



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 January 20, 2022 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday January 20 at 6:00 pm at the **Steele Memorial Library, 101 E. Church St., Elmira, NY 14901 and on ZOOM (Preferred method of attendance)**. 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
- Presentation by Maggie Young (Local History/Genealogy)**
3. Approval of minutes (document #2022-01)
4. Treasurer's report
 - a) Financial report (document 2022-02)
 - b) Report of Unpaid Bills Detail (document 2022-03)
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.
- Consent Item: Approval of Donations**
 Resolved that the CCLD Board of Trustees approve acceptance of donations as submitted.
8. Committee reports:
 - a) Executive Committee (Dworkin)
 - 1) Report of the Committee meeting (document 2022-04)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2022-05)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2022-06)
 - 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 16, 2021 meeting of the Chemung County Library District Board of Trustees. Document #2022-01)

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

Rebecca Jackson, Library Clerk at Horseheads, presented a detailed overview of her ongoing homeschool program which is enjoyed by more than 50 students within the county.

Minutes. The minutes of the November 18, 2021, meeting (Document #2021-64) were presented for board review. Ms. Hayes moved that the November Board minutes be approved as amended, seconded by Mr. Schamel. **VOTE: Unanimously Approved.**

Financial Report. The November 2021 Financial Report (Document #2021-62) was presented for board review. Mr. Schamel moved, seconded by Mr. Padgett, to approve the November Financial Report as presented. **VOTE: Unanimously Approved.**

Report of Unpaid Bills (Document #2021-69) Mr. Schamel moved, seconded by Ms. Chollet, that the board authorize the payment of the unpaid bills dated 12/18/2021 for the General Fund - \$63,927.55, Central Library District and Central Book Aid Fund-\$7,180.47. **VOTE: Unanimously Approved.**

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Chollet, 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. Hayes moved, seconded by Ms. Chollet, that the December Personnel Actions be approved as presented. **VOTE: Unanimously Approved.**

CONSENT ITEM: Ms. Smith moved, seconded by Mr. Padgett, that the 2022 Holidays be approved as submitted. **VOTE: Unanimously Approved.**

CONSENT ITEM: Ms. Hayes moved, seconded by Mr. Schamel, that the 2022 meeting schedule be approved as submitted. **VOTE: Unanimously Approved.**

CONSENT ITEM: Ms. Hayes moved, seconded by Ms. Chollet, that the Digital Media Lab Rules be approved as submitted. **VOTE: Unanimously Approved.**

Correspondence:

- Christmas greetings were shared.
- Mr. Shaw read a letter of support he had written on behalf of the "Community Arts: Infinite Canvas Project".

President's Report. Ms. Dworkin reviewed the current slate of officers.

CONSENT ITEM: Ms. Chollet moved, seconded by Ms. Hayes, that the following slate of officers be approved for 2022:

President: Rachel Dworkin

Vice President: Phyllis Rogan

Secretary: Martha Smith

Treasurer: Jack Schamel

VOTE: Unanimously Approved.

Director's Report

- Father Rick Farrell, the executrix of the Olga Krazinski estate, has agreed to transfer funds to the Steele Foundation for enhanced investing.
- Mr. Shaw participated in the "Radical Imagination Game" platform, presented by the New York State Librarians. Panelists were able to contribute input on a variety of community and library related topics. Librarian, Doris Jean Metzger, along with other local professionals, will be active in additional sessions in the near future.
- Masks are required for entrance to all library branches.
- Non-perishable food donations will be accepted, then donated in observance of Hogmanay, in lieu of fine forgiveness.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2021-65)

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2021-66)

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2021-67). The railing was installed on the back entrance ramp on Thursday, December 16, flash lines have been painted on the handicap parking spots in the newly paved Steele parking lot, and concrete has been poured for the pavilion at Horseheads.

Personnel Committee.

Election & Continuity Committee.

Advocacy Committee.

Old Business.

New Business. The January meeting will be held in person and via Zoom, at which time Mr. Schamel will notarize members who were elected to serve a new term.

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

The next regular meeting of the board will be held on Thursday, January 20, 2022, at 6:00pm online via Zoom and in the auditorium of the Steele Memorial Library.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2021-74)

Financial Report - December 31, 2021

Income	2021 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 57,150	\$ 27,054	\$ 30,096	47.34%		Gifts/memorials: \$1195;BF Parade participation donations
Grants (other than N.Y.S.)		\$ 41,074				Arts Council \$4,464 ;Friends: 18,000; Community Arts: \$500; BF Women's Club \$865
Foundation Contributions (HH & Steele)	\$ 200,000	\$ 266,371	(66,371)	133%		
Library District Tax Receipts	\$ 3,119,384	\$ 3,147,663	(28,279)	101%		
PILOT Funds	\$ 65,000	\$ 53,414		82%		
Interest on Investments	\$ 8,000	\$ 5,465	2,535	68%		
State Aid						
Central Library Development	\$ 79,418	\$ 179,040	(99,622)	225%		2020 & 2021 funds were both received in calendar year 2021
Central Book Aid	\$ 54,079	\$ 157,034	(102,955)	290%		2020 & 2021 funds were both received in calendar year 2021
Local Library Services Aid	\$ 31,637		31,637	0%		
Other State Aid - State Construction Funds		\$ 78,300				
TOTAL INCOME	\$ 3,614,668	\$ 3,955,415	\$ (232,959)	109%	100%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,709,806	1655372.59	\$ 1,709,806	97%		
Overtime & Holiday Salaries	24,227	\$ 12,228	11,999	50%		
Employee Benefits						
FICA	132,654	\$ 136,678	\$ (4,024)	103%		
NY State Retirement	276,605	\$ 257,039	\$ 19,566	93%		
Medical & Dental	506,128	\$ 476,548	\$ 29,580	94%		
Other (Disability, Wk. Comp, Unemp)	17,511	\$ 28,972	\$ (11,461)	165%		
Subtotal - Personnel Expenses	2,666,931	2,566,838	\$ 100,093	96%	100%	
Contractual						
Equipment	0	\$ 39,738	(39,738)	0%		Grant: \$34,608-\$42 Bullet Aide
Telephone	10,800	\$ 10,244	556	95%		
Supplies	45,200	\$ 22,522	22,678	50%		Grant: \$1326;T Lab supplies\$272;Mktg \$855; HH Foundation \$128
Travel & Continuing Education	10,120	\$ 3,550	6,570	35%		
Repairs & Maintenance	28,635	\$ 23,102	5,533	81%		
Postage	2,925	\$ 1,709	1,216	58%		
Library Materials (books, video, etc.)	375,041	\$ 367,603	7,438	98%		Gifts: \$3602.06;Grant\$923.97
Utilities	59,000	\$ 48,455	10,545	82%		
Building Cleaning Supplies	14,200	\$ 14,200	0	100%		
Fuel, Gas & Oil (Bookmobile)	3,100	\$ 1,779	1,321	57%		
Insurance	34,700	\$ 34,638	62	100%		
Vehicle Operation / Maintenance	5,000	\$ 1,650	3,350	33%		
Professional Fees (audit, engineer/legal fees)	31,395	\$ 30,907	488	98%		
Data Processing Expenses (Cost Share)	116,134	\$ 116,134	0	100%		
Payment of Taxes	5,150	\$ 5,015	135	97%		
Library Programming	37,997	\$ 53,616	(15,619)	141%		Grant\$9010-Teen Outreach: BF-Parade;BFWomen'sGroup/Arts Council;HHFri \$250;BulletAide
Chemung County costs (B&G, vision)	14,000	\$ 14,000	0	100%		
Capital Improvements STATE CONST see below	10,000		10,000	0%		
Contingency Fund	51,641	\$ 31,942	19,699	62%		Building Clearning Supplies - up b/c of Covid precautions
Subtotal Expenses	\$ 3,521,969	\$ 3,562,140.63	\$ 134,328	101%	100%	
2021 Projects: Breakroom & Boiler @ St		\$ 174,500				Breakroom @ St: \$34,950;Boiler @ St \$27,870.24; \$111,679.46 St parking lot proj
TOTAL EXPENSES	\$ 3,521,969	\$ 3,562,141				

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TOTAL EXPENSES	\$ 3,521,969	\$ 3,562,141				

Chemung County Library District General Fund
Unpaid Bills Detail
As of December 31, 2021

Type	Date	Memo	Open Balance
Amazon Credit Plan			
Bill	12/31/2021	purchase all libraries--11/09/2021-12/08/21	2,356.46
Total Amazon Credit Plan			2,356.46
Blackstone Publishing			
Bill	12/31/2021	Audiobooks - BF -Dec invoice #2002136 & #2000427	103.99
Total Blackstone Publishing			103.99
Bryan Boynton			
Bill	12/31/2021	annual car insurance reimbursement - 2021	84.00
Bill	12/31/2021	travel reimbursement 12/4/20-12/27/2021	604.92
Total Bryan Boynton			688.92
Demco, Inc.			
Bill	12/31/2021	Invoice #7061013 - #3 desk chairs - BF - purchased w/grant funds	866.48
Total Demco, Inc.			866.48
Elmira Water Board			
Bill	12/31/2021	WE 10/13-12/08/2021	37.86
Total Elmira Water Board			37.86
Horseheads Do It Center			
Bill	12/31/2021	HH supplies invoice #350663	17.26
Bill	12/31/2021	HH supplies invoice #350663	17.26
Total Horseheads Do It Center			34.52
Imperial Door Controls, Inc.			
Bill	12/31/2021	face plate replaced @ St --invoice # 00075415	69.30
Bill	12/31/2021	handicap push plate replaced - labor under contract @ WE	69.30
Total Imperial Door Controls, Inc.			138.60
Ingram Library Services			
Bill	12/31/2021	Dec Library material -	7,750.05
Total Ingram Library Services			7,750.05
MidWest Tape			
Bill	12/31/2021	Dec Av purchases HH//St/Juv/WE	5,719.13
Total MidWest Tape			5,719.13
Southern Tier Library System			
Bill	12/31/2021	Quarterly STLS IT Contract - Billed Entity Internet - BF, HH, ST, WE	1,800.00
Total Southern Tier Library System			1,800.00
Vasco Brands, Inc.			
Bill	12/31/2021	cleaning supplies all libraries -invoice #130461	840.88
Bill	12/31/2021	cleaning supplies all libraries -invoice #130461A	47.80
Total Vasco Brands, Inc.			888.68
Wenzel Landscaping			
Bill	12/31/2021	Steele parking lot paving - final installment - invoice #105006	24,529.00
Total Wenzel Landscaping			24,529.00
TOTAL			44,913.69

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 7, 2022

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	01/05/2022	"Key to my Heart" - HH 1/11/22 -Adult program	300.00
Bill	01/05/2022	"Delightful Pop Up Cards" 1/11/2022 - St - pd w/grant funds	230.00
Total Aleta Yarrow			530.00
Chemung County Chamber of Commerce			
Bill	01/05/2022	2022 membership dues	350.00
Total Chemung County Chamber of Commerce			350.00
Christian Science Monitor			
Bill	01/05/2022	annual subscription purchased w/gift funds	150.00
Total Christian Science Monitor			150.00
City of Elmira			
Bill	01/05/2022	sewer tax ST bldg 2022 & sewer tax ST parking lot 2022	1,848.51
Total City of Elmira			1,848.51
Collaborative Summer Library Program			
Bill	01/05/2022	SRC all libraries 2022 materials	805.71
Bill	01/05/2022	SRC all libraries 2022 materials - pd by Friends	392.96
Total Collaborative Summer Library Program			1,198.67
Filomena Jack			
Bill	01/05/2022	"Playing with Oil Pastels (Pear)" 1/19/22 - pd w/grant funds	230.00
Total Filomena Jack			230.00
Haefele TV, Inc.			
Bill	01/05/2022	Internet service for VE for 2022	899.40
Total Haefele TV, Inc.			899.40
MCI			
Bill	01/05/2022	Long distance charges - HH -annual	389.76
Total MCI			389.76
MH Software			
Bill	01/05/2022	Calendar Software - all libraries-2022 annual fee	625.08
Total MH Software			625.08
Perry & Carroll, Inc.			
Bill	01/05/2022	Directors & Officers renewal policy - invoice #420680	4,255.00
Total Perry & Carroll, Inc.			4,255.00
ProQuest LLC			
Bill	01/05/2022	Heritage Quest/Ancestry elec ref invoice #62427933	2,770.95
Total ProQuest LLC			2,770.95
Town of Big Flats			
Bill	01/05/2022	Water Dist tax 2022	28.52
Total Town of Big Flats			28.52
Town of Elmira			
Bill	01/05/2022	WE - Sewer Tax - 2022	160.99
Total Town of Elmira			160.99
Town of Horseheads			
Bill	01/05/2022	HFL- Sewer Tax - 2022	277.04
Total Town of Horseheads			277.04
TOTAL			13,713.92

1:36 PM

01/09/22

Central Library District and Central Book Aid Fund
Unpaid Bills Detail
As of January 9, 2022

Type	Date	Memo	Open Balance
Ingram Library Services			
Bill	12/31/2021	Dec Library material -	1,856.61
Total Ingram Library Services			1,856.61
Midwest Tape, LLC			
Bill	12/31/2021	CBA educational DVDs December	367.36
Total Midwest Tape, LLC			367.36
Southern Tier Library System			
Bill	12/31/2021	Downloadable e-books & non-fiction audiobooks	4,144.13
Bill	12/31/2021	Fee for co-sponsorship of "Gather & Grow" conference Oct 2021 - invoice #3459 & 3458	1,125.00
Bill	12/31/2021	Downloadable e-books Non - Fic inv #3460	9.99
Total Southern Tier Library System			5,279.12
TOTAL			7,503.09

Document #2022-04

Report of the January 5, 2022 meeting of the Executive Committee of the Chemung County Library District:

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

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

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 1/5/22 in the amount of \$58,627.61 for the General Fund and \$7,503.09 for the Central Library District and Central Book Aid Fund. **Ms. Chollet moved, seconded by Ms. Appenzella, to approve payment of the General and Central Library District and Central Book Aid Fund bills as submitted in writing. VOTE: Unanimously Approved.**

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Smith, 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. Appenzellar moved, seconded by Ms. Smith, that the CCLD staff salary schedules be accepted as amended. VOTE: Unanimously Approved.

Mr. Shaw reported on the following:

- No Buildings and Grounds meeting was held for this month.
- Covid concerns are being closely monitored, a number of staff are on quarantine awaiting test results. Precautions are being fully implemented throughout the district.
- The January board meeting will be held in person and via Zoom. Mr. Schamel will notarize and swear in newly elected members.

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 2, 2022 at 6 pm via Zoom.

Document #2022-05

Report of the January 12, 2022 meeting of the Budget & Finance Committee of the Chemung County Library District.

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

Ms. Melott presented the December 31, 2021 Financial Report to the Committee. The report will be forwarded to the full CCLD board for its consideration.

Mr. Shaw noted that the following donations had been received:

\$150 from the Moehlmann Family
\$300 from John Horrigan, in honor of his parents
\$5,000 from the Hansen Family Foundation
\$1,000 from the Reiter Family

Authorization has been signed and notarized for the distribution of the Natalie Denton Trust. The Steele Foundation will oversee the investment. A \$75,000 disbursement will be given to Steele Memorial Libray.

The meeting adjourned at 8:50am. The next meeting of the Budget & Finance Committee will be held on Wednesday, February 9, 2022 at 8:45 a.m. 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		2021		2020		2019	
	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	1180	7.73%	1,664	8.13%	2,108	7.85%	1,950	7.91%	1,681	7.05%	1,867	7.15%	1,813	6.70%	1,991	7.20%	1,904	7.27%	1,818	6.80%	1,826	7.03%	1,629	6.51%	21,431	7.25%	15,338	5.92%	27,378	10.57%
Adult Fiction	3027	19.84%	4,454	21.76%	5,990	22.32%	5,406	21.94%	5,142	21.56%	6,037	23.13%	5,999	22.16%	6,566	23.73%	5,859	22.38%	5,652	21.15%	5,273	20.30%	5,072	20.27%	64,477	21.80%	44,049	17.01%	79,031	30.52%
Juv NF	624	4.09%	963	4.70%	1,407	5.24%	1,242	5.04%	1,088	4.56%	1,111	4.26%	1,395	5.15%	1,331	4.81%	1,511	5.77%	1,694	6.34%	1,443	5.56%	1,112	4.44%	14,921	5.04%	10,002	3.86%	18,967	7.32%
Juv Fic	2,128	13.95%	3,490	17.05%	5,456	20.33%	5,288	21.46%	5,012	21.01%	5,660	21.69%	6,259	23.12%	5,832	21.08%	5,476	20.92%	5,597	20.94%	5,442	20.95%	4,952	19.79%	60,592	20.48%	39,831	15.38%	82,350	31.80%
AV	1,718	11.26%	2,766	13.51%	4,136	15.41%	4,305	17.47%	4,303	18.04%	4,672	17.90%	4,610	17.03%	4,335	15.67%	4,360	16.66%	4,354	16.29%	4,551	17.52%	4,748	18.97%	48,858	16.52%	45,558	17.59%	120,261	46.44%
Periodicals	83	0.54%	160	0.78%	160	0.60%	106	0.43%	137	0.57%	160	0.61%	139	0.51%	138	0.50%	107	0.41%	101	0.38%	132	0.51%	130	0.52%	1,553	0.53%	959	0.37%	1,794	0.69%
Other	141	0.92%	279	1.36%	342	1.27%	164	0.67%	70	0.29%	62	0.24%	121	0.45%	100	0.36%	227	0.87%	687	2.57%	725	2.79%	1,100	4.40%	4,018	1.36%	1,868	0.72%	5,297	2.05%
Public Pcs	8	0.05%	227	1.11%	441	1.64%	413	1.68%	448	1.88%	1,280	4.90%	553	2.04%	657	2.37%	597	2.28%	654	2.45%	581	2.24%	630	2.52%	6,489	2.19%	4,491	1.73%	21,738	8.39%
Wireless	1,063	6.97%	1,088	5.32%	1,488	5.54%	962	3.90%	1,120	4.70%	612	2.35%	1,320	4.88%	1,441	5.21%	1,357	5.18%	1,350	5.05%	1,440	5.54%	1,384	5.53%	14,625	4.94%	18,284	7.06%	34,341	13.26%
Down Audio	1,528	10.02%	1,432	7.00%	1,630	6.07%	1,601	6.50%	1,598	6.70%	1,599	6.13%	1,597	5.90%	1,718	6.21%	1,633	6.24%	1,649	6.17%	2,490	9.59%	1,459	5.83%	19,934	6.74%	17,359	6.70%	13,330	5.15%
Down Ebooks	3,261	21.38%	3,190	15.59%	3,171	11.81%	2,751	11.16%	2,859	11.99%	2,699	10.34%	2,828	10.45%	3,154	11.40%	2,692	10.28%	2,691	10.07%	1,625	6.26%	2,321	9.28%	33,242	11.24%	35,431	13.68%	24,191	9.34%
Down Music	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	#DIV/0!	17,809	6.88%	35,953	13.88%
Down Video	79	0.52%	219	1.07%	91	0.34%	90	0.37%	67	0.28%	47	0.18%	178	0.66%	52	0.19%	35	0.13%	41	0.15%	31	0.12%	46	0.18%	976	0.33%	3,660	1.41%	17,156	6.63%
Down Mags	416	2.73%	536	2.62%	419	1.56%	366	1.49%	326	1.37%	290	1.11%	263	0.97%	353	1.28%	419	1.60%	441	1.65%	417	1.61%	441	1.76%	4,687	1.58%	4,318	1.67%	3,362	1.30%
Total	15,256		20,468		26,839		24,644		23,851		26,096		27,075		27,668		26,177		26,729		25,976		25,024		295,803		258,957		507,466	



The Chemung County Library District, with neighborhood libraries in Big Flats, the Bookmobile, Elmira, Horseheads, Van Etten, West Elmira, and on the web at www.cclld.lib.ny.us

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: January 19, 2021

Subject: Approval of Personnel Actions

Promotions:

Change FT/PT Status:

Retirement:

N/A

End of Probationary Period- Permanent Appointment:

N/A

New Hires:

Resignations:

N/A

Terminations:

N/A

Leave:

N/A

Step Increases:

Emma Howard- F/T Senior Clerk to Step 9

Stefan Bell- P/T Page to Step 2

Melissa Neuffer- P/T Clerk to Step 4