



The Chemung County Library District, with neighborhood libraries in Big Flats, the Bookmobile, Elmira, Horseheads, Van Etten, West Elmira, and on the web at [www.cclid.lib.ny.us](http://www.cclid.lib.ny.us)

## Agenda

The January 2021 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday January 21 at 6:00 pm at the **Steele Memorial Library, 101 E. Church St., Elmira, NY 14901. The meeting will be available online and it is recommended that all members attend remotely.** 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 #2021-01)
4. Treasurer's report
  - a) Financial report (document 2021-02)
  - b) Report of Unpaid Bills Detail (document 2021-03)
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 2021-04)
  - b) Budget & Finance Committee (Schamel)
    - 1) Report of the Committee meeting (document 2021-05)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document 2021-06)
  - 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 December 17, 2020 meeting of the Chemung County Library District Board of Trustees. Document #2021-1)*

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Present via Zoom were Pat Silvernail, Martha Smith, Kevin Hansen, Phyllis Rogan, Bonnie Chollet, Jack Schamel, Karl Schewesinger, Pam Larnard, Jessica Roberts, Ann Hayes, Crystal Gullo-Buzzetti, and Penny Appenzellar. Also present was Holly Melott and Ron Shaw on behalf of the Library District's Administration.

**Minutes.** The minutes of the November 2020 meeting (Document #2020-67) were presented for board review. Ms. Chollet moved that the November Board minutes be approved as distributed in writing, seconded by Ms. Appenzellar. **VOTE: Unanimously Approved.**

**Financial Report.** The November 30, 2020 Financial Report (Document #2020-68) was presented for board review. Ms. Hayes moved, seconded by Mr. Schewesinger, to approve the November Financial Report as distributed in writing. **VOTE: Unanimously Approved.**

**Report of Unpaid Bills (Document #2020-69)** Ms. Hayes moved, seconded by Ms. Chollet, that the board authorize the payment of the unpaid bills dated 12/17/20 for the General Fund - \$49,148.07 and Grant Fund - \$7571.62. **VOTE: Unanimously Approved.** Ms. Dworkin moved that Mr. Shaw be given authority to sign checks, in lieu of the board not meeting in person due to the Covid pandemic, seconded by Ms. Hayes. **VOTE: Unanimously Approved.**

**Correspondence.**

**President's Report.** Ms. Dworkin reminded trustees to complete and submit their 2020 sexual harassment certification forms. She encouraged members to proceed cautiously and stay safe amidst the current challenges.

**Director's Report.** Mr. Shaw reported on the following:

- A donation in the amount of \$5,000 was received from Charlotte Cook. Ms. Chollet moved to accept the donation in the amount of \$5,000 from Charlotte Cook, seconded by Mr. Hansen. **VOTE: Unanimously Approved.**
- Libraries will continue to offer curbside service only through January 4, 2021. Reopening will be assessed bi-weekly.

**CONSENT ITEM:** Ms. Hayes moved that Personnel Actions are approved as submitted, seconded by Ms. Appenzellar. **VOTE: Unanimously Approved.**

**CONSENT ITEM:** Ms. Silvernail moved that the proposed 2021 Holiday list be approved as amended, seconded by Mr. Schamel. **VOTE: Unanimously Approved.**

**CONSENT ITEM:** Ms. Hayes moved that the proposed 2021 Meeting Dates list be approved as submitted, seconded by Ms. Roberts. **VOTE: Unanimously Approved.**

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2020-70)

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2020-71)

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2020-72) Three bids were received and opened on December 16, 2020 for the Staff breakroom/kitchen renovation. Mr. Bob Butcher will prepare a letter of recommendation. The project is set to start in February and conclude in mid-March.

**Personnel Committee.**

**Election & Continuity Committee.**

**Advocacy Committee.**

**Old Business.**

**New Business.** Board officers each agreed to continue their position as follows: Rachel Dworkin, Board President, Phyllis Rogan, Vice President, Jack Schamel, Treasurer, and Martha Smith, Secretary. Oath of office cards will be mailed out to each member that was re-elected, please complete and return to the business office. Mr. Schamel will notarize them upon arrival.

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

The next regular meeting of the board will be held on Thursday, January 21, 2021 at 6:00pm online via Zoom.

**CHEMUNG COUNTY LIBRARY DISTRICT**

(DOCUMENT #2020-74)

**Financial Report - December 31, 2020**

| <b>Income</b>                                  | <b>2020 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            | \$ 60,025                 | \$ 308,996              | \$ (248,971)             | 514.78%                    |                                | Covid Project: \$3425;Memorial: \$277,970.38;  |
| Grants (other than N.Y.S.)                     |                           | \$ 47,778               |                          |                            |                                | Comm Found \$1000;HH Friends \$8600;Ukelele class\$960;Art Council \$5758; Friends \$18,000      |
| Foundation Contributions (HH & Steele)         | \$ 200,000                | \$ 204,985              | (4,985)                  | 102%                       |                                | St Foundation \$20,000   |
| Library District Tax Receipts                  | \$ 3,115,115              | \$ 3,125,115            | (10,000)                 | 100%                       |                                |  |
| PILOT Funds                                    | \$ 70,000                 | \$ 77,733               |                          | 111%                       |                                |  |
| Interest on Investments                        | \$ 8,000                  | \$ 6,050                | 1,950                    | 76%                        |                                |  |
| <b>State Aid</b>                               |                           |                         |                          |                            |                                |  |
| Central Library Development                    | \$ 99,272                 |                         | 99,272                   | 0%                         |                                |  |
| Central Book Aid                               | \$ 67,599                 |                         | 67,599                   | 0%                         |                                |  |
| Local Library Services Aid                     | \$ 39,546                 | \$ 27,753               | 11,793                   | 70%                        |                                |  |
| Other State Aid - State Construction Funds     |                           | \$ 146,783              |                          |                            |                                |  |
| <b>TOTAL INCOME</b>                            | <b>\$ 3,659,557</b>       | <b>\$ 3,945,193</b>     | <b>\$ (83,341)</b>       | <b>108%</b>                | <b>100%</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                                       | 1,675,556                 | \$ 1,670,600            | \$ 4,956                 | 100%                       |                                |  |
| Overtime & Holiday Salaries                    | 22,619                    | \$ 12,348               | 10,271                   | 55%                        |                                |  |
| <b>Employee Benefits</b>                       |                           |                         |                          |                            |                                |  |
| FICA   | 129,910                   | \$ 125,259              | \$ 4,651                 | 96%                        |                                |  |
| NY State Retirement                            | 267,967                   | \$ 213,738              | \$ 54,229                | 80%                        |                                |  |
| Medical & Dental                               | 518,495                   | \$ 497,917              | \$ 20,578                | 96%                        |                                |  |
| Other (Disability, Wk. Comp, Unemp)            | 17,980                    | \$ 20,502               | \$ (2,522)               | 114%                       |                                |  |
| <b>Subtotal - Personnel Expenses</b>           | <b>2,632,527</b>          | <b>2,540,364</b>        | <b>\$ 92,163</b>         | <b>96%</b>                 | <b>100%</b>                    |  |
| <b>Contractual</b>                             |                           |                         |                          |                            |                                |  |
| Equipment                                      | 62,310                    | \$ 40,652               | 21,658                   | 65%                        |                                | Grant funds: \$2297  |
| Telephone                                      | 14,800                    | \$ 9,991                | 4,809                    | 68%                        |                                |  |
| Supplies                                       | 48,700                    | \$ 46,038               | 2,662                    | 95%                        |                                | Grant \$12499;HH Omara \$63; BF Omara\$153;HH Foundation \$552;Mkting \$1837                     |
| Travel & Continuing Education                  | 12,915                    | \$ 7,267                | 5,648                    | 56%                        |                                |  |
| Repairs & Maintenance                          | 27,010                    | \$ 13,371               | 13,639                   | 50%                        |                                |  |
| Postage  | 2,000                     | \$ 2,000                | 0                        | 100%                       |                                | Additional mailing b/c of Covid - paychecks, SRC material  |
| Library Materials (books, video, etc.)         | 375,041                   | \$ 338,278              | 36,763                   | 90%                        |                                | Gifts \$7250;Grant \$852;HH Friends \$40   |
| Utilities                                      | 60,200                    | \$ 49,570               | 10,630                   | 82%                        |                                |  |
| Building Cleaning Supplies                     | 13,700                    | \$ 13,700               | 0                        | 100%                       |                                | Increased cost due to Covid needs  |
| Fuel, Gas & Oil (Bookmobile)                   | 3,100                     | \$ 1,294                | 1,806                    | 42%                        |                                |  |
| Insurance                                      | 33,577                    | \$ 33,644               | (67)                     | 100%                       |                                |  |
| Vehicle Operation / Maintenance                | 7,000                     | \$ 5,509                | 1,491                    | 79%                        |                                |  |
| Professional Fees (audit, engineer/legal fees) | 22,175                    | \$ 22,175               | 0                        | 100%                       |                                |  |
| Data Processing Expenses (Cost Share)          | 131,681                   | \$ 131,681              | 0                        | 100%                       |                                |  |
| Payment of Taxes                               | 5,080                     | \$ 5,111                | (31)                     | 101%                       |                                |  |
| Library Programming                            | 37,997                    | \$ 54,950               | (16,953)                 | 145%                       |                                | Grant\$8508 incTlab&\$720;ret to Hansen; Fri \$5088; HH Friends\$4911;Mkt \$736;Bullet Aid \$272 |
| Chemung County costs (B&G, vision)             | 14,000                    | \$ 6,275                | 7,725                    | 45%                        |                                |  |
| Capital Improvements STATE CONST see below     | 10,000                    | \$ 1,110                | 8,890                    | 11%                        |                                | Dumpster fee for weeding project   |
| Contingency Fund                               | 52,643                    | \$ 24,131               | 28,512                   | 46%                        |                                | Building supplies & Prof fees+ Postage -including Zoom accounts+cost share                       |
| <b>Subtotal Expenses</b>                       | <b>\$ 3,566,456</b>       | <b>\$ 3,615,259.03</b>  | <b>\$ 219,345</b>        | <b>101%</b>                | <b>100%</b>                    |  |
| 2020 Projects: Boiler & Outdoor sign @ St      |                           | \$ 268,148              |                          |                            |                                | pd w/Reserve Funds - Boiler: \$215,025/Sign: \$53,123  |
| <b>TOTAL EXPENSES</b>                          | <b>\$ 3,566,456</b>       | <b>\$ 3,615,259</b>     |                          |                            |                                |  |

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

| Type                                     | Date       | Memo   | Open Balance    |
|--|------------|--|-----------------|
| <b>AT&amp;T - Illinois</b>               |            |  |                 |
| Bill                                     | 01/21/2021 | long distance charges-ST x 3 lines - approximate annual for 2021 | 100.00          |
| Total AT&T - Illinois                    |            |  | 100.00          |
| <b>Casella Waste Systems, Inc.</b>       |            |  |                 |
| Bill                                     | 01/21/2021 | garbage - annual for 2021  | 2,025.00        |
| Total Casella Waste Systems, Inc.        |            |  | 2,025.00        |
| <b>Elmira Water Board</b>                |            |  |                 |
| Bill                                     | 01/21/2021 | St 10/13-12/11/20  | 51.83           |
| Total Elmira Water Board                 |            |  | 51.83           |
| <b>H. L. Treu Office Supply Corp.</b>    |            |  |                 |
| Bill                                     | 01/21/2021 | calendars for meeting rooms & staff                              | 287.10          |
| Total H. L. Treu Office Supply Corp.     |            |  | 287.10          |
| <b>MidWest Tape</b>                      |            |  |                 |
| Bill                                     | 01/21/2021 | Hoopla Streaming   | 48.35           |
| Total MidWest Tape                       |            |  | 48.35           |
| <b>Pitney Bowes</b>                      |            |  |                 |
| Bill                                     | 01/21/2021 | mail machine quarterly lease                                     | 563.88          |
| Total Pitney Bowes                       |            |  | 563.88          |
| <b>Sullivan Professional Landscaping</b> |            |  |                 |
| Bill                                     | 01/21/2021 | Parking lot salting -HH  | 405.00          |
| Total Sullivan Professional Landscaping  |            |  | 405.00          |
| <b>Time Warner Cable</b>                 |            |  |                 |
| Bill                                     | 01/21/2021 | Cable service at ST - annual fee 2021                            | 170.00          |
| Total Time Warner Cable                  |            |  | 170.00          |
| <b>Verizon</b>                           |            |  |                 |
| Bill                                     | 01/21/2021 | 15 lines @ Steele - annual for 2021                              | 5,470.00        |
| Total Verizon                            |            |  | 5,470.00        |
| <b>Wegmans Food Markets Inc.</b>         |            |  |                 |
| Bill                                     | 01/21/2021 | St Juv programming - Dec - make & take                           | 19.94           |
| Total Wegmans Food Markets Inc.          |            |  | 19.94           |
| <b>TOTAL</b>                             |            |  | <b>9,141.10</b> |

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of December 31, 2020**

| Type                                | Date       | Memo   | Open Balance     |
|-------------------------------------|------------|--|------------------|
| <b>.Mardel</b>                      |            |  |                  |
| Bill                                | 12/31/2020 | HH Juv prog supplies- pd w/grant funds/Bullet aide                   | 50.69            |
| Total .Mardel                       |            |  | 50.69            |
| <b>Amazon Credit Plan</b>           |            |  |                  |
| Bill                                | 12/31/2020 | purchase all libraries 11/04-12/08                                   | 2,537.47         |
| Total Amazon Credit Plan            |            |  | 2,537.47         |
| <b>Demco, Inc.</b>                  |            |  |                  |
| Bill                                | 12/31/2020 | Storage cubby & Display grid for WE                                  | 1,788.80         |
| Total Demco, Inc.                   |            |  | 1,788.80         |
| <b>Horseheads Do It Center</b>      |            |  |                  |
| Bill                                | 12/31/2020 | HH supplies  | 43.15            |
| Total Horseheads Do It Center       |            |  | 43.15            |
| <b>Ingram Library Services</b>      |            |  |                  |
| Bill                                | 12/31/2020 | Dec Library material -   | 1,478.54         |
| Total Ingram Library Services       |            |  | 1,478.54         |
| <b>MidWest Tape</b>                 |            |  |                  |
| Bill                                | 12/31/2020 | Dec AV purchases - HH/St/WE  | 3,385.22         |
| Total MidWest Tape                  |            |  | 3,385.22         |
| <b>Sayles &amp; Evans</b>           |            |  |                  |
| Bill                                | 12/31/2020 | Attorney fees - General Svcs Oct & Nov                               | 114.00           |
| Total Sayles & Evans                |            |  | 114.00           |
| <b>Southern Tier Library System</b> |            |  |                  |
| Bill                                | 12/31/2020 | downloadable e-books   | 767.31           |
| Bill                                | 12/31/2020 | Quarterly STLS IT Contract - Billed Entity Internet - BF, HH, ST, WE | 1,800.00         |
| Total Southern Tier Library System  |            |  | 2,567.31         |
| <b>Staples Credit Plan</b>          |            |  |                  |
| Bill                                | 12/31/2020 | IT supplies St   | 404.84           |
| Total Staples Credit Plan           |            |  | 404.84           |
| <b>The Penworthy Company</b>        |            |  |                  |
| Bill                                | 12/31/2020 | Library materials Bookmobile   | 779.71           |
| Total The Penworthy Company         |            |  | 779.71           |
| <b>Vasco Brands, Inc.</b>           |            |  |                  |
| Bill                                | 12/31/2020 | cleaning supplies BF/HH/WE/ST  | 528.60           |
| Total Vasco Brands, Inc.            |            |  | 528.60           |
| <b>Verizon</b>                      |            |  |                  |
| Bill                                | 12/31/2020 | BF end of year balance   | 31.23            |
| Bill                                | 12/31/2020 | BF end of year balance   | 27.69            |
| Bill                                | 12/31/2020 | annual mobile phone charge - IT - end of year cost                   | 103.19           |
| Bill                                | 12/31/2020 | HH phone line annual payment exhausted                               | 64.59            |
| Total Verizon                       |            |  | 226.70           |
| <b>TOTAL</b>                        |            |  | <b>13,905.03</b> |

1:21 PM

12/30/20

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of December 31, 2020

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| Type                                | Date       | Memo                           | Open Balance    |
|-------------------------------------|------------|--------------------------------|-----------------|
| <b>Ingram Library Services</b>      |            |                                |                 |
| Bill                                | 12/31/2020 | Non-Fiction Materials-December | 1,379.79        |
| Total Ingram Library Services       |            |                                | 1,379.79        |
| <b>Midwest Tape, LLC</b>            |            |                                |                 |
| Bill                                | 12/31/2020 | CBA educational DVDs November  | 534.36          |
| Total Midwest Tape, LLC             |            |                                | 534.36          |
| <b>Southern Tier Library System</b> |            |                                |                 |
| Bill                                | 12/31/2020 | downloadable purchases         | 818.26          |
| Total Southern Tier Library System  |            |                                | 818.26          |
| <b>TOTAL</b>                        |            |                                | <b>2,732.41</b> |

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

| Type   | Date       | Memo   | Open Balance |
|--|------------|--|--------------|
| <b>Aleta Yarrow</b>                                |            |  |              |
| Bill   | 01/06/2021 | Return of the Stamp Heads - St 1/14/21 via Zoom                      | 225.00       |
| Total Aleta Yarrow                                 |            |  | 225.00       |
| <b>Blackstone Publishing</b>                       |            |  |              |
| Bill   | 01/06/2021 | Audiobooks purchase - St - Dec                                       | 193.99       |
| Total Blackstone Publishing                        |            |  | 193.99       |
| <b>Book Page</b>                                   |            |  |              |
| Bill   | 01/06/2021 | Subscription fee 2021  | 354.00       |
| Total Book Page                                    |            |  | 354.00       |
| <b>Chemung Canal Trust Company</b>                 |            |  |              |
| Bill   | 01/06/2021 | Tinker Lab supplies- pd by grant funds/software/licensing            | 1,307.58     |
| Bill   | 01/06/2021 | Zoom accounts/Log Me-in:remote access services/monthly subscriptions | 547.98       |
| Total Chemung Canal Trust Company                  |            |  | 1,855.56     |
| <b>Chemung County Chamber of Commerce</b>          |            |  |              |
| Bill   | 01/06/2021 | 2021 membership dues   | 350.00       |
| Total Chemung County Chamber of Commerce           |            |  | 350.00       |
| <b>City of Elmira</b>                              |            |  |              |
| Bill   | 01/06/2021 | sewer tax ST parking lot 2021  | 15.92        |
| Bill   | 01/06/2021 | sewer tax ST bldg 2021   | 1,522.30     |
| Total City of Elmira                               |            |  | 1,538.22     |
| <b>Collaborative Summer Library Program</b>        |            |  |              |
| Bill   | 01/06/2021 | SRC all libraries 2021 materials - pd by Friends                     | 1,561.57     |
| Total Collaborative Summer Library Program         |            |  | 1,561.57     |
| <b>Elmira Water Board</b>                          |            |  |              |
| Bill   | 01/06/2021 | WE water bill 10/05/20-12/07/20                                      | 37.38        |
| Total Elmira Water Board                           |            |  | 37.38        |
| <b>Filomena Jack</b>                               |            |  |              |
| Bill   | 01/06/2021 | Hand Sewn masks program- via zoom -St program                        | 300.00       |
| Total Filomena Jack                                |            |  | 300.00       |
| <b>Fred &amp; Harriett Taylor Memorial Library</b> |            |  |              |
| Bill   | 01/06/2021 | Payment for Lost Book  | 20.00        |
| Total Fred & Harriett Taylor Memorial Library      |            |  | 20.00        |
| <b>Haefele TV, Inc.</b>                            |            |  |              |
| Bill   | 01/06/2021 | Internet service for VE for 2021                                     | 899.40       |
| Total Haefele TV, Inc.                             |            |  | 899.40       |
| <b>Ingram Library Services</b>                     |            |  |              |
| Bill   | 01/06/2021 | Dec Library material -   | 694.60       |
| Bill   | 01/06/2021 | Dec Library material -   | 273.68       |
| Bill   | 01/06/2021 | Dec Library material -   | 49.34        |
| Bill   | 01/06/2021 | Dec Library material -   | 1,695.99     |
| Bill   | 01/06/2021 | Dec Library material -   | 662.61       |
| Bill   | 01/06/2021 | Dec Library material -   | 529.79       |
| Total Ingram Library Services                      |            |  | 3,906.01     |
| <b>MCI</b>   |            |  |              |
| Bill   | 01/06/2021 | Long distance charges - HH x 12 months                               | 381.12       |
| Bill   | 01/06/2021 | Long distance charges - BF x 12 months                               | 378.84       |
| Total MCI  |            |  | 759.96       |



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

| Type                             | Date       | Memo  | Open Balance     |
|----------------------------------|------------|---|------------------|
| <b>MH Software</b>               |            |   |                  |
| Bill                             | 01/06/2021 | Calendar Software - all libraries-2021 annual fee | 625.08           |
| Total MH Software                |            |   | 625.08           |
| <b>MidWest Tape</b>              |            |   |                  |
| Bill                             | 01/06/2021 | Dec AV purchases - HH/St/WE                       | 1,400.75         |
| Bill                             | 01/06/2021 | Dec AV purchases - HH/St/WE                       | 369.68           |
| Bill                             | 01/06/2021 | Dec AV purchases - HH/St/WE                       | 377.60           |
| Total MidWest Tape               |            |   | 2,148.03         |
| <b>Mohammed Shaikh</b>           |            |   |                  |
| Bill                             | 01/06/2021 | refund for lost item                              | 8.00             |
| Total Mohammed Shaikh            |            |   | 8.00             |
| <b>Perry &amp; Carroll, Inc.</b> |            |   |                  |
| Bill                             | 01/06/2021 | Crime - renew policy                              | 874.00           |
| Total Perry & Carroll, Inc.      |            |   | 874.00           |
| <b>Town of Big Flats</b>         |            |   |                  |
| Bill                             | 01/06/2021 | Water Dist tax 2021                               | 29.21            |
| Total Town of Big Flats          |            |   | 29.21            |
| <b>Town of Elmira</b>            |            |   |                  |
| Bill                             | 01/06/2021 | WE - Sewer Tax - 2021                             | 131.72           |
| Total Town of Elmira             |            |   | 131.72           |
| <b>Town of Horseheads</b>        |            |   |                  |
| Bill                             | 01/06/2021 | HFL- Sewer Tax - 2021                             | 260.19           |
| Total Town of Horseheads         |            |   | 260.19           |
| <b>TOTAL</b>                     |            |   | <b>16,077.32</b> |

**Document #2020- 04**

**Report of the January 6, 2021 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. Holly Melott and Ronald Shaw, CCLD management were also present. Other board members in attendance were Karl Schwesinger, Lee Saginario, Pat Silvernail, Ann Hayes, Pam Larnard, Penny Appenzellar, and Mark Padgett.

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

**UNPAID BILLS:** Ms. Melott submitted the Unpaid Bill List dated 12/31/20 in the amount of \$13,905.03 and the Unpaid Bill List dated 1/6/21 in the amount of \$16,077.32 for the General Fund and the Unpaid Bill List dated 12/31/20 in the amount of \$2,732.41 for the Grant Fund. Ms. Hayes moved, second by Mr. Schamel to approve payment of the bills as submitted in writing. **VOTE: Unanimously Approved.** Mr. Schamel moved, seconded by Ms. Smith, that Mr. Shaw be given authority to sign checks, in lieu of the board not meeting in person due to the corona pandemic. **VOTE: Unanimously Approved.**

**Mr. Schamel moved, Mr. Padgett seconded that the following roster of officers be approved for 2021:**

- **Rachel Dworkin, President**
- **Phyllis Rogan, Vice President**
- **Jack Schamel, Treasurer**
- **Martha White, Secretary**

**VOTE: Unanimously Approved.**

**Mr. Schwesinger moved, seconded by Ms. Hayes, that the bid from Marchuska Brothers Construction in the amount of \$34,950.00 for the Staff Breakroom Renovation Project be accepted. VOTE: Unanimously Approved.**

Director Mr. Shaw reported on the following:

- January 22, 2021, will be Janet Ackerman's last day. Pam Lee, from the Horseheads branch will be replacing her as the Library Assistant/Circulation Supervisor at Steele.
- Melissa Neuffer requested that the Van Etten branch be allowed to open to patrons. Van Etten is in the green zone, per Covid case guidelines. Big Flats is also designated as green and under consideration as well. The matter will be discussed with department heads.
- Friends will be giving \$18,000 to the district to be used to supplement programming and resources. Monies will be allocated to each location.

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, February 3, 2021 at 6pm via Zoom.

**Document #2021-05**

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

Attending the meeting via Zoom were CCLD board member Mr. Jack Schamel, Ms. Jessica Roberts, 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 December 31, 2020 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 January 21, 2021 for the General Fund - \$9,141.10. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

Mr. Shaw stated that a check in the amount of \$900.00 had been received from Selective Insurance. This represents 90% of the deductible which was paid out for repairs following the Bookmobile accident on August 26, 2020. The other party is being held liable for the accident and Selective will continue to pursue compensation for the remaining balance.

The meeting adjourned at 8:55am. The next meeting of the Budget & Finance Committee will be held on Wednesday, February 10, 2021 via Zoom.

**Document #2021-6**

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

Attending the meeting via Zoom were CCLD board member Mr. Jack Schamel, Ms. Jessica Roberts, 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 December 31, 2020 Financial Report to the Committee. The report will be forwarded to the full CCLD board for its consideration.

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The meeting adjourned at 8:55am. The next meeting of the Budget & Finance Committee will be held on Wednesday, February 10, 2021 via Zoom.

|                   | Jan-20        |        | Feb-20        |        | Mar-20        |        | Apr-20        |        | May-20       |        | Jun-20        |        | Jul-20        |        | Aug-20       |        | Sep-20       |        | Oct-20       |        | Nov-20       |        | Dec-20       |        | 2020           |         | 2019          |        | 2018           |        |
|-------------------|---------------|--------|---------------|--------|---------------|--------|---------------|--------|--------------|--------|---------------|--------|---------------|--------|--------------|--------|--------------|--------|--------------|--------|--------------|--------|--------------|--------|----------------|---------|---------------|--------|----------------|--------|
|                   | Total         | %-age  | Total         | %-age  | Total         | %-age  | Total         | %-age  | Total        | %-age  | Total         | %-age  | Total         | %-age  | Total        | %-age  | Total        | %-age  | Total        | %-age  | Total        | %-age  | Total        | %-age  | Total          | %-age   | Total         | %-age  | Total          | %-age  |
| Adult Non-Fiction | 2627          | 6.56%  | 2,537         | 6.62%  | 1,652         | 6.11%  | 29            | 0.27%  | 4            | 0.05%  | 141           | 1.16%  | 966           | 6.26%  | 1555         | 6.76%  | 1456         | 6.22%  | 1726         | 6.75%  | 1258         | 6.97%  | 1387         | 8.37%  | 15,338         | 5.92%   | 27,378        | 5.64%  | 30,760         | 6.06%  |
| Adult Fiction     | 6747          | 16.86% | 6,219         | 16.22% | 4,839         | 17.91% | 65            | 0.61%  | 30           | 0.34%  | 408           | 3.36%  | 2814          | 18.23% | 4812         | 20.92% | 5151         | 22.02% | 5499         | 21.49% | 4000         | 22.16% | 3465         | 20.92% | 44,049         | 17.01%  | 79,031        | 16.29% | 81,962         | 16.15% |
| Juv NF            | 1498          | 3.74%  | 1,743         | 4.55%  | 1,336         | 4.94%  | 2             | 0.02%  | 1            | 0.01%  | 108           | 0.89%  | 573           | 3.71%  | 1177         | 5.12%  | 1007         | 4.30%  | 1161         | 4.54%  | 842          | 4.67%  | 554          | 3.35%  | 10,002         | 3.86%   | 18,967        | 3.91%  | 19,877         | 3.92%  |
| Juv Fic           | 6007          | 15.01% | 6,520         | 17.01% | 5,214         | 19.30% | 43            | 0.41%  | 19           | 0.22%  | 248           | 2.04%  | 2213          | 14.33% | 4747         | 20.64% | 4292         | 18.35% | 5049         | 19.73% | 3188         | 17.66% | 2291         | 13.83% | 39,831         | 15.38%  | 82,350        | 16.97% | 92,131         | 18.16% |
| AV                | 10425         | 26.05% | 9,994         | 26.07% | 6,114         | 22.63% | 21            | 0.20%  | 18           | 0.20%  | 234           | 1.93%  | 1658          | 10.74% | 3568         | 15.51% | 4409         | 18.85% | 4536         | 17.73% | 2161         | 11.97% | 2420         | 14.61% | 45,558         | 17.59%  | 120,261       | 24.79% | 125,827        | 24.80% |
| Periodicals       | 156           | 0.39%  | 122           | 0.32%  | 60            | 0.22%  | 0             | 0.00%  | 0            | 0.00%  | 8             | 0.07%  | 58            | 0.38%  | 137          | 0.60%  | 150          | 0.64%  | 157          | 0.61%  | 51           | 0.28%  | 60           | 0.36%  | 959            | 0.37%   | 1,794         | 0.37%  | 1,982          | 0.39%  |
| Other             | 347           | 0.87%  | 280           | 0.73%  | 133           | 0.49%  | 0             | 0.00%  | 0            | 0.00%  | 3             | 0.02%  | 25            | 0.16%  | 39           | 0.17%  | 104          | 0.44%  | 432          | 1.69%  | 204          | 1.13%  | 301          | 1.82%  | 1,868          | 0.72%   | 5,297         | 1.09%  | 4,467          | 0.88%  |
| Public Pcs        | 1703          | 4.26%  | 1,812         | 4.73%  | 0             | 0.00%  | 0             | 0.00%  | 0            | 0.00%  | 0             | 0.00%  | 0             | 0.00%  | 207          | 0.90%  | 372          | 1.59%  | 397          | 1.55%  | 0            | 0.00%  | 0            | 0.00%  | 4,491          | 1.73%   | 21,738        | 4.48%  | 22,016         | 4.34%  |
| Wireless          | 2963          | 7.40%  | 2,680         | 6.99%  | 0             | 0.00%  | 996           | 9.38%  | 1153         | 13.10% | 1427          | 11.77% | 1445          | 9.36%  | 1641         | 7.13%  | 1739         | 7.43%  | 1628         | 6.36%  | 1402         | 7.77%  | 1210         | 7.31%  | 18,284         | 7.06%   | 34,341        | 7.08%  | 28,199         | 5.56%  |
| Down Audio        | 1338          | 3.34%  | 1,285         | 3.35%  | 1,359         | 5.03%  | 1476          | 13.91% | 1491         | 16.94% | 1524          | 12.57% | 1591          | 10.30% | 1528         | 6.64%  | 1434         | 6.13%  | 1451         | 5.67%  | 1398         | 7.75%  | 1484         | 8.96%  | 17,359         | 6.70%   | 13,330        | 2.75%  | 8,161          | 1.61%  |
| Down Ebooks       | 2374          | 5.93%  | 2,330         | 6.08%  | 2,563         | 9.49%  | 3019          | 28.45% | 3509         | 39.87% | 3319          | 27.37% | 3393          | 21.98% | 3166         | 13.76% | 2792         | 11.94% | 3008         | 11.76% | 3038         | 16.83% | 2920         | 17.63% | 35,431         | 13.68%  | 24,191        | 4.99%  | 19,655         | 3.87%  |
| Down Music        | 3324          | 8.31%  | 2,410         | 6.29%  | 2,507         | 9.28%  | 3295          | 31.05% | 2132         | 24.22% | 4141          | 34.14% | 0             | 0.00%  | 0            | 0.00%  | 0            | 0.00%  | 0            | 0.00%  | 0            | 0.00%  | 0            | 0.00%  | 17,809         | #DIV/0! | 35,953        | 7.41%  | 24,537         | 4.84%  |
| Down Video        | 165           | 0.41%  | 188           | 0.49%  | 982           | 3.63%  | 1408          | 13.27% | 71           | 0.81%  | 218           | 1.80%  | 145           | 0.94%  | 78           | 0.34%  | 132          | 0.56%  | 129          | 0.50%  | 90           | 0.50%  | 54           | 0.33%  | 3,660          | 1.41%   | 17,156        | 3.54%  | 12,731         | 2.51%  |
| Down Mags         | 345           | 0.86%  | 219           | 0.57%  | 262           | 0.97%  | 259           | 2.44%  | 373          | 4.24%  | 349           | 2.88%  | 559           | 3.62%  | 349          | 1.52%  | 355          | 1.52%  | 416          | 1.63%  | 416          | 2.30%  | 416          | 2.51%  | 4,318          | 1.67%   | 3,362         | 0.69%  | 1,481          | 0.29%  |
| <b>Total</b>      | <b>40,019</b> |        | <b>38,339</b> |        | <b>27,021</b> |        | <b>10,613</b> |        | <b>8,801</b> |        | <b>12,128</b> |        | <b>15,440</b> |        | <b>23004</b> |        | <b>23393</b> |        | <b>25589</b> |        | <b>18048</b> |        | <b>16562</b> |        | <b>258,957</b> |         | <b>485149</b> |        | <b>507,466</b> |        |



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.ccl.lib.ny.us](http://www.ccl.lib.ny.us)

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: January 14, 2021

Subject: Approval of Personnel Actions

**Promotions:**

Pam Lee- Sr. Library Clerk to Library Assistant (provisional)

**Change FT/PT Status:**

N/A

**Retirement:**

N/A

**End of Probationary Period- Permanent Appointment:**

**New Hires:**

**Resignations:**

N/A

**Terminations:**

N/A

**Leave:**

N/A

**Step Increases:**

Emma Howard- Sr. Library Clerk to Step 8

Stefan Bell- PT Library Page to Step 1

Melissa Neuffer- PT Library Clerk to Step 3