



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)

## Agenda

**The June 16, 2022 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday June 16, 2022 at 6:00 pm at [Steele Memorial Library](#) and 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 #2022-31)
4. Treasurer's report
  - a) Financial report (document 2022-32)
  - b) Report of Unpaid Bills Detail (document 2022-33)
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.
8. Committee reports:
  - a) Executive Committee (Dworkin)
    - 1) Report of the Committee meeting (document 2022-34)
  - b) Budget & Finance Committee (Schamel)
    - 1) Report of the Committee meeting (document 2022-4)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting
  - 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 May 19, 2022 meeting of the Chemung County Library District Board of Trustees. Document #2022-31)*

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

**Minutes.** The minutes of the April 21, 2022 meeting (Document #2022-19) were presented for board review. Mr. Jack Schamel moved that the April Board minutes be approved as presented, seconded by Ms. Chollet. **VOTE: Unanimously Approved.**

**Financial Report.** The April 2022 Financial Report (Document #2022-20) was presented for board review. Mr. Schamel moved, seconded by Ms. Silvernail, to approve the April Financial Report as presented. **VOTE: Unanimously Approved.**

**Report of Unpaid Bills** (Document #2022-21) Mr. Schamel moved, seconded by Ms. Larnard, that the board authorize the payment of the unpaid bills dated 05/19/2022 for the General Fund - \$14,289.87. Ms. Appenzellar moved, seconded by Mr. Hansen, that the board authorize the payment of the unpaid bills dated 05/19/2022 for the Central Book Aid Fund - \$188.74. **VOTE: Unanimously Approved.**

**CONSENT ITEM:** Mr. Schamel moved, seconded by Ms. Chollet, that the board exceed the tax levy limit for 2023. **VOTE: Unanimously Approved.**

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

### Correspondence.

**CONSENT ITEM:** Mr. Hansen moved, seconded by Ms. Silvernail, that the monetary donations received from the estate of both Ms. Natalie Denton and Ms. Olga Krazinski, be transferred to the Steele Foundation. **VOTE: Unanimously Approved.**

**President's Report.** Ms. Dworkin shared the following on behalf of Mr. Shaw:

- The recent class visits from Parley Coburn were well received. Teen librarian, Ms. Doris Jean Metzger, has received enthusiastic feedback from both teachers and students.
- CCLD has been invited to participate in the Elmira City Literacy Institute coming up in August. Staff will present overview sessions of various library services.
- CCLD will be represented at the Fall Community Fair at Elmira College.
- Big Flats Branch Manager, Ms. Michelle Erickson will be participating in the Big Flats community bicentennial celebration on Friday, May 20<sup>th</sup> & Saturday May 21<sup>st</sup>.
- Mr. Shaw will be participating in a director's retreat sponsored by STLS. The event will be held in Hammondsport, the geographic center for STLS.

**Director's Report** – noted above

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2022-28).

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2022-29)

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2022-30).

**Personnel Committee.**

**Election & Continuity Committee. Report attached.**

**CONSENT ITEM:** Ms. Rogan moved, seconded by Mr. Schamel, that the Election and Continuity Committee and the Election Commissioner are authorized to expend funds not to exceed \$4000 for the purpose of conducting the election. After the election, the Committee will submit the Board a financial report detailing those expenditures.

**VOTE: Unanimously Approved.**

**CONSENT ITEM:** Ms. Rogan moved, seconded by Mr. Schamel, that Sue Cook be appointed as Election Commissioner with the same duties and responsibilities as last year at a fixed fee of \$1,500. **VOTE: Unanimously Approved.**

**Advocacy Committee.**

**Ms. Dworkin moved, seconded by Mr. Schamel, that the Board enter executive session. VOTE: Unanimously Approved.**

**Mr. Hansen moved, seconded by Ms. Gullo-Buzzetti, that the Board exit executive session. VOTE: Unanimously Approved.**

**Old Business.**

**New Business.**

**CONSENT ITEM:** Ms. Dworkin moved, seconded by Ms. Chollet, that Ms. Tina Bevilacqua, be hired as an HR consultant at the rate of \$100/hr . **VOTE: Unanimously Approved.**

**Ms. Rogan moved, seconded by Ms. Appenzellar, to adjourn. VOTE: Unanimously Approved.**

The next regular meeting of the board will be held on Thursday, June 16, 2022, at 6:00pm online via Zoom and in the auditorium of the Steele Memorial Library.

**CHEMUNG COUNTY LIBRARY DISTRICT**  
**4/30/2022**

<b>Income</b>	<b>2022 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	\$ (241,289)	\$ 298,439	-422.20%		\$337,945 transferred to Steele Foundation - Denton & Krazinski donations
Grants (other than N.Y.S.)		\$ 48,731				Friends:\$18,000Appalachian:\$27,080.85;United Way \$250;Arts Council \$3,200;SCRLC \$200
Foundation Contributions (HH & Steele)	\$ 200,000	\$ 20,000	180,000	10%		
Library District Tax Receipts	\$ 3,194,512	\$ 3,194,512	(0)	100%		
PILOT Funds	\$ 65,000	\$ 33,067		51%		
Interest on Investments	\$ 8,000	\$ 2,165	5,835	27%		
<b>State Aid</b>						
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		\$ 25,010				
<b>TOTAL INCOME</b>	<b>\$ 3,654,785</b>	<b>\$ 3,120,737</b>	<b>\$ 575,857</b>	<b>85%</b>	<b>42%</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	1,728,402	662,623.86	\$ 1,728,402	38%		
Overtime & Holiday Salaries	24,227	\$ 5,820	18,407	24%		
<b>Employee Benefits</b>						
FICA	133,852	\$ 50,295	\$ 83,557	38%		
NY State Retirement	261,806	\$ 105,038	\$ 156,768	40%		
Medical & Dental	504,158	\$ 231,986	\$ 272,172	46%		
Other (Disability, Wk. Comp, Unemp)	25,394	\$ 25,395	\$ (1)	100%		
<b>Subtotal - Personnel Expenses</b>	<b>2,677,839</b>	<b>1,081,159</b>	<b>\$ 1,596,680</b>	<b>40%</b>	<b>42%</b>	
<b>Contractual</b>						
Equipment	19,000	\$ 1,323	17,677	0%		2021 purchases:I-pad & phones:\$772 Grants/\$240 Friends \$ - hotspots
Telephone	10,800	\$ 8,755	2,045	81%		
Supplies	45,200	\$ 23,182	22,018	51%		\$15,000=split w/STLS:P'sTestprep&Brainfuse/\$103 - Grant \$ T-lab supplies
Travel & Continuing Education	10,626	\$ 1,031	9,595	10%		
Repairs & Maintenance	28,635	\$ 5,597	23,038	20%		
Postage	2,925	\$ 233	2,692	8%		
Library Materials (books, video, etc.)	382,843	\$ 123,096	259,747	32%		Gifts:\$4098;Grant\$4484.11
Utilities	59,000	\$ 21,766	37,234	37%		
Building Cleaning Supplies	14,200	\$ 7,870	6,330	55%		
Fuel, Gas & Oil (Bookmobile)	3,100	\$ 1,813	1,287	58%		
Insurance	34,700	\$ 35,290	(590)	102%		
Vehicle Operation / Maintenance	5,000	\$ 1,097	3,903	22%		
Professional Fees (audit, engineer/legal fees)	31,395	\$ 13,947	17,448	44%		
Data Processing Expenses (Cost Share)	116,134	\$ 37,735	78,399	32%		
Payment of Taxes	5,150	\$ 3,716	1,434	72%		
Library Programming	39,897	\$ 25,954	13,943	65%		\$9273Grant/\$2269.45Friends/HH Friends \$505/Gift\$22
Chemung County costs (B&G, vision)	14,000	\$ 4,838	9,162	35%		
Capital Improvements STATE CONST see below	10,000		10,000	0%		
Contingency Fund	51,641		51,641	0%		Insurance
<b>Subtotal Expenses</b>	<b>\$ 3,562,085</b>	<b>\$ 1,412,101.74</b>	<b>\$ 2,163,683</b>	<b>40%</b>	<b>42%</b>	
2022 Projects:		\$ 13,700				\$13,700 HH Pavilion - pd for by HH Foundation
<b>TOTAL EXPENSES</b>	<b>\$ 3,562,085</b>	<b>\$ 1,412,102</b>				

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of June 16, 2022

Type	Date	Memo	Open Balance
<b>Aleta Yarrow</b>			
Bill	06/16/2022	"Animal Planters" - 7/5 @ HH	270.00
Bill	06/16/2022	"Paper Feathers" - art class ST - via Zoom - 6/14 pd w/grant funds	230.00
Total Aleta Yarrow			500.00
<b>Baker &amp; Taylor Books</b>			
Bill	06/16/2022	Book purchase -St Juv -May	1,909.21
Total Baker & Taylor Books			1,909.21
<b>Brodart Co.</b>			
Bill	06/16/2022	processing labels - - invoice # 603940	46.23
Total Brodart Co.			46.23
<b>Bryan Boynton</b>			
Bill	06/16/2022	IT phone stipend for on call - for 2nd quarter 2022	90.00
Total Bryan Boynton			90.00
<b>Chemung Canal Trust Company</b>			
Bill	06/16/2022	Mastercard charges-Adult/Juv/BF/Bkm prog/GenealogyMkting/Comp software/T-Lab supplies	1,344.97
Bill	06/16/2022	Mastercard charges-Adult/Juv/BF/Bkm prog/GenealogyMkting/Comp software/T-Lab supplies	117.97
Total Chemung Canal Trust Company			1,462.94
<b>Cris Johnson</b>			
Bill	06/16/2022	7/8 program @ VE - SRC	395.00
Total Cris Johnson			395.00
<b>Deborah L. Brimmer</b>			
Bill	06/16/2022	IT phone stipend for on call - for 2nd quarter 2022	90.00
Total Deborah L. Brimmer			90.00
<b>Erica Unterman</b>			
Bill	06/16/2022	"Woven Dreams Webs" - St 6/21	300.00
Total Erica Unterman			300.00
<b>Filomena Jack</b>			
Bill	06/16/2022	Art class - St- pd w/grant funds via Zoom 6/22	232.80
Total Filomena Jack			232.80
<b>Glenice Peel</b>			
Bill	06/16/2022	Story hour program @ St - 6/7, 6/14, 6/21, 6/28	500.00
Total Glenice Peel			500.00
<b>ID Booth</b>			
Bill	06/16/2022	Lightbulbs - St	475.50
Total ID Booth			475.50
<b>John van Otterloo</b>			
Bill	06/16/2022	IT phone stipend for on call - for 2nd quarter 2022	90.00
Total John van Otterloo			90.00
<b>MidWest Tape</b>			
Bill	06/16/2022	May Av purchases HH//St/Juv/WE	4,023.01
Total MidWest Tape			4,023.01
<b>Southern Tier Library System</b>			
Bill	06/16/2022	Quarterly STLS IT Contract - Costshare 2nd quarter - BF, HH, ST, WE	35,035.50
Bill	06/16/2022	DownL audio -Invoice #3675-fiction	2,257.31
Bill	06/16/2022	DownL audio -Invoice #3676-fiction	47.95

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06/09/22

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of June 16, 2022

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Type	Date	Memo	Open Balance
Total Southern Tier Library System			37,340.76
<b>Transparent Language</b>			
Bill	06/16/2022	c	1,600.00
Total Transparent Language			1,600.00
<b>Wenzel Landscaping</b>			
Bill	06/16/2022	Steele parking lot paving - invoice #105007	5,868.00
Total Wenzel Landscaping			5,868.00
<b>TOTAL</b>			<b><u>54,923.45</u></b>

**Central Library District and Central Book Aid Fund**  
**Unpaid Bills Detail**  
As of June 16, 2022

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<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
Bill	06/16/2022	Reference materials -Acct # C0010083	241.76
Total Baker & Taylor Books			241.76
<b>Midwest Tape, LLC</b>			
Bill	06/16/2022	May Av purchases	211.29
Total Midwest Tape, LLC			211.29
<b>Southern Tier Library System</b>			
Bill	06/16/2022	Downloadable e-books -invoice #3676	4,688.86
Total Southern Tier Library System			4,688.86
<b>TOTAL</b>			<b><u>5,141.91</u></b>

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06/01/22

**Chemung County Library District General Fund  
Unpaid Bills Detail  
As of June 1, 2022**

Type	Date	Memo	Open Balance
<b>4imprint, Inc.</b>			
Bill	06/01/2022	CCLD flash drives for all libraries	953.95
Total 4imprint, Inc.			953.95
<b>Ari Wilkins</b>			
Bill	06/01/2022	"Beginning African American Genealogy: via Zoom 6/14/2022 -St	125.00
Total Ari Wilkins			125.00
<b>Blackstone Publishing</b>			
Bill	06/01/2022	Audiobooks:BF & St - invoice 2040849, 2040504 & 2044486	236.00
Total Blackstone Publishing			236.00
<b>Chemung County Sewer District</b>			
Bill	06/01/2022	2022 fees for HH	390.31
Total Chemung County Sewer District			390.31
<b>Dataflow, Inc.</b>			
Bill	06/01/2022	flyers for Teen Programming - invoice #387034	78.00
Total Dataflow, Inc.			78.00
<b>Demco, Inc.</b>			
Bill	06/01/2022	processing supplies invoice #7130863	174.15
Total Demco, Inc.			174.15
<b>Eastern Copy Products</b>			
Bill	06/01/2022	Steele Patron copiers - annual fee 6/1/22-05/31/23- invoice #IN3397244	816.30
Total Eastern Copy Products			816.30
<b>Ingram Library Services</b>			
Bill	06/01/2022	May Library material -	9,109.28
Total Ingram Library Services			9,109.28
<b>Jennifer Sekella</b>			
Bill	06/01/2022	Homeschool group programming @ WE - 5/11, 5/18, 5/25	300.00
Total Jennifer Sekella			300.00
<b>Laurie Garner</b>			
Bill	06/01/2022	patron refund for lost juv item	18.00
Total Laurie Garner			18.00
<b>Lerner Publishing Group</b>			
Bill	06/01/2022	St Juv materials -invoice #1421279	14.24
Total Lerner Publishing Group			14.24
<b>Library Ideas LLC</b>			
Bill	06/01/2022	Library Materials - HH JUV pd w/HH Friends \$ - invoice #87220	47.15
Total Library Ideas LLC			47.15
<b>Mobile Beacon</b>			
Bill	06/01/2022	Wireless HotSpots service - pd w/Friends funds ref #MB-144784	66.00
Total Mobile Beacon			66.00
<b>Penworthy Company</b>			
Bill	06/01/2022	Library materials Horseheads - HH Juv -invoice #0582083-IN	1,116.28
Total Penworthy Company			1,116.28
<b>Rebecca Jackson</b>			
Bill	06/01/2022	reimbursement for homeschool program 12/21/21-05/21/22	431.39

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06/01/22

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of June 1, 2022

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Type	Date	Memo	Open Balance
Total Rebecca Jackson			431.39
<b>Sayles &amp; Evans</b>			
Bill	06/01/2022	Attorney fees - General Svcs through 03/31/2022 bill #10457	84.00
Total Sayles & Evans			84.00
<b>Susan Keough</b>			
Bill	06/01/2022	DIY Chalkboards - Adult program @ HH -6/14/22	250.00
Total Susan Keough			250.00
<b>Town of Big Flats</b>			
Bill	06/01/2022	Water bill 02/01/2022-05/02/2022 -BF	58.83
Total Town of Big Flats			58.83
<b>Vasco Brands, Inc.</b>			
Bill	06/01/2022	cleaning supplies all libraries -invoice #132634	907.21
Total Vasco Brands, Inc.			907.21
<b>Village of Horseheads</b>			
Bill	06/01/2022	01/28/2022 04/30/2022 water bill HH	71.74
Total Village of Horseheads			71.74
<b>TOTAL</b>			<b>15,247.83</b>

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06/01/22

**Central Library District and Central Book Aid Fund**  
**Unpaid Bills Detail**  
As of June 1, 2022

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Type	Date	Memo	Open Balance
<b>Ingram Library Services</b>			
Bill	06/01/2022	May Library material -	67.33
Total Ingram Library Services			67.33
<b>Southern Tier Library System</b>			
Bill	06/01/2022	Downloadable e-books -invoice #3669	60.00
Total Southern Tier Library System			60.00
<b>TOTAL</b>			<b>127.33</b>

## Document #2022-34

### Report of the June 1, 2022 meeting of the Executive Committee of the Chemung County Library District:

The meeting came to order at 6:00pm. Attending the meeting from the Executive Committee were Rachel Dworkin, Jack Schamel, Phyllis Rogan, and Martha Smith. Board members attending were Lee Saginario, Pat Silvernail, Pam Larnard, Jessica Roberts, Karl Schwesinger, Penny Appenzellar, Mark Padgett, Kevin Hansen, and Crystal Gullo-Buzzetti, Ronald Shaw and Holly Melott, CCLD management, were also present.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 06/01/22 in the amount of \$15,247.83 for the General Fund and \$127.33 for the Central Library District and Central Book Aid Fund. **Ms. Dworkin moved, seconded by Mr. Schamel, to approve payment of the General and Central Library District and Central Book Aid Fund bills as submitted in writing. VOTE: Unanimously Approved.**

Mr. Shaw reported on the following:

- Wenzel Landscaping will monitor the weather for the next 2 weeks, then schedule a time to address the concerns in the Steele parking lot.
- No further updates are available from Elmira Structures, concerning the repair of the wall at Steele and the installation of a ventilation system in the MakerSpace.
- Continuing to monitor and adhere to CDC guidelines concerning Covid protocol.
- The use of masks, trainings, and staff evaluations will be discussed at the Department Head meeting scheduled for Tuesday 6/7/22.
- A link for required trainings will be sent to board members.
- Librarian, Jennie Lewis, received a \$1,000 grant from the Arts Council which will be used for additional adult art classes.

**Ms. Dworkin moved, seconded by Mr. Schamel, that the board rescind the offer to hire Ms. Tina Bevilacqua, and hire Matt Burr as an HR consultant at a rate of \$150/hour. VOTE: Unanimously Approved.**

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, July 6, 2022 at 6 pm via Zoom.

**Document #2022-35**

**Report of the June 8, 2022 meeting of the Budget & Finance Committee of the Chemung County Library District.**

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

Ms. Melott presented the May 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 June 16, 2022 for the General Fund - \$53,323.45, for the CBA Fund - \$5,141.91; Details will be forwarded to the full CCLD board for its consideration.

The initial draft of the 2023 Budget was presented.

The meeting adjourned at 8:55 a.m. The next meeting of the Budget & Finance Committee will be held on Wednesday, July 13, 2022 at 8:45 a.m. via Zoom.

**Major accomplishments:**

Worked on 2023 Budget

Met with supervisors to discuss procedures to follow when a patron becomes belligerent with staff.

Working with staff and Elmira City School District to provide presentations at the ECSD Literacy Institute on August 23, 24.

Had a meeting with ECSD Library Media Specialist Sonia Barchet where we discussed the similarities and differences in collections, services and audiences of our respective institutions.

Attended Rotary Club of Elmira meetings. Attended ECSD School Board meeting. Attended ECSD policy Committee meeting. Attended STLS Director's Advisory Council meetings.

**December Labor Management Meeting: Not held**

**Department Head Meeting:** IT has been patching all District computers for a Microsoft vulnerability; new patron computers are at Steele- the branches will be done soon; there is no wifi time limit for patrons.

Staff evaluations are due by June 30<sup>th</sup>; staff will continue to wear masks but we may go optional in the near future; Workplace Violence, Active Shooter Sexual Harassment and Autism webinars are to be completed by June 30<sup>th</sup>; latest CDC guidance for COVID was distributed.

The telehealth kit has arrived but is not yet ready for circulation. This kit came from a grant; it will circulate with a chrome-book, case, hotspot with a mic, gov. brochures, pens & paper, etc. It will be a 7 day circ with one renewal. Holds can be placed, but only by CCLD patrons.

The marketing plan is getting worked on.

**CCLD Issues:** Issues with patrons sleeping/passed out at SML. Staff has been given instructions on how to deal with these situations.

**Friends meeting:** Attended the Friends meeting Annual meeting. We are going to allow (COVID dependent) a hybrid attendance model for the "Books Sandwiched In."

**STLS Issues:**

**Major Patron conversations:** Conversations with patrons who are violating the patron code of conduct.

**Programs attended:**

Workshops attended:

**Doing the Work Externally and Internally: Race, Equity, Diversity and Inclusion through WebJunction**

How does a library respond to a community in deep crisis around race and social justice? That's the question that Richland Library in Columbia, S.C., grappled with in 2015. Recognizing that there was no single answer, they launched initiatives on multiple internal and external fronts. Starting with a Social Awareness Taskforce, geared toward community engagement and courageous conversations, they explored topics surrounding social and criminal justice, women's rights and race. By using innovative approaches like Circles of Dialogue and mobile empathy labs, nearly 1,500 people have participated in the library's race, equity and inclusion programming. To further their efforts, they have also focused internally, empowering staff to lead the charge to understand their biases, macroaggressions, and cultural competence through Let's Talk gatherings, Check Your Bubble worksheets, and other effective tools. Hearing how Richland Library moved the needle on honest dialogue, empathy, and equity with their staff and community, you will be inspired to dig in and do the work at your own library.

### **Eliminating Late Fines is a Win-Win for Your Library and Community through WebJunction**

Libraries have traditionally charged overdue fines for three reasons: to generate revenue, to get materials back on time, and to teach responsibility. But what if all of these assumptions are wrong? It turns out they are!

In this webinar, you will discover why these reasons are old fashioned, incorrect notions that create a barrier for many people. You will hear how eliminating fines can lead to an increase in library use and circulation, with no negative effects. Presenters Beth Crist and Meg DePriest will review the research and results from the growing number of libraries across the country that have ditched late fines and coaxed new and former users to their doors. They will discuss how to gather your libraries' data and patron stories to create advocacy tools. They will share talking points, tips, and an advocacy tool you can use to build a case to eliminate fines in your library. It's a win-win for your library and community!

At the end of this one-hour webinar, participants will:

- Understand, and be able to explain to others, why the traditional notions about late fines and their effectiveness are incorrect
- Be well-equipped to gather their libraries' data and patron stories to create advocacy tools
- Feel inspired to advocate for ditching late fines at their libraries in order to provide more equitable service

### **Eliminating Library Fines: Improving Community Access, Equity and Usage**

This webinar explores going (and staying) fine-free as a social justice issue and as a revenue issue. Presenters will discuss considerations such as the barriers to access for those facing financial insecurity, the cost to collect fines often exceeds the revenue they bring in, and that many libraries report that patrons return more items after going fine-free.

Learn how to:

- Implement a strategic approach to going fine-free, from testing and refining messaging, to addressing common objections or concerns.
- Gather the data and stories needed to make the case to staff, administration, funders, and community across the political spectrum.

This webinar shares how going fine-free eliminates barriers and improves access to your library's materials and services, resulting in increased usage, higher circulation, lower staff stress, and higher customer satisfaction.

### **Readings**

#### **The Price of a Pandemic: Budgets and Funding**

Accessed from <https://www.libraryjournal.com/story/The-Price-of-a-Pandemic-Budgets-and-Funding-2021>

Budgets, modestly up, reflect pre-COVID planning, but how they're spent has changed drastically: Circ, hours, and staffing see major pandemic drops while tech, e-content, and safety spending rise.

#### **Uncertain Times: Budgets and Funding 2022**

Accessed from <https://www.libraryjournal.com/story/Uncertain-Times-Budgets-and-Funding-2022>

After libraries weathered hardships during the first year of the COVID pandemic in 2020—including sudden industry-wide building shutdowns; the consequent shift to remote and digital offerings; funding cuts at state, county, and municipal levels; and the call to meet a new array of community needs—2021 public library budgets reflected the general relief offered by a nationwide vaccination and booster program and several robust federal assistance programs. But for all the help, most top-down funding is not ongoing, and as the year ended, the spread of the Omicron variant triggered new levels of uncertainty about if and when life will return to normal.

#### **Developing the Library Budget**

Accessed from <https://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE08.pdf>

The library budget is a tool for turning library dreams into reality. The budget determines the services that will be offered by your library and the resources devoted to each library program. A carefully developed budget will ensure that available funds are effectively utilized to realize your library's service objectives



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: June 13, 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:**

William Kamas- P/T Clerk to Step 3

Scott Melott- P/T Library Clerk to Step 3

Mikayla Waver- PT Library Page to Step 1

Kiersten Frisbee- P/T Library Page to Step 1

	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%
<b>Total</b>	<b>52,413</b>		<b>47,248</b>		<b>54206</b>		<b>153,867</b>		<b>590,647</b>		<b>588,607</b>	

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	2022		2021		2020		
	Total	%-age	Total	%-age																					
Adult Non-Fiction	1938	7.38%	1,896	7.42%	2,255	7.59%	2272	7.51%	2045	7.12%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	10,406	7.41%	21431	7.25%	15338	5.92%
Adult Fiction	5095	19.41%	4,860	19.01%	5,666	19.08%	5813	19.22%	5463	19.02%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	26,897	19.15%	64477	21.80%	44049	17.01%
Juv NF	1389	5.29%	1,387	5.43%	1,624	5.47%	1700	5.62%	1479	5.15%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	7,579	5.39%	14921	5.04%	10002	3.86%
Juv Fic	5639	21.48%	5,708	22.33%	6,550	22.05%	6311	20.87%	6082	21.17%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	30,290	21.56%	60592	20.48%	39831	15.38%
AV	4692	17.87%	4,675	18.29%	5,647	19.01%	5645	18.67%	4707	16.38%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	25,366	18.06%	48858	16.52%	45558	17.59%
Periodicals	114	0.43%	184	0.72%	134	0.45%	173	0.57%	150	0.52%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	755	0.54%	1553	0.53%	959	0.37%
Other	338	1.29%	414	1.62%	435	1.46%	365	1.21%	182	0.63%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,734	1.23%	4018	1.36%	1868	0.72%
Public Pcs	621	2.37%	548	2.14%	750	2.53%	744	2.46%	850	2.96%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3,513	2.50%	6489	2.19%	4491	1.73%
Wireless	1238	4.72%	1,264	4.95%	1,765	5.94%	2610	8.63%	3124	10.87%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	10,001	7.12%	14625	4.94%	18284	7.06%
Down Audio	1601	6.10%	1,494	5.85%	1,718	5.78%	1762	5.83%	1802	6.27%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	8,377	5.96%	19934	6.74%	17359	6.70%
Down Ebooks	2924	11.14%	2,674	10.46%	2,733	9.20%	2451	8.11%	2525	8.79%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	13,307	9.47%	33242	11.24%	35431	13.68%
Down Music	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0	0.00%	0	0.00%	17809	6.88%
Down Video	72	0.27%	59	0.23%	43	0.14%	28	0.09%	43	0.15%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	245	0.17%	976	0.33%	3660	1.41%
Down Mags	594	2.26%	396	1.55%	381	1.28%	366	1.21%	277	0.96%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2,014	1.43%	4687	1.58%	4318	1.67%
<b>Total</b>	<b>26,255</b>		<b>25,559</b>		<b>29,701</b>		<b>30,240</b>		<b>28,729</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>	<b>140,484</b>		<b>295803</b>		<b>258,957</b>	