



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 2021 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday December 16 at 6:00 pm at the **Steele Memorial Library, 101 E. Church St., Elmira, NY 14901 and on ZOOM (Preferred method of attendance)**. 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
- Presentation by Rebecca Jackson (Home School Program)**
3. Approval of minutes (document #2021-67)
4. Treasurer's report
  - a) Financial report (document 2021-68)
  - b) Report of Unpaid Bills Detail (document 2021-69)
5. Correspondence
6. President's report (Dworkin)
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 2022 Holidays**  
    Resolved that the CCLD Board of Trustees approve the 2022 Holidays as submitted.
  - Consent Item: Approval of 2022 Board/Committee meetings**  
    Resolved that the CCLD Board of Trustees approve the 2022 meeting schedule as submitted.
8. Committee reports:
  - a) Executive Committee (Dworkin)
    - 1) Report of the Committee meeting (document 2021-70)
  - b) Budget & Finance Committee (Schamel)
    - 1) Report of the Committee meeting (document 2021-71)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document 2021-72)
  - 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



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To: CCLD Board of Trustees Executive Committee

From: Ronald W. Shaw, Director

Date: 1 December 2021

Subject: Meetings for 2022

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 20 (*Steele*); February 17 (*Steele*); March 17 (*Steele*); April 21 (*Steele*); May 19 (*West Elmira*); June 16 (*Steele*); July 21 (*Van Etten*); August 18 (*West Elmira*); September 15; (*Steele*); October 20 (*Big Flats*); November 17 (*Horseheads*); December 15 (*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 5; February 2; March 2; April 6; May 4; June 1; July 6; August 3; September 7; October 5; November 2; December 7.

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 12; February 9; March 9; April 13; May 11; June 8; July 13; August 10; September 14; October 12; November 9; December 14.

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 5; February 2; March 2; April 6; May 4; June 1; July 6; August 3; September 7; October 5; November 2; December 7.

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

*(Minutes of the November 18, 2021 meeting of the Chemung County Library District Board of Trustees. Document #2021-67)*

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Present in person in the auditorium at the Steele Memorial Library Ms. Lee Saginario. Present via Zoom were Ms. Ann Hayes, Mr. Kevin Hansen, Ms. Phyllis Rogan, Mr. Mark Padgett, Ms. Pamela Larnard, Ms. Jessica Roberts, Mr. Jack Schamel, Ms. Penny Appenzellar. Ms. Pat Silvernail, Ms. Bonnie Chollet, Mr. Karl Schwesinger, and Ms. Crystal Gullo-Buzzetti. Excused: Ms. Martha Smith. Also present were Holly Melott and Ron Shaw on behalf of the Library District's Administration. Public representation: attending, via Zoom, Chemung County resident Ms. Muriel Friend.

**Minutes.** The minutes of the October 21, 2021, meeting (Document #2021-58) were presented for board review. Ms. Hayes moved that the October Board minutes be approved as amended, seconded by Ms. Chollet. **VOTE: Unanimously Approved.**

**Financial Report.** The October 2021 Financial Report (Document #2021-56) was presented for board review. Mr. Padgett moved, seconded by Ms. Larnard, to approve the October Financial Report as presented. **VOTE: Unanimously Approved.**

**Report of Unpaid Bills** (Document #2021-63) Ms. Chollet moved, seconded by Ms. Roberts, that the board authorize the payment of the unpaid bills dated 11/18/2021 for the General Fund - \$16,517.53, Central Library District and Central Book Aid Fund-\$15,522.06. **VOTE: Unanimously Approved.**

**CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Padgett, that Mr. Shaw be granted permission to sign the checks in lieu of the officers, due to electronic attendance. VOTE: Unanimously Approved.**

**CONSENT ITEM: Ms. Rogan moved, seconded by Ms. Appenzellar, that the November Personnel Actions be approved as presented. VOTE: Unanimously Approved.**

**Correspondence:**

- Mr. Shaw has received and responded to the Real Property Tax Office letter requesting the tax levy.
- A donation in the amount of \$600 was received from Ms. Karen Yamasawki, funds are to be used where needed most.

**President's Report.** Ms. Dworkin stated that she had submitted a letter to the editor for print in the Star Gazette, acknowledging the exemplary service provided by CCLD and thanking local taxpayers for their show of support on Election Day. Additional submissions were encouraged.

**Director's Report**

- A draft copy of the STLS approved Central Library plan has been sent out for review, a vote at the December Executive Committee meeting is requested.
- One staff member at Steele Memorial has tested positive for Covid-19, documentation is required for return to work. Four other staff members are off and awaiting test results.
- Digital Media Lab rules have been distributed for board review, a vote at the December Executive Committee meeting is requested.

- A request from the Chemung County Health Department for children's books was directed to the CCLD Friends organization, Steele Juvenile Department, and Mr. Owen Frank.
- Two hours of annual trustee training will be required, beginning in 2023. Mr. Shaw proposes that the board begin enacting in 2022.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2021-59)

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2021-60)

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2021-61). The cement for the sidewalk and ramp have been poured at Steele and will be usable on 11/22. The handicap parking space will be detailed on 11/21 and the railing will be installed in the near future.

**Personnel Committee.**

**Election & Continuity Committee.** Attached. The next meeting will be held Thursday, November 18, 2021 at 5:30 in the small conference room at Steele.

**Advocacy Committee.**

**Old Business.**

**New Business.**

**Ms. Dworkin moved, seconded by Ms. Chollet to adjourn. VOTE: Unanimously Approved.**

The next regular meeting of the board will be held on Thursday, December 16, 2021, at 6:00pm online via Zoom.

**CHEMUNG COUNTY LIBRARY DISTRICT**

(DOCUMENT #2021-68)

**Financial Report -November 30, 2021**

<b>Income</b>	<b>2021 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	\$ 57,150	\$ 25,941	\$ 31,209	45.39%		Gifts/memorials: \$1195;BF Parade participation donations
Grants (other than N.Y.S.)		\$ 41,074				<b>Arts Council \$4,464;Friends: 18,000; Community Arts: \$500; BF Women's Club \$865</b>
Foundation Contributions (HH & Steele)	\$ 200,000	\$ 246,371	(46,371)	123%		
Library District Tax Receipts	\$ 3,119,384	\$ 3,129,384	(10,000)	100%		
PILOT Funds	\$ 65,000	\$ 53,414		82%		
Interest on Investments	\$ 8,000	\$ 5,167	2,833	65%		
<b>State Aid</b>						
Central Library Development	\$ 79,418	\$ 179,040	(99,622)	225%		2020 & 2021 funds were both received in calendar year 2021
Central Book Aid	\$ 54,079	\$ 157,034	(102,955)	290%		2020 & 2021 funds were both received in calendar year 2021
Local Library Services Aid	\$ 31,637		31,637	0%		
Other State Aid - State Construction Funds		\$ 78,300				
<b>TOTAL INCOME</b>	<b>\$ 3,614,668</b>	<b>\$ 3,915,726</b>	<b>\$ (193,269)</b>	<b>108%</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	1,709,806	1462990.99	\$ 1,709,806	86%		
Overtime & Holiday Salaries	24,227	\$ 11,228	12,999	46%		
<b>Employee Benefits</b>						
FICA	132,654	\$ 122,354	\$ 10,300	92%		
NY State Retirement	276,605	\$ 236,068	\$ 40,537	85%		
Medical & Dental	506,128	\$ 438,279	\$ 67,849	87%		
Other (Disability, Wk. Comp, Unemp)	17,511	\$ 28,972	\$ (11,461)	165%		
<b>Subtotal - Personnel Expenses</b>	<b>2,666,931</b>	<b>2,299,893</b>	<b>\$ 367,038</b>	<b>86%</b>	<b>92%</b>	
<b>Contractual</b>						
Equipment	0	\$ 34,650	(34,650)	0%		<b>Grant: \$34,608-\$42 Bullet Aide</b>
Telephone	10,800	\$ 9,978	822	92%		
Supplies	45,200	\$ 16,399	28,801	36%		<b>Grant: \$1326;T Lab supplies\$136.86;Mktg \$855; HH Foundation \$128</b>
Travel & Continuing Education	10,120	\$ 2,244	7,876	22%		
Repairs & Maintenance	28,635	\$ 22,163	6,472	77%		
Postage	2,925	\$ 1,632	1,293	56%		
Library Materials (books, video, etc.)	375,041	\$ 306,831	68,210	82%		Gifts: \$3602.06;Grant\$923.97
Utilities	59,000	\$ 37,357	21,643	63%		
Building Cleaning Supplies	14,200	\$ 14,200	0	100%		
Fuel, Gas & Oil (Bookmobile)	3,100	\$ 1,620	1,480	52%		
Insurance	34,700	\$ 34,638	62	100%		
Vehicle Operation / Maintenance	5,000	\$ 1,614	3,386	32%		
Professional Fees (audit, engineer/legal fees)	31,395	\$ 30,299	1,096	97%		
Data Processing Expenses (Cost Share)	116,134	\$ 114,076	2,058	98%		
Payment of Taxes	5,150	\$ 5,015	135	97%		
Library Programming	37,997	\$ 47,160	(9,163)	124%		<b>Grant\$8003: BF-Parade Participation;BFWomen'sGroup/Arts Council;HHFri;BulletAide</b>
Chemung County costs (B&G, vision)	14,000	\$ 7,766	6,234	55%		
Capital Improvements STATE CONST see below	10,000		10,000	0%		
Contingency Fund	51,641	\$ 1,730	49,911	3%		Building Clearning Supplies - up b/c of Covid precautions
<b>Subtotal Expenses</b>	<b>\$ 3,521,969</b>	<b>\$ 3,139,236.56</b>	<b>\$ 532,703</b>	<b>89%</b>	<b>92%</b>	
2021 Projects: Breakroom & Boiler @ St		\$ 149,971				Breakroom @ St: \$34,950;Boiler @ St \$27,870.24; \$87,150.46 St parking lot proj
<b>TOTAL EXPENSES</b>	<b>\$ 3,521,969</b>	<b>\$ 3,139,237</b>				

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
 As of December 1, 2021

Type	Date	Memo	Open Balance
<b>Aleta Yarrow</b>			
Bill	12/01/2021	"When you Write Upon a Star" Art Program via Zoom - St 12/9//21	225.00
Total Aleta Yarrow			225.00
<b>Amazon Credit Plan</b>			
Bill	12/01/2021	purchase all libraries-10/08/2021-11/09/2021	4,496.14
Total Amazon Credit Plan			4,496.14
<b>B &amp; H</b>			
Bill	12/01/2021	privacy screens- purchased w/Appalachian Grant \$ - invoice #195872295	3,199.60
Bill	12/01/2021	privacy screens- purchased w/Appalachian Grant \$ - invoice #195659864	139.80
Bill	12/01/2021	privacy screens- purchased w/Appalachian Grant \$ - invoice #195623810	104.85
Total B & H			3,444.25
<b>Chemung County Buildings &amp; Grounds Dept.</b>			
Bill	12/01/2021	3rd Quarter 2021 Maintenance:\$8,501.30 & Utilities Fees= \$10,729.48	19,230.78
Total Chemung County Buildings & Grounds Dept.			19,230.78
<b>Cris Johnson</b>			
Bill	12/01/2021	12/17 Juv prog @ VE	325.00
Total Cris Johnson			325.00
<b>Envisionware, Inc.</b>			
Bill	12/01/2021	Cloud reservation upgrade for patron comp-pd w/AppalachianGrant\$Transaction #SO-US-38562	2,940.00
Total Envisionware, Inc.			2,940.00
<b>Image Integrator</b>			
Bill	12/01/2021	Toner cartridge for microfiche @ St	500.00
Total Image Integrator			500.00
<b>Ingram Library Services</b>			
Bill	12/01/2021	Nov Library material -	9,582.67
Total Ingram Library Services			9,582.67
<b>MCI</b>			
Bill	12/01/2021	Long distance charges - HH - end of year balance	32.33
Total MCI			32.33
<b>MidWest Tape</b>			
Bill	12/01/2021	Nov Av purchases HH//St/Juv	4,422.69
Total MidWest Tape			4,422.69
<b>NY Genealogical and Biographical Soc.</b>			
Bill	12/01/2021	Annual Subscription - 12/21-12/22 -Acct #8145 - Genealogy resources	50.00
Total NY Genealogical and Biographical Soc.			50.00
<b>Ray Jewelers</b>			
Bill	12/01/2021	Carver memorial plaque -pd for w/donations	65.00
Total Ray Jewelers			65.00
<b>Shannah Warwick</b>			
Bill	12/01/2021	Felted Scarf Making Kit Program - HH 12/13/21	460.00
Total Shannah Warwick			460.00
<b>Tim Collins</b>			
Bill	12/01/2021	Teen & Improv sessions -12/7 @ St	100.00
Total Tim Collins			100.00
<b>Village of Horseheads</b>			
Bill	12/01/2021	07/29/21-10/15/2021 water bill HH	129.74
Total Village of Horseheads			129.74
<b>W. B. Mason Co, Inc.</b>			
Bill	12/01/2021	office supplies - St - invoice #225023765	366.70
Total W. B. Mason Co, Inc.			366.70
<b>TOTAL</b>			<b>46,370.30</b>

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12/01/21

**Central Library District and Central Book Aid Fund**  
**Unpaid Bills Detail**  
As of December 1, 2021

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Type	Date	Memo	Open Balance
<b>Ingram Library Services</b>			
Bill	12/01/2021	Nov Library material -	17.35
Total Ingram Library Services			17.35
<b>Midwest Tape, LLC</b>			
Bill	12/01/2021	CBA educational DVDs November	317.71
Total Midwest Tape, LLC			317.71
<b>TOTAL</b>			<b>335.06</b>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of December 16, 2021**

Type	Date	Memo	Open Balance
<b>B &amp; H</b>			
Bill	12/16/2021	monitors- purchased w/Appalachian Grant \$ - invoice #889841065	8,402.95
Total B & H			8,402.95
<b>Baker &amp; Taylor Books</b>			
Bill	12/16/2021	Book purchase -St Juv- Nov	3,064.75
Total Baker & Taylor Books			3,064.75
<b>Blackstone Publishing</b>			
Bill	12/16/2021	Audiobooks - St Nov - invoice #2011429 /2007925/ 2006714/ 2002373	411.12
Total Blackstone Publishing			411.12
<b>Book Page</b>			
Bill	12/16/2021	Subscription fee 2021	354.00
Total Book Page			354.00
<b>Bryan Boynton</b>			
Bill	12/16/2021	IT phone stipend for on call - for 4th quarter 2021	90.00
Total Bryan Boynton			90.00
<b>CCLD Petty Cash</b>			
Bill	12/16/2021	VE/StWE/BF petty cash	1,020.74
Total CCLD Petty Cash			1,020.74
<b>Centurion Technologies</b>			
Bill	12/16/2021	Smartshield License - annual -Smartshield License - annual - for staff laptops	120.00
Total Centurion Technologies			120.00
<b>Chemung Canal Trust Company</b>			
Bill	12/16/2021	Mastercard charges-subscription/service renewals	257.27
Bill	12/16/2021	Mastercard charges-subscription/service renewals	1,873.78
Total Chemung Canal Trust Company			2,131.05
<b>Deborah L. Brimmer</b>			
Bill	12/16/2021	IT phone stipend for on call - for 4th quarter 2021	90.00
Total Deborah L. Brimmer			90.00
<b>Filomena Jack</b>			
Bill	12/16/2021	Paper 3-D Roses - online art class - via Zoom St - 12/22/2021	225.00
Total Filomena Jack			225.00
<b>Fire Alarm Service Technology, Inc.</b>			
Bill	12/16/2021	Annual monitoring for panic alarms - WE & BF-invoice # 41095 & 41094	600.00
Total Fire Alarm Service Technology, Inc.			600.00
<b>First Transit, Inc</b>			
Bill	12/16/2021	Bkm fuel & maintenance 10/24/-11/20/2021 invoice #11766056	195.43
Total First Transit, Inc			195.43
<b>Holly Melott</b>			
Bill	12/16/2021	insurance reimbursement and travel 2021	195.00
Total Holly Melott			195.00
<b>John van Otterloo</b>			
Bill	12/16/2021	IT phone stipend for on call - for 4th quarter 2021	90.00
Total John van Otterloo			90.00
<b>ProQuest LLC</b>			



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12/07/21

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of December 16, 2021

Type	Date	Memo	Open Balance
Bill	12/16/2021	Heritage Quest/Ancestry electronic reference	6,519.04
Total ProQuest LLC			6,519.04
<b>Rebecca Jackson</b>			
Bill	12/16/2021	reimbursement for homeschool program 11/7-12/1	167.12
Total Rebecca Jackson			167.12
<b>Southern Tier Library System</b>			
Bill	12/16/2021	Downloadable audio Invoice -YA	27,070.77
Bill	12/16/2021	Downloadable audio Invoice -YA	2,070.48
Total Southern Tier Library System			29,141.25
<b>Tim Collins</b>			
Bill	12/16/2021	Teen Creative Writing Group - St - 1/5 & 1/19 - paid with grant funds	200.00
Total Tim Collins			200.00
<b>Verizon</b>			
Bill	12/16/2021	St phones -end of year balance	164.30
Total Verizon			164.30
<b>Xerox Corporation</b>			
Bill	12/16/2021	maintenance agreement contract fee for BF copier	20.12
Total Xerox Corporation			20.12
<b>TOTAL</b>			<b>53,201.87</b>

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12/07/21

**Central Library District and Central Book Aid Fund**  
**Unpaid Bills Detail**  
As of December 16, 2021

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Type	Date	Memo	Open Balance
<b>Baker &amp; Taylor Books</b>			
Bill	12/16/2021	Reference materials -Acct # C0010083	110.15
Total Baker & Taylor Books			110.15
<b>Southern Tier Library System</b>			
Bill	12/16/2021	Downloadable e-books -Fiction	3,767.09
Total Southern Tier Library System			3,767.09
<b>TOTAL</b>			<b>3,877.24</b>

## Document #2021-70

### Report of the December 1, 2021 meeting of the Executive Committee of the Chemung County Library District:

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

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

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 12/1/21 in the amount of \$46,370.30 for the General Fund and \$335.06 for the Central Library District and Central Book Aid Fund. **Ms. Dworkin moved, seconded by Ms. Silvernail, to approve payment of the General and Central Library District and Central Book Aid Fund bills as submitted in writing. VOTE: Unanimously Approved.**

**CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Chollet, that Mr. Shaw be granted permission to sign the checks in lieu of the officers, due to electronic attendance. VOTE: Unanimously Approved.**

Mr. Shaw reported on the following:

- The Van Etten branch will close 30 minutes early on December 22 and 29 to maintain contractual holiday stipulations.
- Mr. Shaw is awaiting an estimate from F.A.S.T. for an updated monitor to be used on the second floor at Steele.
- The Digital Media Lab rules will be reviewed by the librarians at the department head meeting on December 7, and will then be brought to the board for approval.

Ms. Rogan expressed her gratitude for librarian, Jennie Lewis's attentive service.

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 5, 2022 in the auditorium of the Steele Memorial Library and via Zoom.

**Document #2021-71**

**Report of the December 8, 2021 meeting of the Budget & Finance Committee of the Chemung County Library District.**

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

Ms. Melott presented the November 30, 2021 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 16, 2021 for the General Fund - \$53,201.87; for the Central Library District and Central Book Aid Fund- \$3,877.24. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

Mr. Shaw noted that \$18,278.40 in PILOT funds had recently been received.

The meeting adjourned at 8:50am. The next meeting of the Budget & Finance Committee will be held on Wednesday, January 5, 2022 at 8:45 a.m. at the Steele Memorial Library and via Zoom.

**Document #2021-72**

**Report of the December 1, 2021 meeting of the Buildings & Grounds Committee of the Chemung County Library District**

The meeting opened at 5:30 pm. Present via Zoom were Ms. Rachel Dworkin and Ms. Lee Saginario. Also attending was Ms. Holly Melott, CCLD Management.

The Committee received reports on the following:

- Wenzel filled in and seeded the area surrounding the new ramp and sidewalk at Steele.
- The railing will be installed once all sections have been received.
- The handicap parking detail was delayed due to inclement weather.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, January 5, 2022 at 5:30pm in the auditorium of the Steele Memorial Library.

	Jan-21		Feb-21		Mar-21		Apr-21		May-21		Jun-21		Jul-21		Aug-21		Sep-21		Oct-21		Nov-21		Dec-21		2021		2020		2019	
	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	1180	7.73%	1,664	8.13%	2,108	7.85%	1,950	7.91%	1,681	7.05%	1,867	7.15%	1,813	6.70%	1,991	7.20%	1,904	7.27%	1,818	6.80%	1,826	7.03%	#DIV/0!		19,802	7.31%	15,338	5.92%	27,378	10.57%
Adult Fiction	3027	19.84%	4,454	21.76%	5,990	22.32%	5,406	21.94%	5,142	21.56%	6,037	23.13%	5,999	22.16%	6,566	23.73%	5,859	22.38%	5,652	21.15%	5,273	20.30%	#DIV/0!		59,405	21.94%	44,049	17.01%	79,031	30.52%
Juv NF	624	4.09%	963	4.70%	1,407	5.24%	1,242	5.04%	1,088	4.56%	1,111	4.26%	1,395	5.15%	1,331	4.81%	1,511	5.77%	1,694	6.34%	1,443	5.56%	#DIV/0!		13,809	5.10%	10,002	3.86%	18,967	7.32%
Juv Fic	2,128	13.95%	3,490	17.05%	5,456	20.33%	5,288	21.46%	5,012	21.01%	5,660	21.69%	6,259	23.12%	5,832	21.08%	5,476	20.92%	5,597	20.94%	5,442	20.95%	#DIV/0!		55,640	20.55%	39,831	15.38%	82,350	31.80%
AV	1,718	11.26%	2,766	13.51%	4,136	15.41%	4,305	17.47%	4,303	18.04%	4,672	17.90%	4,610	17.03%	4,335	15.67%	4,360	16.66%	4,354	16.29%	4,551	17.52%	#DIV/0!		44,110	16.29%	45,558	17.59%	120,261	46.44%
Periodicals	83	0.54%	160	0.78%	160	0.60%	106	0.43%	137	0.57%	160	0.61%	139	0.51%	138	0.50%	107	0.41%	101	0.38%	132	0.51%	#DIV/0!		1,423	0.53%	959	0.37%	1,794	0.69%
Other	141	0.92%	279	1.36%	342	1.27%	164	0.67%	70	0.29%	62	0.24%	121	0.45%	100	0.36%	227	0.87%	687	2.57%	725	2.79%	#DIV/0!		2,918	1.08%	1,868	0.72%	5,297	2.05%
Public Pcs	8	0.05%	227	1.11%	441	1.64%	413	1.68%	448	1.88%	1,280	4.90%	553	2.04%	657	2.37%	597	2.28%	654	2.45%	581	2.24%	#DIV/0!		5,859	2.16%	4,491	1.73%	21,738	8.39%
Wireless	1,063	6.97%	1,088	5.32%	1,488	5.54%	962	3.90%	1,120	4.70%	612	2.35%	1,320	4.88%	1,441	5.21%	1,357	5.18%	1,350	5.05%	1,440	5.54%	#DIV/0!		13,241	4.89%	18,284	7.06%	34,341	13.26%
Down Audio	1,528	10.02%	1,432	7.00%	1,630	6.07%	1,601	6.50%	1,598	6.70%	1,599	6.13%	1,597	5.90%	1,718	6.21%	1,633	6.24%	1,649	6.17%	2,490	9.59%	#DIV/0!		18,475	6.82%	17,359	6.70%	13,330	5.15%
Down Ebooks	3,261	21.38%	3,190	15.59%	3,171	11.81%	2,751	11.16%	2,859	11.99%	2,699	10.34%	2,828	10.45%	3,154	11.40%	2,692	10.28%	2,691	10.07%	1,625	6.26%	#DIV/0!		30,921	11.42%	35,431	13.68%	24,191	9.34%
Down Music	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	#DIV/0!		0	#DIV/0!	17,809	6.88%	35,953	13.88%
Down Video	79	0.52%	219	1.07%	91	0.34%	90	0.37%	67	0.28%	47	0.18%	178	0.66%	52	0.19%	35	0.13%	41	0.15%	31	0.12%	#DIV/0!		930	0.34%	3,660	1.41%	17,156	6.63%
Down Mags	416	2.73%	536	2.62%	419	1.56%	366	1.49%	326	1.37%	290	1.11%	263	0.97%	353	1.28%	419	1.60%	441	1.65%	417	1.61%	#DIV/0!		4,246	1.57%	4,318	1.67%	3,362	1.30%
<b>Total</b>	<b>15,256</b>		<b>20,468</b>		<b>26,839</b>		<b>24,644</b>		<b>23,851</b>		<b>26,096</b>		<b>27,075</b>		<b>27,668</b>		<b>26,177</b>		<b>26,729</b>		<b>25,976</b>		<b>0</b>		<b>270,779</b>		<b>258,957</b>		<b>507,466</b>	

### Holidays and Observances for 2022

<b>January 1</b>	<b>Saturday</b>	<b>New Year's Day (Closed)</b>
January 17	Monday	Martin Luther King Day SML Open
February 21	Monday	Presidents Day SML Open
<b>May 30</b>	<b>Monday</b>	<b>Memorial Day Closed</b>
<b>June 20</b>	<b>Monday</b>	<b>Juneteenth Observed (Closed)</b>
<b>July 4</b>	<b>Monday</b>	<b>Independence Day Observed (Closed)</b>
<b>September 5</b>	<b>Monday</b>	<b>Labor Day Closed</b>
October 10	Monday	Columbus Day (SML Open)
November 11	Friday	Veteran's Day (SML Open)
<b>November 24</b>	<b>Thursday</b>	<b>Thanksgiving Closed</b>
<b>November 25</b>	<b>Friday</b>	<b>Day after Thanksgiving (Closed)</b>
<b>December 23</b>	<b>Friday</b>	<b>Christmas Eve Observed (Open 9-1)</b>
<b>December 26</b>	<b>Monday</b>	<b>Christmas Day Observed (Closed)</b>
<b>December 30</b>	<b>Friday</b>	<b>New Year's Eve Observed (Open 9-1)</b>

*Monday, January 17- Steele will be open 10-6*

*Monday February 21- Steele will be open 10-6*

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

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

*Friday, December 23- All branches will be open 9-1*

*Friday, December 30- 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.cclld.lib.ny.us](http://www.cclld.lib.ny.us)

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: December 10, 2021

Subject: Approval of Personnel Actions

**Promotions:**

**Change FT/PT Status:**

**Retirement:**

N/A

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

N/A

**New Hires:**

**Resignations:**

N/A

**Terminations:**

N/A

**Leave:**

N/A

**Step Increases:**

Amy Coston- Teen Services Clerk to Step 4