



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 September 2021 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday September 16 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 #2021-49)
4. Treasurer's report
 - a) Financial report (document 2021-50)
 - b) Report of Unpaid Bills Detail (document 2021-51)
5. Correspondence
6. President's report (Dworkin)

Consent Item: Approval of nominee for STLS Board
Resolved that the CCLD Board of Trustees approve the appointment of Kim Salisbury as a representative for CCLD to STLS board.
7. Director's Report

Consent Item: Approval of Personnel Actions
Resolved that the CCLD Board of Trustees approve the personnel actions as submitted.
8. Committee reports:
 - a) Executive Committee (Dworkin)
 - 1) Report of the Committee meeting (document 2021-52)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2021-53)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2021-54)
 - 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

	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-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
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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	14,254	7.43%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	42,621	22.21%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	9,161	4.77%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	39,125	20.39%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	30,845	16.07%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,083	0.56%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,279	0.67%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	4,027	2.10%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	9,094	4.74%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	12,703	6.62%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	23,913	12.46%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	823	0.43%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2,969	1.55%	4,318	1.67%	3,362	1.30%		
Total	15,256		20,468		26,839		24,644		23,851		26,096		27,075		27,668		0	0	0	0	191,897		258,957		507,466			

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09/01/21

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

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	09/01/2021	"The Art of Mind Wandering" - 9/9 - St/via Zoom	235.00
Bill	09/01/2021	"Folk Art Papercutting" & Clay Creatures - WE via Zoom 8/16 & 8/30 -pd w/grant funds	485.00
Total Aleta Yarrow			720.00
Amazon Credit Plan			
Bill	09/01/2021	purchase all libraries 07/07/21-08/09/2021	3,883.93
Total Amazon Credit Plan			3,883.93
Chemung Canal Trust Company			
Bill	09/01/2021	Mastercard charges-St Juv & Bkm prog/Text alert service/Computers/T-Lab supplies-pd w/grant \$	2,072.71
Bill	09/01/2021	Mastercard charges-St Juv & Bkm prog/Text alert service/Computers/T-Lab supplies-pd w/grant \$	133.97
Total Chemung Canal Trust Company			2,206.68
Collaborative Summer Library Program			
Bill	09/01/2021	SRC all libraries 2021 materials - pd by Friends	342.30
Total Collaborative Summer Library Program			342.30
Demco, Inc.			
Bill	09/01/2021	AV processing supplies - ST & WE	118.96
Total Demco, Inc.			118.96
Eastern Copy Products			
Bill	09/01/2021	Contract base rate charge & overage charge -St copier	816.30
Total Eastern Copy Products			816.30
Elmira Water Board			
Bill	09/01/2021	WE- 06/08/2021-08/06/2021	37.86
Total Elmira Water Board			37.86
Filomena Jack			
Bill	09/01/2021	"Hand Sewn Mini Chicken" - St/via Zoom - 9/15	350.00
Total Filomena Jack			350.00
Ingram Library Services			
Bill	09/01/2021	Aug Library material -	10,678.34
Total Ingram Library Services			10,678.34
LaFrance Equipment Corp.			
Bill	09/01/2021	Annual fire extinguisher inspection -St/BF/WE/HH	238.00
Total LaFrance Equipment Corp.			238.00
MidWest Tape			
Bill	09/01/2021	Aug Av purchases HH/WE/St	3,954.46
Total MidWest Tape			3,954.46
Orkin			
Bill	09/01/2021	annual payment for monthly treatment @ ST	772.80
Total Orkin			772.80
Ron Arons			
Bill	09/01/2021	"Researching US Crminal Ancestors" - Genealogy program 9/7/21 - St/via Zoom	200.00
Total Ron Arons			200.00
Sayles & Evans			
Bill	09/01/2021	Attorney fees - General Svcs 03/15/21-07/30-2021	5,996.25
Total Sayles & Evans			5,996.25
Staples Credit Plan			
Bill	09/01/2021	office/IT supplies	136.06
Total Staples Credit Plan			136.06
Swift Office Equipment, Inc.			
Bill	09/01/2021	HH copier usage charges 05/12/21-08/16/2021	188.82
Total Swift Office Equipment, Inc.			188.82
The Hartford Steam Boiler Inspection Co			

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09/01/21

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

Type	Date	Memo	Open Balance
Bill	09/01/2021	boiler inspection at Steele x 2 years 2020 & 2021	210.00
Total The Hartford Steam Boiler Inspection Co			210.00
Village of Horseheads			
Bill	09/01/2021	04/15/21-07/29/21 water bill HH	137.96
Total Village of Horseheads			137.96
W. B. Mason Co, Inc.			
Bill	09/01/2021	office supplies - St	38.02
Total W. B. Mason Co, Inc.			38.02
Xerox Corporation			
Bill	09/01/2021	maintenance agreement contract fee for BF copier	25.12
Total Xerox Corporation			25.12
TOTAL			31,051.86

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09/01/21

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

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
Bill	09/01/2021	August Library material -	89.31
Total Ingram Library Services			89.31
Midwest Tape, LLC			
Bill	09/01/2021	CBA educational DVDs August	367.28
Total Midwest Tape, LLC			367.28
TOTAL			456.59

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

Type	Date	Memo	Open Balance
Accessible Archives, Inc.			
Bill	09/16/2021	12/28/21-12/27/22 Online sub. to 18th & 19th Century Newspapers	229.95
Total Accessible Archives, Inc.			229.95
Ari Wilkins			
Bill	09/16/2021	"Looking for my Babies" via Zoom 10/6 -St	125.00
Total Ari Wilkins			125.00
Baker & Taylor Books			
Bill	09/16/2021	Book purchase -St Juv & WE & Bkm-August	1,047.31
Total Baker & Taylor Books			1,047.31
Blackstone Publishing			
Bill	09/16/2021	Audiobooks purchase - ST & BF Aug	141.98
Bill	09/16/2021	Audiobooks purchase - ST & BF Aug	91.98
Total Blackstone Publishing			233.96
Bryan Boynton			
Bill	09/16/2021	IT phone stipend for on call - for 3rd quarter 2021	90.00
Total Bryan Boynton			90.00
Cengage Learning, Inc.			
Bill	09/16/2021	Udemy - online learning database	7,000.00
Total Cengage Learning, Inc.			7,000.00
Deborah L. Brimmer			
Bill	09/16/2021	IT phone stipend for on call - for 3rd quarter 2021	90.00
Total Deborah L. Brimmer			90.00
ELM USA, Inc.			
Bill	09/16/2021	supplies for disk cleaning machine	149.99
Total ELM USA, Inc.			149.99
First Transit, Inc			
Bill	09/16/2021	Bkm - maintenance - brakes, alternator, battery, lubricate steps	1,095.44
Total First Transit, Inc			1,095.44
John van Otterloo			
Bill	09/16/2021	IT phone stipend for on call - for 3rd quarter 2021	90.00
Total John van Otterloo			90.00
OverDrive, Inc			
Bill	09/16/2021	patron online resource checkouts -August	17.94
Total OverDrive, Inc			17.94
Robert L. Butcher			
Bill	09/16/2021	Restoration of Steele parking lot - 3rd and final payment invoice #329	175.00
Total Robert L. Butcher			175.00
Southern Tier Library System			
Bill	09/16/2021	Cost Share 3rd quarter	27,070.77
Bill	09/16/2021	Cost Share 3rd quarter	1,369.97
Total Southern Tier Library System			28,440.74
Tim Collins			
Bill	09/16/2021	Creative Writing session 2x/month - St - October	200.00
Total Tim Collins			200.00
TOTAL			38,985.33

11:50 AM

09/13/21

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

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
Bill	09/16/2021	Reference materials	129.49
Total Baker & Taylor Books			129.49
Southern Tier Library System			
Bill	09/16/2021	Downloadable e-books YA/Non-fiction/Fiction/Juv	1,527.04
Total Southern Tier Library System			1,527.04
TOTAL			1,656.53



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To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: September 10, 2021

Subject: Approval of Personnel Actions

Promotions:

Change FT/PT Status:

Retirement:

N/A

End of Probationary Period- Permanent Appointment:

Pamela Lee- FT Library Assistant

New Hires:

Resignations:

N/A

Terminations:

N/A

Leave:

N/A

Step Increases:

Elizabeth Weston- PT Library Page to Step 3

John Van Otterloo- FT Makerspace Clerk to Step 4

Amanda Farley- FT Librarian 1 to Step 10 (10 year anniversary)