



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 October 2021 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday October 21 at 6:00 pm at the **Steele Memorial Library, 101 E. Church St., Elmira, NY 14901**. The agenda for the meeting is listed below. If you are unable to attend, please inform 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 #2021-55)
4. Treasurer's report
  - a) Financial report (document 2021-56)
  - b) Report of Unpaid Bills Detail (document 2021-57)
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 HH pavilion Project**  
Resolved that the CCLD Board of Trustees approve the project as submitted.
8. Committee reports:
  - a) Executive Committee (Dworkin)
    - 1) Report of the Committee meeting (document 2021-58)
  - b) Budget & Finance Committee (Schamel)
    - 1) Report of the Committee meeting (document 2021-59)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document 2021-60)
  - 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 September 16, 2021 meeting of the Chemung County Library District Board of Trustees. Document #2021-55)*

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. Ann Hayes, Mr. Kevin Hansen, Ms. Phyllis Rogan, Ms. Lee Saginario, Mr. Karl Schwesinger, Mr. Mark Padgett, Ms. Martha Smith, Ms. Pat Silvernail, Mr. Jack Schamel, Ms. Penny Appenzellar. Present via Zoom were Ms. Bonnie Chollet and Ms. Crystal Gullo-Buzzetti. Excused: Ms. Pamela Larnard. Absent: Ms. Jessica Roberts. Also present were Holly Melott and Ron Shaw on behalf of the Library District's Administration.

**Minutes.** The minutes of the August 19, 2021, meeting (Document #2021-49) were presented for board review. Ms. Phyllis Rogan moved that the August Board minutes be approved as presented, seconded by Ms. Hayes. **VOTE: Unanimously Approved.**

**Financial Report.** The August 31, 2021 Financial Report (Document #2021-50) was presented for board review. Mr. Schamel moved, seconded by Mr. Padgett, to approve the August Financial Report as presented. **VOTE: Unanimously Approved.**

**Report of Unpaid Bills** (Document #2021-51) Mr. Schamel moved, seconded by Ms. Appenzellar, that the board authorize the payment of the unpaid bills dated 09/16/2021 for the General Fund - \$38,985.33. **VOTE: Unanimously Approved.** Mr. Schamel moved, seconded by Ms. Smith, that the board authorize the payment of the unpaid bills dated 9/16/2021 for the Central Library District and Central Book Aid Fund (formerly referred to as the Grant Fund) - \$1,656.53 **VOTE: Unanimously Approved.**

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

### **Correspondence**

- Notification was received from Brian Hildreth, Executive Director of STLS, that he approved the nomination of Kim Salisbury as representative to the STLS board on behalf of Chemung County. He suggested that Kim attend a CCLD Board meeting.
- A check in the amount of \$500 was received from Ms. Karen Yamasaki, through Fidelity Charitable Donor-Advised Fund.
- Notification was sent on behalf of the Cusick Family Fund, a donation of \$3,850 is being offered to CCLD. **CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Schamel, to accept the donation of \$3,850 from the Cusick Family Fund. VOTE: Unanimously Approved.**

### **President's Report.**

- The Horseheads Free Library annual book sale is being held from Thursday, September 16 – Saturday, September 18. Members were encouraged to participate.
- Notification was received from Brian Hildreth, Executive Director of STLS, that the open meeting policy has been updated and reverted back to the state of emergency status guidelines. Members will once again be allowed to vote when attending virtually.

**CONSENT ITEM: Ms. Hayes moved, seconded by Ms. Rogan, that Kim Salisbury be appointed as the CCLD representative to the STLS board. VOTE: Unanimously Approved.**

### **Director's Report.**

- Mr. Shaw is closely monitoring Covid statistics and protocol for the county.
- Steele and Horseheads will resume Saturday hours as of September 18, 2021.
- Meetings will be streamed live on YouTube in accordance with the open law meeting regulations.
- The STSL 2021 "Outstanding Video Award" was given to the Steele Juvenile Department for their "New Books That Have Arrived" video series. This is the 5<sup>th</sup> time that CCLD has received this honor.
- Teen Summer Reading Club statistics, including time read and program participation, were up significantly from 2020.
- Libraries are halfway through "Library Card Sign Up Month", promotions are being well received and enjoyed by patrons.
- The IT staff will be purchasing items through the end of 2021 with funds received from the Appalachian Regional Grant.
- CCLD will be receiving \$87,000 in construction funds from STLS.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2021-52)

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2021-53)

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2021-54). Line painting and replacing the sidewalk and ramp are all that remain for the completion of the parking lot project at Steele.

**Personnel Committee.**

**Election & Continuity Committee.** Attached. The next meeting will be held Thursday, October 21, 2021 at 5:30 in the small conference room at Steele.

**Advocacy Committee.**

**Old Business.**

**New Business.**

- The board expressed their sympathy to the family of Martin Green. He had served as the STLS representative for Chemung County for ten years.
- The Big Flats Library will be participating in the Big Flats Community Days parade on Saturday, September 18.
- "Library Card Holder" yard signs are available, members are encouraged to pick one up.

**CONSENT ITEM: Mr. Schamel moved, seconded by Ms. Smith, that the Director, send a letter of appreciation and condolence to the family of Martin Green, longtime Chemung County STLS representative. VOTE: Unanimously Approved.**

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

The next regular meeting of the board will be held on Thursday, October 21, 2021, at 6:00pm in the auditorium of the Steele Memorial Library and online via Zoom.

**CHEMUNG COUNTY LIBRARY DISTRICT**

(DOCUMENT #2021-56)

**Financial Report -September 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	\$ 17,070	\$ 40,080	29.87%		Gifts/memorials: \$1195
Grants (other than N.Y.S.)		\$ 32,029				Friends: 18,000; Community Arts: \$500; BF Women's Club \$865
Foundation Contributions (HH & Steele)	\$ 200,000	\$ 61,371	138,629	31%		
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	\$ 4,747	3,253	59%		
<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						
<b>TOTAL INCOME</b>	<b>\$ 3,614,668</b>	<b>\$ 3,634,089</b>	<b>\$ 1,022</b>	<b>101%</b>	<b>75%</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	1209305.29	\$ 1,709,806	71%		
Overtime & Holiday Salaries	24,227	\$ 7,162	17,065	30%		
<b>Employee Benefits</b>						
FICA	132,654	\$ 103,263	\$ 29,391	78%		
NY State Retirement	276,605	\$ 194,312	\$ 82,293	70%		
Medical & Dental	506,128	\$ 360,400	\$ 145,728	71%		
Other (Disability, Wk. Comp, Unemp)	17,511	\$ 28,972	\$ (11,461)	165%		
<b>Subtotal - Personnel Expenses</b>	<b>2,666,931</b>	<b>1,903,414</b>	<b>\$ 763,517</b>	<b>71%</b>	<b>75%</b>	
<b>Contractual</b>						
Equipment	0	\$ 2,215	(2,215)	0%		Grant:\$2,172;\$42 Bullet Aide
Telephone	10,800	\$ 9,935	865	92%		
Supplies	45,200	\$ 11,905	33,295	26%		Grant: \$1326;T Lab supplies\$136.86;Mktg \$96; HH Foundation \$128
Travel & Continuing Education	10,120	\$ 1,192	8,928	12%		
Repairs & Maintenance	28,635	\$ 14,494	14,141	51%		
Postage	2,925	\$ 1,628	1,297	56%		
Library Materials (books, video, etc.)	375,041	\$ 230,959	144,082	62%		Gifts: \$3438.29;Grant\$923.97
Utilities	59,000	\$ 37,013	21,987	63%		
Building Cleaning Supplies	14,200	\$ 12,479	1,721	88%		
Fuel, Gas & Oil (Bookmobile)	3,100	\$ 969	2,131	31%		
Insurance	34,700	\$ 34,638	62	100%		
Vehicle Operation / Maintenance	5,000	\$ 1,253	3,747	25%		
Professional Fees (audit, engineer/legal fees)	31,395	\$ 26,663	4,732	85%		
Data Processing Expenses (Cost Share)	116,134	\$ 112,276	3,858	97%		
Payment of Taxes	5,150	\$ 5,015	135	97%		
Library Programming	37,997	\$ 36,435	1,562	96%		Grant\$4451: BFWomen'sGroup/Arts Council;HHFri;BulletAide
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		51,641	0%		
<b>Subtotal Expenses</b>	<b>\$ 3,521,969</b>	<b>\$ 2,513,256.08</b>	<b>\$ 1,071,721</b>	<b>71%</b>	<b>75%</b>	
2021 Projects: Breakroom & Boiler @ St		\$ 63,008				Breakroom @ St: \$34,950;Boiler @ St \$27,870.24; \$187.46 bid for St parking lot proj
<b>TOTAL EXPENSES</b>	<b>\$ 3,521,969</b>	<b>\$ 2,513,256</b>				

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10/12/21

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of October 21, 2021

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Type	Date	Memo	Open Balance
<b>Charles Wasielewski</b>			
Bill	10/21/2021	"Libraries R Lit" Teen program in conjunction w/TC Commons - 10/19	110.00
Total Charles Wasielewski			110.00
<b>First Transit, Inc</b>			
Bill	10/21/2021	Bkm - maintenance - brakes/battery	360.54
Total First Transit, Inc			360.54
<b>Sue Schoeffler</b>			
Bill	10/21/2021	auto insurance reimbursement	195.00
Total Sue Schoeffler			195.00
<b>Tim Collins</b>			
Bill	10/21/2021	Creative Writing session 2x/month - St - November	200.00
Total Tim Collins			200.00
<b>Xerox Corporation</b>			
Bill	10/21/2021	maintenance agreement contract fee for BF copier	24.05
Total Xerox Corporation			24.05
<b>TOTAL</b>			<b>889.59</b>

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10/06/21

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
 As of October 6, 2021

Type	Date	Memo	Open Balance
<b>Aleta Yarrow</b>			
Bill	10/06/2021	"The Never Ending Letter"Art Program via Zoom - St 10/14	225.00
Total Aleta Yarrow			225.00
<b>Amazon Credit Plan</b>			
Bill	10/06/2021	purchase all libraries 08/09/21-09/08/2021	5,388.25
Total Amazon Credit Plan			5,388.25
<b>Blackstone Publishing</b>			
Bill	10/06/2021	Audiobooks purchase - ST & BF Sept	227.99
Bill	10/06/2021	Audiobooks purchase - ST & BF Sept	39.99
Total Blackstone Publishing			267.98
<b>Brodart Co.</b>			
Bill	10/06/2021	processing labels - all libraries	70.75
Total Brodart Co.			70.75
<b>Caytlyn Brooke</b>			
Bill	10/06/2021	Teen Writing Group/Teen "Libraries R Lit" night - 9/28 &10/20	200.00
Total Caytlyn Brooke			200.00
<b>Chemung Canal Trust Company</b>			
Bill	10/06/2021	Mastercard charges-Adult St/YA/BF prog/Computer software/St-Water bill/Mktg	126.05
Bill	10/06/2021	Mastercard charges-Adult St/YA/BF prog/Computer software/St-Water bill/Mktg	1,316.99
Total Chemung Canal Trust Company			1,443.04
<b>Demco, Inc.</b>			
Bill	10/06/2021	processing supplies - all libraries	388.52
Total Demco, Inc.			388.52
<b>Eastern Copy Products</b>			
Bill	10/06/2021	Contract base rate charge & overage charge -St copier	1,393.06
Total Eastern Copy Products			1,393.06
<b>Filomena Jack</b>			
Bill	10/06/2021	Tissue Paper Candy Collage- art class via zoom - 10/20/21	275.00
Total Filomena Jack			275.00
<b>Hornbook Magazine</b>			
Bill	10/06/2021	Juv Literary Resource	72.00
Total Hornbook Magazine			72.00
<b>Imperial Door Controls, Inc.</b>			
Bill	10/06/2021	handicap push plate replaced - labor under contract @ WE	71.10
Bill	10/06/2021	handicap push plate replaced - labor under contract @ WE	153.67
Total Imperial Door Controls, Inc.			224.77
<b>Ingram Library Services</b>			
Bill	10/06/2021	Sept Library material -	7,604.57
Total Ingram Library Services			7,604.57
<b>Julie Spicer</b>			
Bill	10/06/2021	Tai Chi programs online 9./20-10/25 - HH	240.00
Total Julie Spicer			240.00
<b>Library Ideas LLC</b>			
Bill	10/06/2021	Library Materials - HH JUV	152.12
Total Library Ideas LLC			152.12

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10/06/21

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
 As of October 6, 2021

Type	Date	Memo	Open Balance
<b>Library Supply Solutions</b>			
Bill	10/06/2021	Security strips for Lib materials - invoice #21588-21	440.00
Total Library Supply Solutions			440.00
<b>Mark Margeson</b>			
Bill	10/06/2021	mowing @ WE (x5) & HH (x5) - 08/20-09/16	700.00
Total Mark Margeson			700.00
<b>Marteck</b>			
Bill	10/06/2021	receipt printer tape supply - all libraries	303.80
Total Marteck			303.80
<b>MidWest Tape</b>			
Bill	10/06/2021	Aug Av purchases HH/WE/St	2,327.49
Total MidWest Tape			2,327.49
<b>Nicholas Borelli</b>			
Bill	10/06/2021	patron refund	25.00
Total Nicholas Borelli			25.00
<b>Orkin</b>			
Bill	10/06/2021	Treatment of carpenter bees @ BF	300.00
Total Orkin			300.00
<b>OverDrive, Inc</b>			
Bill	10/06/2021	patron online resource checkouts -September	5.98
Total OverDrive, Inc			5.98
<b>Pitney Bowes</b>			
Bill	10/06/2021	mail machine quarterly lease	563.88
Total Pitney Bowes			563.88
<b>Sayles &amp; Evans</b>			
Bill	10/06/2021	Attorney fees - General Svcs 8/23/2021-08/31/2021	458.25
Total Sayles & Evans			458.25
<b>Shannah Warwick</b>			
Bill	10/06/2021	Felted Soap Making Kit Program - HH 10/12/21	350.00
Total Shannah Warwick			350.00
<b>Southern Tier Library System</b>			
Bill	10/06/2021	Downloadable audiobooks - YA/Juv	841.50
Bill	10/06/2021	barcodes all libraries	272.03
Bill	10/06/2021	Downloadable audio -YA	1,511.33
Bill	10/06/2021	Downloadable audio - YA	139.98
Bill	10/06/2021	Downloadable audio -Fiction	1,831.28
Total Southern Tier Library System			4,596.12
<b>The Penworthy Company</b>			
Bill	10/06/2021	Library materials Bookmobile	411.11
Total The Penworthy Company			411.11
<b>Vasco Brands, Inc.</b>			
Bill	10/06/2021	cleaning supplies all libraries -invoice #129027A	229.43
Bill	10/06/2021	cleaning supplies all libraries -invoice #129027	577.84
Bill	10/06/2021	cleaning supplies all libraries -invoice #129027b	280.00
Total Vasco Brands, Inc.			1,087.27
<b>Wenzel Landscaping</b>			

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10/06/21

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of October 6, 2021

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<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Bill	10/06/2021	Steele parking lot paving - first installment - invoice #104933	69,570.40
Total Wenzel Landscaping			69,570.40
<b>TOTAL</b>			<b>99,084.36</b>



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10/06/21

**Central Library District and Central Book Aid Fund**  
**Unpaid Bills Detail**  
**As of October 6, 2021**

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<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Ingram Library Services</b>			
Bill	10/06/2021	Sept Library material -	135.96
Total Ingram Library Services			135.96
<b>Matthew Bender &amp; Co., Inc.</b>			
Bill	10/06/2021	Reference Material	2,516.00
Total Matthew Bender & Co., Inc.			2,516.00
<b>Midwest Tape, LLC</b>			
Bill	10/06/2021	CBA educational DVDs September	906.21
Total Midwest Tape, LLC			906.21
<b>Southern Tier Library System</b>			
Bill	10/06/2021	Downloadable e-books YA/Non-fiction/Fiction/Juv	1,409.92
Bill	10/06/2021	Downloadable e-books YA/Non-fiction/Fiction/Juv	1,179.92
Bill	10/06/2021	Downloadable e-books YA	60.00
Bill	10/06/2021	Downloadable e-books YA	2,780.79
Total Southern Tier Library System			5,430.63
<b>TOTAL</b>			<b><u>8,988.80</u></b>

## Document #2021-58

### Report of the October 6, 2021 meeting of the Executive Committee of the Chemung County Library District:

The meeting came to order at 6:00pm. Attending the meeting in person at the Steele Memorial Library auditorium, from the Executive Committee were Rachel Dworkin and Phyllis Rogan. Holly Melott, CCLD management, was also present. Other board members attending in person were Ann Hayes and Mark Padgett. Penny Appenzellar, Pam Larnard, Karl Schwesinger, Pat Silvernail, Kevin Hansen, Bonnie Chollet, and Jack Schamel attended via Zoom.

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

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 10/06/21 in the amount of \$99,084.36 for the General Fund and \$8,988.80 for the Grant Fund. **Ms. Hayes moved, seconded by Mr. Padgett, to approve payment of the General and Grant Fund bills as submitted in writing. VOTE: Unanimously Approved.**

Ms. Melott, reported that 2021 Central Library District and Central Library Aid funds had been received from STLS.

Ms. Hayes stated that she had attended the STLS annual meeting. The speaker emphasized the importance of library board advocacy throughout the presentation.

Ms. Appenzellar proposed that the library participate in the Octagon Fair on Saturday, October 16<sup>th</sup> at Elmira College. She is willing to spearhead this undertaking and will email members.

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, November 3, 2021 in the auditorium of the Steele Memorial Library and via Zoom.

**Document #2021-59**

**Report of the October 13, 2021 meeting of the Budget & Finance Committee of the Chemung County Library District.**

Attending the meeting in person at the Steele Memorial Library was CCLD board members Mr. Jack Schamel. Attending via Zoom: 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 September 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 October 21, 2021 for the General Fund - \$889.59. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:55am. The next meeting of the Budget & Finance Committee will be held on Wednesday, November 10, 2021 at 8:45 a.m. at the Steele Memorial Library and via Zoom.

**Document #2021-60**

**Report of the October 6, 2021 meeting of the Buildings & Grounds Committee of the Chemung County Library District**

The meeting opened at 5:30 pm. Present were Mr. Karl Schwesinger, Ms. Rachel Dworkin, and Ms. Pat Silvernail. Also attending was Ms. Holly Melott, CCLD Management.

The Committee received reports on the following:

- The stripes have been painted in the parking lot at Steele. A start date has not been set as of yet to finalize the ramp.
- Treatment has been administered for carpenter bees at both Big Flats and West Elmira.
- The circulation staff at Steele have been reorganizing the office, County Buildings and Grounds will install additional shelving units, once the staff has purchased them.
- The tables and chairs for the Steele breakroom are scheduled to arrive in October.

Ms. Dworkin received notification from the Horseheads Foundation that they have accepted the proposed bid from Pyramid Contracting to construct a pavilion outside of the Horseheads Library.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, November 3, 2021 at 5:30pm in the auditorium of the Steele Memorial Library.