



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 February 17, 2022 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday January 20 at 6:00 pm by **ZOOM (link to be sent out)**. 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 #2022-07)
4. Treasurer's report
 - a) Financial report (document 2022-08)
 - b) Report of Unpaid Bills Detail (document 2022-09)
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 Donations**
Resolved that the CCLD Board of Trustees approve acceptance of donations as submitted.
8. Committee reports:
 - a) Executive Committee (Dworkin)
 - 1) Report of the Committee meeting (document 2022-10)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2022-11)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2022-12)
 - 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 January 20, 2022 meeting of the Chemung County Library District Board of Trustees. Document #2022-07)

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

Maggie Young, Librarian at Steele Memorial presented a detailed overview of her ongoing genealogy programs, both one-time presentations and daily updates to social media, which have been well received throughout the county.

Minutes. The minutes of the December 16, 2021, meeting (Document #2021-70) were presented for board review. Mr. Schwesinger moved that the December Board minutes be approved as amended, seconded by Ms. Rogan. **VOTE: Unanimously Approved.**

Financial Report. The December 2021 Financial Report (Document #2021-68) was presented for board review. Mr. Schamel moved, seconded by Mr. Schwesinger, to approve the December Financial Report as presented. **VOTE: Unanimously Approved.**

Report of Unpaid Bills (Document #2021-75) Mr. Schamel moved, seconded by Mr. Padgett, that the board authorize the payment of the unpaid bills dated 1/20/22 for the General Fund - \$31,326.40. Ms. Appenzellar moved, seconded by Ms. Roberts that the board authorize the payment of the unpaid bills dated 1/20/22 for Central Library District and Central Book Aid Fund-\$7,789.84. **VOTE: Unanimously Approved.**

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

Correspondence:

CONSENT ITEM: Ms. Rogan moved, seconded by Ms. Roberts that the following donations be accepted: **VOTE: Unanimously Approved.**

\$2,000 –Reiner
\$1,000 – Reiter
\$5,000 –Hansen
\$300 – Horrigan
\$150 – Moehlman
\$2,000 – Rao

President's Report.

Director's Report

- Three employees are currently on quarantine, one tested positive, one tested negative, and one has not tested as of yet.
- Library hours could be reduced if necessary and still meet NY state minimum open requirements. Neither curbside nor lobby service fulfills that requirement.
- Friends donations are suspended until 2/1/22
- #500 K95 masks were received from the Chemung County Health Department for public distribution, they were gone in two days.
- The custodian at Steele Memorial discovered that a man had slept in the building on 1/13/22. He encountered him several hours before opening. The individual was cooperative and escorted out immediately.
- As per staff request, items for care kits will be purchased for both women and children. Kits will include feminine hygiene products for women and a small stuffed toy and crayons for children.
- The purchase of N-95 masks for staff is being evaluated. They are more costly than the ones currently being utilized.
- Remote meetings policy has been extended by the governor.
- Mr. Shaw will update members concerning annual board training, which includes sexual harassment.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2022-04)

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2022-05)

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2022-06). The pavilion at Horseheads is now completed.

Personnel Committee.

Election & Continuity Committee.

Advocacy Committee.

Old Business.

New Business. Newly elected members were sworn in. Mr. Schamel will notarize cards. The possibility of remaining fine free will be further evaluated.

Mr. Schwesinger moved, seconded by Mr. Hansen to adjourn. VOTE: Unanimously Approved.

The next regular meeting of the board will be held on Thursday, February 17, 2022, at 6:00pm online via Zoom and in the auditorium of the Steele Memorial Library.

CHEMUNG COUNTY LIBRARY DISTRICT

Financial Report - January 31, 2022

Income	2022 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 57,150	\$ 9,890	\$ 47,260	17.31%		
Grants (other than N.Y.S.)						
Foundation Contributions (HH & Steele)	\$ 200,000		200,000	0%		
Library District Tax Receipts	\$ 3,194,512		3,194,512	0%		
PILOT Funds	\$ 65,000			0%		
Interest on Investments	\$ 8,000	\$ 329	7,671	4%		
State Aid						
Central Library Development	\$ 57,200		57,200	0%		
Central Book Aid	\$ 46,898		46,898	0%		
Local Library Services Aid	\$ 26,025	\$ 38,541	(12,516)	148%		
Other State Aid - State Construction Funds		\$ 16,310				
TOTAL INCOME	\$ 3,654,785	\$ 65,070	\$ 3,541,025	2%	8%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,728,402	1,319,825.51	\$ 1,728,402	8%		
Overtime & Holiday Salaries	24,227	\$ 1,941	22,286	8%		
Employee Benefits						
FICA	133,852	\$ 9,706	\$ 124,146	7%		
NY State Retirement	261,806	\$ 21,696	\$ 240,110	8%		
Medical & Dental	504,158	\$ 36,388	\$ 467,770	7%		
Other (Disability, Wk. Comp, Unemp)	25,394	\$ 3,088	\$ 22,306	12%		
Subtotal - Personnel Expenses	2,677,839	204,801	\$ 2,473,038	8%	8%	
Contractual						
Equipment	19,000		19,000	0%		
Telephone	10,800	\$ 8,280	2,520	77%		
Supplies	45,200	\$ 7,485	37,715	17%		
Travel & Continuing Education	10,626	\$ 649	9,977	6%		
Repairs & Maintenance	28,635	\$ 564	28,071	2%		
Postage	2,925	\$ 95	2,830	3%		
Library Materials (books, video, etc.)	382,843	\$ 5,877	376,966	2%		
Utilities	59,000		59,000	0%		
Building Cleaning Supplies	14,200	\$ 2,299	11,901	16%		
Fuel, Gas & Oil (Bookmobile)	3,100	\$ 219	2,881	7%		
Insurance	34,700	\$ 5,129	29,571	15%		
Vehicle Operation / Maintenance	5,000	\$ 205	4,795	4%		
Professional Fees (audit, engineer/legal fees)	31,395	\$ 701	30,694	2%		
Data Processing Expenses (Cost Share)	116,134	\$ 1,525	114,609	1%		
Payment of Taxes	5,150	\$ 2,255	2,895	44%		
Library Programming	39,897	\$ 3,832	36,065	10%		\$1060 - Grant \$/393 Friends
Chemung County costs (B&G, vision)	14,000		14,000	0%		
Capital Improvements STATE CONST see below	10,000	\$ 13,700	(3,700)	137%		\$13,700 HH Pavilion - pd for by HH Foundation
Contingency Fund	51,641		51,641	0%		
Subtotal Expenses	\$ 3,562,085	\$ 257,617.39	\$ 3,304,468	7%	8%	
TOTAL EXPENSES	\$ 3,562,085	\$ 257,617				

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02/07/22

Chemung County Library District General Fund
Unpaid Bills Detail
As of February 17, 2022

Type	Date	Memo	Open Balance
Chemung Canal Trust Company			
Bill	02/17/2022	Mastercard charges-subscription/service renewals	145.92
Bill	02/17/2022	Mastercard charges-subscription/service renewals	244.76
Total Chemung Canal Trust Company			390.68
Dataflow, Inc.			
Bill	02/17/2022	flyers for Teen Programming - pd w/Restart Grant \$	97.90
Total Dataflow, Inc.			97.90
OverDrive, Inc			
Bill	02/17/2022	patron online resource checkouts - annual cost	250.00
Total OverDrive, Inc			250.00
Sullivan Professional Landscaping			
Bill	02/17/2022	Salt distribution HH Dec 8 & 24	162.00
Bill	02/17/2022	Salt distribution HH Jan 7, 17, 18, 24, & 25 invoice #4252	405.00
Total Sullivan Professional Landscaping			567.00
W. B. Mason Co, Inc.			
Bill	02/17/2022	office supplies - St - invoice #227028033	158.64
Total W. B. Mason Co, Inc.			158.64
TOTAL			1,464.22

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02/07/22

Central Library District and Central Book Aid Fund
Unpaid Bills Detail
As of February 17, 2022

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Southern Tier Library System			
Bill	02/17/2022	Downloadable e-books ...	43.99
Total Southern Tier Library System			43.99
TOTAL			43.99

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02/02/22

Chemung County Library District General Fund
Unpaid Bills Detail
As of February 2, 2022

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	02/02/2022	"Scenic Pop Up Cards" 2/8/2022 - St - pd w/grant funds	230.00
Bill	02/02/2022	Beaded necklace craft kit - make & take - HH Feb 2022	300.00
Total Aleta Yarrow			530.00
Amazon Credit Plan			
Bill	02/02/2022	purchase all libraries--11/03/2021-1/08/22 - including Omara \$ & Appalachian Grant	3,805.09
Total Amazon Credit Plan			3,805.09
Bakers Landscaping			
Bill	02/02/2022	snow removal @ HH (5)x 1/7, 1/6 x 2, 1/18, 1/25	500.00
Total Bakers Landscaping			500.00
Blackstone Publishing			
Bill	02/02/2022	Audiobooks - St invoice #2015517	50.00
Total Blackstone Publishing			50.00
Brodart Co.			
Bill	02/02/2022	processing labels - - invoice # 595560	103.11
Total Brodart Co.			103.11
Demco, Inc.			
Bill	02/02/2022	processing supplies - all libraries invoice #7073170	263.21
Total Demco, Inc.			263.21
Filomena Jack			
Bill	02/02/2022	"Playing with Oil Pastels (Love Bear)" 2/16/22 - pd w/grant funds	246.87
Total Filomena Jack			246.87
First Transit, Inc			
Bill	02/02/2022	Bkm fuel 12/26/21-01/22/22 invoice #11777544	148.57
Total First Transit, Inc			148.57
Horseheads Do It Center			
Bill	02/02/2022	HH supplies invoice #351873	34.52
Total Horseheads Do It Center			34.52
Ingram Library Services			
Bill	02/02/2022	Jan Library material -	9,262.91
Total Ingram Library Services			9,262.91
Maegan McKenzie			
Bill	02/02/2022	Teen Creative Writing group - via Zoom 2/16/22 -	50.00
Total Maegan McKenzie			50.00
MCI			
Bill	02/02/2022	Long distance charges - BF-annual 2022	374.88
Total MCI			374.88
MidWest Tape			
Bill	02/02/2022	streaming service - "Hoopla" pd w/Friends \$	3,000.00
Bill	02/02/2022	Jan Av purchases HH//St/Juv/WE	2,524.72
Bill	02/02/2022	Jan Av purchases HH//St/Juv/WE	824.41
Bill	02/02/2022	Jan Av purchases HH//St/Juv/WE	961.32
Total MidWest Tape			7,310.45
Penworthy Company			
Bill	02/02/2022	Bkm materials - invoice #0578669-IN	595.46

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02/02/22

Chemung County Library District General Fund
Unpaid Bills Detail
As of February 2, 2022

Type	Date	Memo	Open Balance
Total Penworthy Company			595.46
Perry & Carroll, Inc.			
Bill	02/02/2022	Property Policy renewal - invoice #422651	30,160.54
Total Perry & Carroll, Inc.			30,160.54
Susan Keough			
Bill	02/02/2022	St Juv Library Lab Monthly program Jan 2022 - pd w/grant funds	200.00
Total Susan Keough			200.00
The Leader			
Bill	02/02/2022	annual subscription paid through 3/2023 -HH	410.86
Total The Leader			410.86
Tim Collins			
Bill	02/02/2022	Libraries R Lit - Teen Improv - 2/17/22	50.00
Bill	02/02/2022	Teen Improv & Theater Games - 2/1,8,15,22 - pd w/restart Grant \$	400.00
Bill	02/02/2022	Teen Creative Writing - 2/2 & 9 - pd w/Restart Grant \$	200.00
Bill	02/02/2022	Creative writing 2/16 & 23 -	140.00
Total Tim Collins			790.00
Vasco Brands, Inc.			
Bill	02/02/2022	cleaning supplies all libraries -invoice #130461B	197.90
Total Vasco Brands, Inc.			197.90
Xerox Corporation			
Bill	02/02/2022	BF copies per contract - 11/23/21-12/30/21	24.46
Total Xerox Corporation			24.46
TOTAL			<u>55,058.83</u>

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02/02/22

Central Library District and Central Book Aid Fund
Unpaid Bills Detail
As of February 2, 2022

Type	Date	Memo	Open Balance
Ingram Library Services			
Bill	02/02/2022	Jan Library material -	2,032.33
Total Ingram Library Services			2,032.33
Midwest Tape, LLC			
Bill	02/02/2022	CBA educational DVDs January	214.81
Total Midwest Tape, LLC			214.81
Southern Tier Library System			
Bill	02/02/2022	Peterson's test prep 50% local match per 2022 Central Library Plan - invoice #3506	7,500.00
Bill	02/02/2022	Downloadable e-books Non - Fic inv #3508	60.00
Total Southern Tier Library System			7,560.00
TOTAL			9,807.14

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02/02/22

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Unpaid Bills Detail
As of February 2, 2022

Type	Date	Memo	Open Balance
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Bill	02/02/2022	Beaded necklace craft kit - make & take - HH Feb 2022	300.00
Total Aleta Yarrow			530.00
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Total Amazon Credit Plan			3,805.09
Bakers Landscaping			
Bill	02/02/2022	snow removal @ HH (5) x 1/7, 1/6 x 2, 1/18, 1/25	500.00
Total Bakers Landscaping			500.00
Blackstone Publishing			
Bill	02/02/2022	Audiobooks - St invoice #2015517	50.00
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Brodart Co.			
Bill	02/02/2022	processing labels - - invoice # 595560	103.11
Total Brodart Co.			103.11
Demco, Inc.			
Bill	02/02/2022	processing supplies - all libraries invoice #7073170	263.21
Total Demco, Inc.			263.21
Filomena Jack			
Bill	02/02/2022	"Playing with Oil Pastels (Love Bear)" 2/16/22 - pd w/grant funds	246.87
Total Filomena Jack			246.87
First Transit, Inc			
Bill	02/02/2022	Bkm fuel 12/26/21-01/22/22 invoice #11777544	148.57
Total First Transit, Inc			148.57
Horseheads Do It Center			
Bill	02/02/2022	HH supplies invoice #351873	34.52
Total Horseheads Do It Center			34.52
Ingram Library Services			
Bill	02/02/2022	Jan Library material -	9,262.91
Total Ingram Library Services			9,262.91
Maegan McKenzie			
Bill	02/02/2022	Teen Creative Writing group - via Zoom 2/16/22 -	50.00
Total Maegan McKenzie			50.00
MCI			
Bill	02/02/2022	Long distance charges - BF-annual 2022	374.88
Total MCI			374.88
MidWest Tape			
Bill	02/02/2022	streaming service - "Hoopla" pd w/Friends \$	3,000.00
Bill	02/02/2022	Jan Av purchases HH//St/Juv/WE	2,524.72
Bill	02/02/2022	Jan Av purchases HH//St/Juv/WE	824.41
Bill	02/02/2022	Jan Av purchases HH//St/Juv/WE	961.32
Total MidWest Tape			7,310.45
Penworthy Company			
Bill	02/02/2022	Bkm materials - invoice #0578669-IN	595.46

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02/02/22

**Chemung County Library District General Fund
Unpaid Bills Detail
As of February 2, 2022**

Type	Date	Memo	Open Balance
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Total Perry & Carroll, Inc.			30,160.54
Susan Keough			
Bill	02/02/2022	St Juv Library Lab Monthly program Jan 2022 - pd w/grant funds	200.00
Total Susan Keough			200.00
The Leader			
Bill	02/02/2022	annual subscription paid through 3/2023 -HH	410.86
Total The Leader			410.86
Tim Collins			
Bill	02/02/2022	Libraries R Lit - Teen Improv - 2/17/22	50.00
Bill	02/02/2022	Teen Improv & Theater Games - 2/1,8,15,22 - pd w/restart Grant \$	400.00
Bill	02/02/2022	Teen Creative Writing - 2/2 & 9 - pd w/Restart Grant \$	200.00
Bill	02/02/2022	Creative writing 2/16 & 23 -	140.00
Total Tim Collins			790.00
Vasco Brands, Inc.			
Bill	02/02/2022	cleaning supplies all libraries -invoice #130461B	197.90
Total Vasco Brands, Inc.			197.90
Xerox Corporation			
Bill	02/02/2022	BF copies per contract - 11/23/21-12/30/21	24.46
Total Xerox Corporation			24.46
TOTAL			55,058.83

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02/02/22

Central Library District and Central Book Aid Fund
Unpaid Bills Detail
As of February 2, 2022

Type	Date	Memo	Open Balance
Ingram Library Services			
Bill	02/02/2022	Jan Library material -	2,032.33
Total Ingram Library Services			2,032.33
Midwest Tape, LLC			
Bill	02/02/2022	CBA educational DVDs January	214.81
Total Midwest Tape, LLC			214.81
Southern Tier Library System			
Bill	02/02/2022	Peterson's test prep 50% local match per 2022 Central Library Plan - invoice #3506	7,500.00
Bill	02/02/2022	Downloadable e-books Non - Fic inv #3508	60.00
Total Southern Tier Library System			7,560.00
TOTAL			9,807.14

Document #2022-10

Report of the February 2, 2022 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. Other board members attending via Zoom were Mark Padgett, Penny Appenzellar, Karl Schwesinger, Kevin Hansen, Pat Silvernail, Pam Larnard, Muriel Friend, and Crystal Gullo-Buzzetti. 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 2/2/22 in the amount of \$55,058.83 for the General Fund and \$9,807.14 for the Central Library District and Central Book Aid Fund. **Mr. Schamel 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. Appenzellar, 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:

- On Thursday, 1/27 an individual was using drugs in the downstairs public restroom at Steele, while in there he broke the porcelain base of the toilet in half. Police escorted him out, charges will be filed when a final cost of damage has been determined, and Service Master Cleaning Service was contracted in order to provide the utmost safety to all staff.
- February is black history month. Staff have prepared displays.
- The majority of STLS libraries are fine free.
- Two new databases are available on the website, "Job Now" and "Peterson's Test Prep". CCLD contributed 50% of the cost for both resources. Monies were taken from the CBA fund.
- Mr. Shaw learned of a potential anti-bullying meeting that was to be held at Steele on Saturday, 1/29. He was on site during the proposed time, but no other participants arrived.
- In house programming will be allowed to resume for a limited number of patrons, as long as Covid precautions are followed.
- National Library Advocacy Day will be held virtually on 3/2/2022.
- The pending storm activity for 2/3 & 2/4 is being closely monitored, staff will be alert if closure is necessary
- \$846 was received from the Olmstead Foundation, funds are distributed through the Community Foundation of the Finger Lakes.

Ms. Crystal Gullo-Buzzetti will join the Budget and Finance committee.

The meeting adjourned at 6:30 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, March 2, 2022 at 6 pm via Zoom.

Document #2022-11

Report of the February 9, 2022 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. Crystal Gullo-Buzzetti. Also in attendance Holly Melott and Ron Shaw, CCLD Administration. The meeting opened at 8:45 a.m.

Ms. Melott presented the January 31, 2022 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 February 17, 2022 for the General Fund - \$1,464.22; for the Central Library District and Central Book Aid Fund- \$43.99. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:50am. The next meeting of the Budget & Finance Committee will be held on Wednesday, March 9, 2022 at 8:45 a.m. via Zoom.

Document #2022-12

Report of the February 2, 2022 meeting of the Buildings and Grounds Committee of the Chemung County Library District:

The meeting was cancelled.

	Jan-21		Feb-21		Mar-21		Apr-21		May-21		Jun-21		Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	2022		2021		2020		
	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age													
Adult Non-Fiction	1938	7.38%	#DIV/0!	#DIV/0!	#DIV/0!	1,938	7.38%	21431	7.25%	15338	5.92%														
Adult Fiction	5095	19.41%	#DIV/0!	#DIV/0!	#DIV/0!	5,095	19.41%	64477	21.80%	44049	17.01%														
Juv NF	1389	5.29%	#DIV/0!	#DIV/0!	#DIV/0!	1,389	5.29%	14921	5.04%	10002	3.86%														
Juv Fic	5639	21.48%	#DIV/0!	#DIV/0!	#DIV/0!	5,639	21.48%	60592	20.48%	39831	15.38%														
AV	4692	17.87%	#DIV/0!	#DIV/0!	#DIV/0!	4,692	17.87%	48858	16.52%	45558	17.59%														
Periodicals	114	0.43%	#DIV/0!	#DIV/0!	#DIV/0!	114	0.43%	1553	0.53%	959	0.37%														
Other	338	1.29%	#DIV/0!	#DIV/0!	#DIV/0!	338	1.29%	4018	1.36%	1868	0.72%														
Public Pcs	621	2.37%	#DIV/0!	#DIV/0!	#DIV/0!	621	2.37%	6489	2.19%	4491	1.73%														
Wireless	1238	4.72%	#DIV/0!	#DIV/0!	#DIV/0!	1,238	4.72%	14625	4.94%	18284	7.06%														
Down Audio	1601	6.10%	#DIV/0!	#DIV/0!	#DIV/0!	1,601	6.10%	19934	6.74%	17359	6.70%														
Down Ebooks	2924	11.14%	#DIV/0!	#DIV/0!	#DIV/0!	2,924	11.14%	33242	11.24%	35431	13.68%														
Down Music	0	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	0	0.00%	0	0.00%	17809	6.88%														
Down Video	72	0.27%	#DIV/0!	#DIV/0!	#DIV/0!	72	0.27%	976	0.33%	3660	1.41%														
Down Mags	594	2.26%	#DIV/0!	#DIV/0!	#DIV/0!	594	2.26%	4687	1.58%	4318	1.67%														
Total	26,255		0		0		0		0		0		0		0		0		0	26,255		295803		258,957	

Automatic Renewal, Hold Group and Fine Free Status as of 11/3/2021					
LIBRARY	Auto Renew	Hold Group	Fine Free Status	Note	Key
Addison	Yes	DAC	Fine free	All item types	Library is set up for Automatic Renewals
Alfred	Yes	DAC	Fine free	All but kits and ebook readers	
Almond	Yes	DAC	Temp Fine Free	Mostly 10¢ per day	Participating in the DAC Hold Group
Andover	Yes	DAC	Fine free	All item types	Participating in the Chemung County Hold Group
Angelica	Yes	DAC	Fine free	All item types	Participating in the Schuyler County Hold Group
Arkport	Yes	DAC	Fine free	All item types	
Atlanta	No	none	Fine free	All item types	Nearly (or all item types) Fine Free
Avoca	Yes	DAC	Fine free	All item types	Fine Free for Juvenile Items
Bath	Yes	DAC	Fine free	All item types	
Belfast	Yes	DAC	Juv Fine free, Fine Free - Temp	Adult items Mostly 10¢ per day	Juvenile Fine Free - Fully fine free, temporarily
Belmont	No	DAC	Fine free	All item types	Temp Fine Free
BigFlats	Yes	CCLD	Juv Fine free, Fine Free - Temp	Adult items mostly 15¢ per day	
Bolivar	Yes	none	Fine free	All but AV item types	
Bookmobile	Yes	CCLD	Juv Fine free, Fine Free - Temp	Adult items mostly 15¢ per day	
Branchport	Yes	DAC	Fine free	All item types	
Canaseraga	Yes	DAC	Fine free	All item types	
Canistota	Yes	none	Temp Fine Free	Mostly 10¢ per day	
Cohocton	Yes	DAC	Fine free	All but Equipment	New: ADL auto-renew & fine free perm., BPL auto renew; HTL auto renew
Corning	Yes	DAC	Fine free	All item types	Wayland and Avoca fine free perm.
Cuba	Yes	DAC	Fine free	All but Equipment	
Dundee	Yes	DAC	Fine free	All but Equipment	
Elmira	Yes	CCLD	Juv Fine free, Fine Free - Temp	Adult items mostly 15¢ per day	
Fillmore	Yes	DAC	Fine free	All item types	
Friendship	Yes	DAC	Fine free	All item types	
Hammondspt	Yes	DAC	Fine free	All but Ebookdr	
Hornell	Yes	DAC	Fine free	All item types	
Horseheads	Yes	CCLD	Juv Fine free, Fine Free - Temp	Adult items mostly 15¢ per day	
Howard	Yes	none	Fine free	All item types	
Jasper	No	DAC	Fine free	All item types	
Lgenesee	Yes	DAC	Fine free	All item types	
Montourfls	Yes	SCHUYLER	Fine free	All item types	
Odessa	Yes	SCHUYLER	Fine free	All item types	
PennYan	Yes	DAC	Juv Fine free, Fine Free - Temp	Adult items mostly 15¢ per day	
Prattsburg	No	DAC	Fine free	All but AV item types	
Pulteney	No	none	Fine free	All but AV item types	
Richburg	Yes	none	Temp Fine Free	Mostly 10¢ per day	
Rushford	No	none	Fine free	All item types	
Savona	No	none	Fine free	All item types	
Scio	Yes	DAC	Fine free	All item types	
STLS	Yes	none	Fine free	All item types	
VanEtten	Yes	CCLD	Juv Fine free, Fine Free - Temp	Adult items mostly 15¢ per day	
Watkingn	Yes	SCHUYLER	Fine free	All item types	
Wayland	Yes	none	Fine free	All item types	
Wellsville	No	DAC	Fine free	All item types	
WestElmira	Yes	CCLD	Juv Fine free, Fine Free - Temp	Adult items mostly 15¢ per day	
Whitesvle	Yes	none	Fine free	All but ebookdr & comminfo	
Greenwood	Non-auto	none	Non-auto		
Hector	Yes	SCHUYLER	Fine free	All item types	
Middlesex	Non-auto	none	Fine free, non-auto		
Rushville	Non-auto	none	Fine free, non-auto	All item types	
Southport (STHPTCORR)	Non-auto	n/a	n/a		
Elmira Corr	Non-auto	n/a	n/a		



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

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: February 11, 2022

Subject: Approval of Personnel Actions

Promotions:

Change FT/PT Status:

N/A

Retirement:

N/A

End of Probationary Period- Permanent Appointment:

N/A

New Hires:

N/A

Resignations:

N/A

Terminations:

N/A

Leave:

N/A

Step Increases:

Robert Manchester- P/T Page to Step 7