each month at 8:45 am in the Petrie Conference Room of the Steele Memorial Library. January 13; February 10; March 10; April 14; May 12; June 9; July 14; August 11; September 8; October 13; November 10; December 8.

The meetings of the ***Building & Grounds Committee of the Chemung County Library District*** will be held the first Wednesday of each month at 5:30pm in the Petrie Conference Room of the Steele Memorial Library. January 6; February 3; March 3; April 7; May 5; June 2; July 7; August 4; September 1; October 6; November 3; December 1.

The meetings of the ***Personnel Committee of the Chemung County Library District*** are to be determined.

	Jan-20		Feb-20		Mar-20		Apr-20		May-20		Jun-20		Jul-20		Aug-20		Sep-20		Oct-20		Nov-20		Dec-20		2020		2019		2018	
	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	Total	%-age
Adult Non-Fiction	2627	6.56%	2,537	6.62%	1,652	6.11%	29	0.27%	4	0.05%	141	1.16%	966	6.26%	1555	6.76%	1456	6.22%	1726	6.75%	1258	6.97%	#DIV/0!		13,951	5.76%	27,378	5.64%	30,760	6.06%
Adult Fiction	6747	16.86%	6,219	16.22%	4,839	17.91%	65	0.61%	30	0.34%	408	3.36%	2814	18.23%	4812	20.92%	5151	22.02%	5499	21.49%	4000	22.16%	#DIV/0!		40,584	16.74%	79,031	16.29%	81,962	16.15%
Juv NF	1498	3.74%	1,743	4.55%	1,336	4.94%	2	0.02%	1	0.01%	108	0.89%	573	3.71%	1177	5.12%	1007	4.30%	1161	4.54%	842	4.67%	#DIV/0!		9,448	3.90%	18,967	3.91%	19,877	3.92%
Juv Fic	6007	15.01%	6,520	17.01%	5,214	19.30%	43	0.41%	19	0.22%	248	2.04%	2213	14.33%	4747	20.64%	4292	18.35%	5049	19.73%	3188	17.66%	#DIV/0!		37,540	15.49%	82,350	16.97%	92,131	18.16%
AV	10425	26.05%	9,994	26.07%	6,114	22.63%	21	0.20%	18	0.20%	234	1.93%	1658	10.74%	3568	15.51%	4409	18.85%	4536	17.73%	2161	11.97%	#DIV/0!		43,138	17.80%	120,261	24.79%	125,827	24.80%
Periodicals	156	0.39%	122	0.32%	60	0.22%	0	0.00%	0	0.00%	8	0.07%	58	0.38%	137	0.60%	150	0.64%	157	0.61%	51	0.28%	#DIV/0!		899	0.37%	1,794	0.37%	1,982	0.39%
Other	347	0.87%	280	0.73%	133	0.49%	0	0.00%	0	0.00%	3	0.02%	25	0.16%	39	0.17%	104	0.44%	432	1.69%	204	1.13%	#DIV/0!		1,567	0.65%	5,297	1.09%	4,467	0.88%
Public Pcs	1703	4.26%	1,812	4.73%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	207	0.90%	372	1.59%	397	1.55%	0	0.00%	#DIV/0!		4,491	1.85%	21,738	4.48%	22,016	4.34%
Wireless	2963	7.40%	2,680	6.99%	0	0.00%	996	9.38%	1153	13.10%	1427	11.77%	1445	9.36%	1641	7.13%	1739	7.43%	1628	6.36%	1402	7.77%	#DIV/0!		17,074	7.04%	34,341	7.08%	28,199	5.56%
Down Audio	1338	3.34%	1,285	3.35%	1,359	5.03%	1476	13.91%	1491	16.94%	1524	12.57%	1591	10.30%	1528	6.64%	1434	6.13%	1451	5.67%	1398	7.75%	#DIV/0!		15,875	6.55%	13,330	2.75%	8,161	1.61%
Down Ebooks	2374	5.93%	2,330	6.08%	2,563	9.49%	3019	28.45%	3509	39.87%	3319	27.37%	3393	21.98%	3166	13.76%	2792	11.94%	3008	11.76%	3038	16.83%	#DIV/0!		32,511	13.41%	24,191	4.99%	19,655	3.87%
Down Music	3324	8.31%	2,410	6.29%	2,507	9.28%	3295	31.05%	2132	24.22%	4141	34.14%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	#DIV/0!		17,809	#DIV/0!	35,953	7.41%	24,537	4.84%
Down Video	165	0.41%	188	0.49%	982	3.63%	1408	13.27%	71	0.81%	218	1.80%	145	0.94%	78	0.34%	132	0.56%	129	0.50%	90	0.50%	#DIV/0!		3,606	1.49%	17,156	3.54%	12,731	2.51%
Down Mags	345	0.86%	219	0.57%	262	0.97%	259	2.44%	373	4.24%	349	2.88%	559	3.62%	349	1.52%	355	1.52%	416	1.63%	416	2.30%	#DIV/0!		3,902	1.61%	3,362	0.69%	1,481	0.29%
<b>Total</b>	<b>40,019</b>		<b>38,339</b>		<b>27,021</b>		<b>10,613</b>		<b>8,801</b>		<b>12,128</b>		<b>15,440</b>		<b>23004</b>		<b>23393</b>		<b>25589</b>		<b>18048</b>		<b>0</b>		<b>242,395</b>		<b>485149</b>		<b>507,466</b>	

### Holidays and Observances for 2021

<b>January 1</b>	<b>Friday</b>	<b>New Year's Day (Closed)</b>
January 18	Monday	Martin Luther King Day SML Open
February 15	Monday	Presidents Day SML Open
<b>May 31</b>	<b>Monday</b>	<b>Memorial Day Closed</b>
<b>July 5</b>	<b>Monday</b>	<b>Independence Day Observed (Closed)</b>
<b>September 6</b>	<b>Monday</b>	<b>Labor Day Closed</b>
October 11	Monday	Columbus Day (SML Open)
November 11	Thursday	Veteran's Day (SML Open)
<b>November 25</b>	<b>Thursday</b>	<b>Thanksgiving Closed</b>
<b>November 26</b>	<b>Friday</b>	<b>Day after Thanksgiving (Closed)</b>
<b>December 24</b>	<b>Thursday</b>	<b>Christmas Eve (Open 9-1)</b>
<b>December 25</b>	<b>Friday</b>	<b>Christmas Day (Closed)</b>
<b>December 30</b>	<b>Thursday</b>	<b>New Year's Eve Observed (Open 9-1)</b>
<b>December 31</b>	<b>Friday</b>	<b>New Year's Day Observed (Closed)</b>

*Monday, January 18- Steele will be open 10-6*

*Monday February 15- Steele will be open 10-6*

*Monday, October 11- Steele will be open 10-6*

*Thursday, November 11- Steele will be open 10-6*

*Thursday, December 24- All branches will be open 9-1*

*Thursday, December 31- All branches will be open 9-1*



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

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: December 10, 2020

Subject: Approval of Personnel Actions

**Promotions:**

N/A

**Change FT/PT Status:**

N/A

**Retirement:**

N/A

**End of Probationary Period- Permanent Appointment:**

**New Hires:**

**Resignations:**

N/A

**Terminations:**

N/A

**Leave:**

N/A

**Step Increases:**

Amy Park- PT Clerk to Step 3- FT Makerspace Specialist to Step-5

Penny Maxwell- PT Page to Step 4