



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

Agenda

The March 17, 2022 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday March 17, 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 #2022-13)
4. Treasurer's report
 - a) Financial report (document 2022-14)
 - b) Report of Unpaid Bills Detail (document 2022-15)
5. Correspondence
6. President's report (Dworkin)
7. Director's Report
8. Committee reports:
 - a) Executive Committee (Dworkin)
 - 1) Report of the Committee meeting (document 2022-16)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2022-17)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2022-18)
 - 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 February 17, 2022 meeting of the Chemung County Library District Board of Trustees. Document #2022-13)

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, Ms. Jessica Roberts, Ms. Muriel Friend, Ms. Phyllis Rogan, Mr. Karl Schwesinger, Ms. Pamela Larnard, and Ms. Bonnie Chollet. Excused: Ms. Lee Saginario. Also present were Holly Melott and Ron Shaw on behalf of the Library District's Administration.

Minutes. The minutes of the January 20, 2022 meeting (Document #2022-01) were presented for board review. Mr. Schamel moved that the January Board minutes be approved as presented, seconded by Ms. Chollet. **VOTE: Unanimously Approved.**

Financial Report. The January 2022 Financial Report (Document #2022-02) was presented for board review. Mr. Schamel moved, seconded by Ms. Silvernail, to approve the January Financial Report as presented. **VOTE: Unanimously Approved.**

Report of Unpaid Bills (Document #2022-03) Mr. Schamel moved, seconded by Mr. Padgett, that the board authorize the payment of the unpaid bills dated 02/17/22 for the General Fund - \$23,094.45. **VOTE: Unanimously Approved.**

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Gullo-Buzzetti 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. Dworkin moved, seconded by Ms. Rogan, that the February Personnel Actions be approved as presented. **VOTE: Unanimously Approved.**

CONSENT ITEM: Mr. Hansen moved, seconded by Ms. Chollet, that the \$75,000 donation from the Denton Family Trust be accepted. **VOTE: Unanimously Approved.**

Correspondence:

- A note of appreciation was shared from Catherine Cunningham. She commended librarian, Caroline Poppendeck, for exemplary customer service. Librarian, Doris Jean Metzger was also acknowledged for commendable service.

CONSENT ITEM: Mr. Schamel moved, seconded by Ms. Smith, that the district remain fine free for all overdue materials. **VOTE: Unanimously Approved.**

President's Report.

Director's Report

- Results from the civil service test have been received. Youth services has been short-handed, a part time employee is currently on short term disability. A full time employee from that department was moved to West Elmira in November. A circulation staff member may be reallocated to that department.
- STLS is still requesting mask usage for member libraries until 70% of county residents are vaccinated. Department heads will be surveyed to glean their opinion concerning lifting the mask mandate for patrons. Staff will be required to wear them.
- Mr. Shaw attended a Community Arts meeting concerning art on the promenade. A local event is being considered.

- There are currently no revisions to the CCLD banned books acquisition policy. The topic will be brought up to department heads to refresh and alert them concerning protocol.
- Ms. Melott and Ms. Santulli are preparing the 2021 Annual Report for STLS
- The cost of having Mengel, Metzger, and Barr conduct the audit will remain the same for 2022, with the understanding that there will be a price increase in 2023.
- The Horseheads Foundation report has been prepared, \$25,000 was spent on material, \$7,200 on projects and renovations.
- Patron Appreciation Week is underway, with each checkout patrons are eligible to enter a drawing for a \$50 gift card.
- The Friends Organization is asking staff to receive donations. The circulation supervisor will oversee the logistics.
- Library Advocacy Day is 3/2/22. The event is online, log in information will be forthcoming.
- Final expenses were submitted to NY State for the Steele parking lot renovations.
- The annual continuing education will likely be held online, nothing is planned with STLS at this time
- \$18,000 was received from the Friends, monies will be allocated as requested
- Ms. Melott will be off the week of February 21st. Ms. Santulli will be working in her place. Mr. Shaw will be off on Thursday, Feb 24th & Friday the 25th. Protocol is in place for his absence.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2022-10) Total cost of damage to the Steele public restroom has been determined. Mr. Shaw will be interviewed by law enforcement.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2022-11)

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2022-12).

Personnel Committee.

Election & Continuity Committee.

Advocacy Committee.

Old Business.

New Business. Ms. Gullo-Buzzetti attended a Rules and Responsibility session sponsored by STLS. Other participants spoke well of CCLD. The distinct mission statement posted on the website was highly regarded.

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

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

CHEMUNG COUNTY LIBRARY DISTRICT

Financial Report - February 28, 2022

| Income | 2022 Annual Budget | Received to Date | Balance Remaining | Percentage Received | Percentage through Year | Notes |
|--|---------------------------|-------------------------|--------------------------|----------------------------|--------------------------------|---|
| Library Fines, Fees & Contributions | \$ 57,150 | \$ 14,152 | \$ 42,998 | 24.76% | | |
| Grants (other than N.Y.S.) | | \$ 250 | | | | |
| 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 | \$ 389 | 7,611 | 5% | | |
| State Aid | | | | | | |
| Central Library Development | \$ 57,200 | | 57,200 | 0% | | |
| Central Book Aid | \$ 46,898 | \$ 38,541 | 8,357 | 82% | | |
| Local Library Services Aid | \$ 26,025 | | 26,025 | 0% | | |
| Other State Aid - State Construction Funds | | \$ 16,310 | | | | |
| TOTAL INCOME | \$ 3,654,785 | \$ 69,642 | \$ 3,536,703 | 2% | 17% | |
| Expense | Annual Budget | Expended to Date | Balance | Percent | Percentage | |
| Personnel | | | | | | |
| Salaries | 1,728,402 | 264,047.51 | \$ 1,728,402 | 15% | | |
| Overtime & Holiday Salaries | 24,227 | \$ 2,663 | 21,564 | 11% | | |
| Employee Benefits | | | | | | |
| FICA | 133,852 | \$ 20,567 | \$ 113,285 | 15% | | |
| NY State Retirement | 261,806 | \$ 43,207 | \$ 218,599 | 17% | | |
| Medical & Dental | 504,158 | \$ 87,103 | \$ 417,055 | 17% | | |
| Other (Disability, Wk. Comp, Unemp) | 25,394 | \$ 19,331 | \$ 6,063 | 76% | | |
| Subtotal - Personnel Expenses | 2,677,839 | 436,919 | \$ 2,240,920 | 16% | 17% | |
| Contractual | | | | | | |
| Equipment | 19,000 | \$ 772 | 18,228 | 0% | | 2021 purchases:I-pad & phones:\$772 Grant\$ |
| Telephone | 10,800 | \$ 8,755 | 2,045 | 81% | | |
| Supplies | 45,200 | \$ 17,144 | 28,056 | 38% | | \$15,000=split cost of online resources w/STLS:Peterson's Test prep & Brainfuse |
| Travel & Continuing Education | 10,626 | \$ 649 | 9,977 | 6% | | |
| Repairs & Maintenance | 28,635 | \$ 2,148 | 26,487 | 8% | | |
| Postage | 2,925 | \$ 137 | 2,788 | 5% | | |
| Library Materials (books, video, etc.) | 382,843 | \$ 28,285 | 354,558 | 7% | | Friends:Hoopla Streaming\$3,000;Gifts:\$754;Grant\$889 |
| Utilities | 59,000 | \$ 14,457 | 44,543 | 25% | | |
| Building Cleaning Supplies | 14,200 | \$ 3,797 | 10,403 | 27% | | |
| Fuel, Gas & Oil (Bookmobile) | 3,100 | \$ 368 | 2,732 | 12% | | |
| Insurance | 34,700 | \$ 34,700 | 0 | 100% | | |
| Vehicle Operation / Maintenance | 5,000 | \$ 205 | 4,795 | 4% | | |
| Professional Fees (audit, engineer/legal fees) | 31,395 | \$ 832 | 30,563 | 3% | | |
| Data Processing Expenses (Cost Share) | 116,134 | \$ 899 | 115,235 | 1% | | |
| Payment of Taxes | 5,150 | \$ 2,255 | 2,895 | 44% | | |
| Library Programming | 39,897 | \$ 7,242 | 32,656 | 18% | | \$2510 - Grant \$/\$393 Friends |
| Chemung County costs (B&G, vision) | 14,000 | \$ 3,482 | 10,518 | 25% | | |
| 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 | \$ 590 | 51,051 | 1% | | Insurance |
| Subtotal Expenses | \$ 3,562,085 | \$ 577,335.85 | \$ 2,984,749 | 16% | 17% | |
| TOTAL EXPENSES | \$ 3,562,085 | \$ 577,336 | | | | |

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

| Type | Date | Memo | Open Balance |
|---|------------|---|--------------|
| Aleta Yarrow | | | |
| Bill | 03/17/2022 | Mango Quilting - HH take & make | 300.00 |
| Total Aleta Yarrow | | | 300.00 |
| Bakers Landscaping | | | |
| Bill | 03/17/2022 | snow removal HH 2/4 x 2 & 2/25 | 300.00 |
| Total Bakers Landscaping | | | 300.00 |
| Bryan Boynton | | | |
| Bill | 03/17/2022 | IT phone stipend for on call - for 1st quarter 2022 | 90.00 |
| Total Bryan Boynton | | | 90.00 |
| Chemung Canal Trust Company | | | |
| Bill | 03/17/2022 | Mastercard charges-subscription/service renewals | 1,743.01 |
| Bill | 03/17/2022 | Mastercard charges-subscription/service renewals | 940.98 |
| Total Chemung Canal Trust Company | | | 2,683.99 |
| Deborah L. Brimmer | | | |
| Bill | 03/17/2022 | IT phone stipend for on call - for 1st quarter 2022 | 90.00 |
| Total Deborah L. Brimmer | | | 90.00 |
| Demco, Inc. | | | |
| Bill | 03/17/2022 | processing supplies -St AV invoice #7089541 | 173.83 |
| Total Demco, Inc. | | | 173.83 |
| First Transit, Inc | | | |
| Bill | 03/17/2022 | Bkm fuel 1/23/22-02/19/2022 & maintenance invoice #11783808 | 515.67 |
| Total First Transit, Inc | | | 515.67 |
| Jamie Reeves | | | |
| Bill | 03/17/2022 | Yoga on Tuesdays via Zoom - 3/1-3/29/22 - HH | 200.00 |
| Total Jamie Reeves | | | 200.00 |
| John van Otterloo | | | |
| Bill | 03/17/2022 | IT phone stipend for on call - for 1st quarter 2022 | 90.00 |
| Total John van Otterloo | | | 90.00 |
| Julie Spicer | | | |
| Bill | 03/17/2022 | Tai Chi programs online 3/8 - 4/19/22 - St | 280.00 |
| Total Julie Spicer | | | 280.00 |
| Noah's Ark Animal Workshop, Inc. | | | |
| Bill | 03/17/2022 | VE Proramming SRC supplies - invoice #29056 pd w/Friends \$ | 470.00 |
| Total Noah's Ark Animal Workshop, Inc. | | | 470.00 |
| ProQuest LLC | | | |
| Bill | 03/17/2022 | Heritage Quest/Ancestry elec ref invoice #70719091 | 605.46 |
| Total ProQuest LLC | | | 605.46 |
| ServiceMaster of the Tri- Counties | | | |
| Bill | 03/17/2022 | Professional cleaning - 1/27 @ Steele | 540.00 |
| Total ServiceMaster of the Tri- Counties | | | 540.00 |
| Southern Tier Library System | | | |
| Bill | 03/17/2022 | Cost share first quarter -2022 | 35,035.50 |
| Total Southern Tier Library System | | | 35,035.50 |
| Sullivan Professional Landscaping | | | |

3:51 PM

03/08/22

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

| <u>Type</u> | <u>Date</u> | <u>Memo</u> | <u>Open Balance</u> |
|---|-------------|---|---------------------|
| Bill | 03/17/2022 | Salt distribution HH Feb 5, 18, & 25 invoice #4299 | 225.00 |
| Total Sullivan Professional Landscaping | | | 225.00 |
| Tim Collins | | | |
| Bill | 03/17/2022 | Teen Improv program 3/1, 3/8, 3/15 & 3/29 pd w/Restart Grant \$ | 400.00 |
| Bill | 03/17/2022 | Teen Writing program 3/16 & 3/30 | 140.00 |
| Total Tim Collins | | | 540.00 |
| TOTAL | | | 42,139.45 |

2:08 PM
03/02/22

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

| Type | Date | Memo | Open Balance |
|---|------------|--|--------------|
| Adrienne Abiodun | | | |
| Bill | 03/02/2022 | DNA Basics - Genealogy program 3/8/22 via Zoom - St | 125.00 |
| Total Adrienne Abiodun | | | 125.00 |
| Aleta Yarrow | | | |
| Bill | 03/02/2022 | Fairy House kit x 20 - HH make & take | 430.00 |
| Total Aleta Yarrow | | | 430.00 |
| Amazon Credit Plan | | | |
| Bill | 03/02/2022 | purchase all libraries-1/08/22-02/09/2022-including HH & CCLD Friends \$ | 3,843.85 |
| Total Amazon Credit Plan | | | 3,843.85 |
| Baker & Taylor Books | | | |
| Bill | 03/02/2022 | Book purchase -St Juv & Bookmobile- Feb | 1,858.01 |
| Total Baker & Taylor Books | | | 1,858.01 |
| Bakers Landscaping | | | |
| Bill | 03/02/2022 | plowing & salting @ WE 2/4, 2/24, & 2/25 | 400.00 |
| Total Bakers Landscaping | | | 400.00 |
| Blackstone Publishing | | | |
| Bill | 03/02/2022 | Audiobooks -St - invoice #2026444 & #2021744 | 132.00 |
| Total Blackstone Publishing | | | 132.00 |
| Collaborative Summer Library Program | | | |
| Bill | 03/02/2022 | SRC Bkm 2022 materials - pd by Friends | 278.66 |
| Total Collaborative Summer Library Program | | | 278.66 |
| Data443 | | | |
| Bill | 03/02/2022 | Smartshield License - annual -Smartshield License - quote #7237 | 1,124.00 |
| Total Data443 | | | 1,124.00 |
| Eastern Copy Products | | | |
| Bill | 03/02/2022 | Contract base rate charge & overage charge -St copier invoice #IN3246934 | 1,491.77 |
| Total Eastern Copy Products | | | 1,491.77 |
| Elmira City Chamberlain | | | |
| Bill | 03/02/2022 | Downtown Development Tax - ST bill #729043 | 1,505.16 |
| Bill | 03/02/2022 | Downtown Development Tax - ST bill #729042 | 15.74 |
| Total Elmira City Chamberlain | | | 1,520.90 |
| Elmira Water Board | | | |
| Bill | 03/01/2022 | WE- 12/08-02/09/2022 | 45.73 |
| Total Elmira Water Board | | | 45.73 |
| Filomena Jack | | | |
| Bill | 03/02/2022 | "Playing w/Oil Pastels (Floral)" 3/16/2022- pd w/grant funds | 239.80 |
| Total Filomena Jack | | | 239.80 |
| Findaway World LLC | | | |
| Bill | 03/02/2022 | HH Juv Material - invoice #380048/380052 | 167.94 |
| Total Findaway World LLC | | | 167.94 |
| Horseheads Do It Center | | | |
| Bill | 03/02/2022 | HH supplies Acct #935 | 142.41 |
| Total Horseheads Do It Center | | | 142.41 |
| Ingram Library Services | | | |

2:08 PM
03/02/22

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

| Type | Date | Memo | Open Balance |
|-------------------------------|------------|---|------------------|
| Bill | 03/02/2022 | Feb Library material - | 13,883.10 |
| Total Ingram Library Services | | | 13,883.10 |
| MidWest Tape | | | |
| Bill | 03/02/2022 | Feb Av purchases HH//St/Juv/WE | 3,493.66 |
| Total MidWest Tape | | | 3,493.66 |
| Sayles & Evans | | | |
| Bill | 03/02/2022 | Attorney fees - General Svcs 10/3/2021-12/29/2021 bill #10457 | 975.00 |
| Total Sayles & Evans | | | 975.00 |
| Tim Collins | | | |
| Bill | 03/02/2022 | Creative Writing Teen prog - 3/2&3/9 -80% pd w/Restart Grant \$ | 250.00 |
| Total Tim Collins | | | 250.00 |
| Village of Horseheads | | | |
| Bill | 03/02/2022 | 10/15/2021-01/28/2022 water bill HH | 85.90 |
| Total Village of Horseheads | | | 85.90 |
| Xerox Corporation | | | |
| Bill | 03/02/2022 | BF copies per contract - 12/30/21-01/30/2022 | 19.83 |
| Total Xerox Corporation | | | 19.83 |
| TOTAL | | | 30,507.56 |

2:09 PM

03/02/22

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

| Type | Date | Memo | Open Balance |
|------------------------------------|------------|---|------------------------|
| Baker & Taylor Books | | | |
| Bill | 03/02/2022 | Reference materials -Acct # C0010083 | 574.49 |
| Total Baker & Taylor Books | | | 574.49 |
| Information Today, Inc. | | | |
| Bill | 03/01/2022 | reference material order #1741322-B1 | 474.03 |
| Total Information Today, Inc. | | | 474.03 |
| InfoUSA Marketing, Inc | | | |
| Bill | 03/02/2022 | Reference material --invoice #10003940159 | 309.40 |
| Total InfoUSA Marketing, Inc | | | 309.40 |
| Ingram Library Services | | | |
| Bill | 03/02/2022 | Feb Library material - | 159.25 |
| Total Ingram Library Services | | | 159.25 |
| Midwest Tape, LLC | | | |
| Bill | 03/02/2022 | CBA educational DVDs February | 542.38 |
| Total Midwest Tape, LLC | | | 542.38 |
| Value Line Publishing, Inc. | | | |
| Bill | 03/02/2022 | reference materials | 470.00 |
| Total Value Line Publishing, Inc. | | | 470.00 |
| TOTAL | | | <u>2,529.55</u> |

Document #2022-16

Report of the March 3, 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, and Phyllis Rogan. Other board members attending via Zoom were Mark Padgett, Penny Appenzellar, Karl Schwesinger, Kevin Hansen, Pat Silvernail, Muriel Friend, Bonnie Chollet, and Crystal Gullo-Buzzetti. Ronald Shaw and Holly Melott, CCLD management, were also present via Zoom.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 3/2/22 in the amount of \$30,507.56 for the General Fund and \$2,529.55 for the Central Library District and Central Book Aid Fund. **Ms. Appenzellar moved, seconded by Ms. Chollet, 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 Mr. Padgett, 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:

- As of Wednesday, 3/2/22 masks are recommended for patrons but not required. They remain a staff requirement. Masks will continue to be available for patrons and staff may ask them to wear one if the patron is in need of assistance which requires an extended length of time or close proximity.
- Plans are underway to resume in house programming.
- Mr. Shaw and board member, Pat Silvernail, virtually attended the annual Library Advocacy Day on Wednesday, 3/2/22.
- A check was received from STLS in the amount of \$27,085.80. This represents 50% of the spending for the Appalachian Grant which was used to purchase patron equipment.
- All libraries were closed on Friday 2/25/22 due to inclement weather conditions.
- Friends donations are now being received by staff.
- The Water Board Election will be held at Steele on June 7, 2022.
- A check for \$3,200 was received from the Arts Council.
- Mr. Shaw will send members the organizational chart and the selection policy.

Ms. Chollet commented on a recent *NY Times* article addressing the issue of banned books. A lively and thought provoking discussion ensued.

The meeting adjourned at 6:45 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, April 5, 2022 at 6 pm via Zoom.

Document #2022-17

Report of the March 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, Ms. Jessica Roberts 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 February 28, 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 March 17, 2022 for the General Fund - \$42,139.45; Details will be forwarded to the full CCLD board for its consideration.

Mr. Shaw announced receipt of the tax levy funds in the amount of \$3,194,512.01.

The meeting adjourned at 8:50am. The next meeting of the Budget & Finance Committee will be held on Wednesday, April 13, 2022 at 8:45 a.m. via Zoom.

Document #2022-18

Report of the March 2, 2022 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, Ms. Martha Smith, and Mr. Karl Schwesinger. Also attending were Mr. Ron Shaw and Ms. Holly Melott, CCLD Management.

The committee discussed the following:

- Concerns about cracks in the Steele parking lot. Mr. Shaw will contact Bob Butcher, project manager.
- Capital improvements for the next few years were discussed. Administration is waiting to hear the amount NY state will be designating for statewide library construction funds.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, April 6, 2022 at 5:30pm in the auditorium of the Steele Memorial Library and via Zoom.

| | 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% | 1,896 | 7.42% | #DIV/0! | #DIV/0! | #DIV/0! | 3,834 | 7.40% | 21431 | 7.25% | 15338 | 5.92% |
| Adult Fiction | 5095 | 19.41% | 4,860 | 19.01% | #DIV/0! | #DIV/0! | #DIV/0! | 9,955 | 19.21% | 64477 | 21.80% | 44049 | 17.01% |
| Juv NF | 1389 | 5.29% | 1,387 | 5.43% | #DIV/0! | #DIV/0! | #DIV/0! | 2,776 | 5.36% | 14921 | 5.04% | 10002 | 3.86% |
| Juv Fic | 5639 | 21.48% | 5,708 | 22.33% | #DIV/0! | #DIV/0! | #DIV/0! | 11,347 | 21.90% | 60592 | 20.48% | 39831 | 15.38% |
| AV | 4692 | 17.87% | 4,675 | 18.29% | #DIV/0! | #DIV/0! | #DIV/0! | 9,367 | 18.08% | 48858 | 16.52% | 45558 | 17.59% |
| Periodicals | 114 | 0.43% | 184 | 0.72% | #DIV/0! | #DIV/0! | #DIV/0! | 298 | 0.58% | 1553 | 0.53% | 959 | 0.37% |
| Other | 338 | 1.29% | 414 | 1.62% | #DIV/0! | #DIV/0! | #DIV/0! | 752 | 1.45% | 4018 | 1.36% | 1868 | 0.72% |
| Public Pcs | 621 | 2.37% | 548 | 2.14% | #DIV/0! | #DIV/0! | #DIV/0! | 1,169 | 2.26% | 6489 | 2.19% | 4491 | 1.73% |
| Wireless | 1238 | 4.72% | 1,264 | 4.95% | #DIV/0! | #DIV/0! | #DIV/0! | 2,502 | 4.83% | 14625 | 4.94% | 18284 | 7.06% |
| Down Audio | 1601 | 6.10% | 1,494 | 5.85% | #DIV/0! | #DIV/0! | #DIV/0! | 3,095 | 5.97% | 19934 | 6.74% | 17359 | 6.70% |
| Down Ebooks | 2924 | 11.14% | 2,674 | 10.46% | #DIV/0! | #DIV/0! | #DIV/0! | 5,598 | 10.80% | 33242 | 11.24% | 35431 | 13.68% |
| Down Music | 0 | 0.00% | 0 | 0.00% | #DIV/0! | #DIV/0! | #DIV/0! | 0 | 0.00% | 0 | 0.00% | 17809 | 6.88% |
| Down Video | 72 | 0.27% | 59 | 0.23% | #DIV/0! | #DIV/0! | #DIV/0! | 131 | 0.25% | 976 | 0.33% | 3660 | 1.41% |
| Down Mags | 594 | 2.26% | 396 | 1.55% | #DIV/0! | #DIV/0! | #DIV/0! | 990 | 1.91% | 4687 | 1.58% | 4318 | 1.67% |
| Total | 26,255 | | 25,559 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | 51,814 | | 295803 | | 258,957 | |