



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

Agenda

The February 2021 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday February 18 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 #2021-07)
4. Treasurer's report
 - a) Financial report (document 2021-08)
 - b) Report of Unpaid Bills Detail (document 2021-09)
5. Correspondence
6. President's report (Dworkin)

Consent Item: Approval of By-Laws
Resolved that the CCLD Board of Trustees approve CCLD By-Law changes as submitted.

Consent Item: Approval of Direct Access Plan
Resolved that the CCLD Board of Trustees approve the Direct Access Plan as submitted.
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 2021-10)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2021-11)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2021-12)
 - d) Personnel Committee (Appenzellar)
 - e) Election and Continuity Committee (Rogan)
 - f) Advocacy Committee
9. Executive Session
10. Old business
11. New business
12. Period for public expression
13. Adjournment

(Minutes of the January 21, 2021 meeting of the Chemung County Library District Board of Trustees. Document #2021-7)

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, Bonnie Chollet, Lee Saginario, and Penny Appenzellar. Also present was Holly Melott and Ron Shaw on behalf of the Library District's Administration.

Minutes. The minutes of the December 2020 meeting (Document #2021-1) were presented for board review. Ms. Hayes moved that the November Board minutes be approved as distributed in writing, seconded by Mr. Schamel. **VOTE: Unanimously Approved.**

Financial Report. The December 31, 2020 Financial Report (Document #2021-2) was presented for board review. Mr. Schamel moved, seconded by Mr. Padgett, to approve the November Financial Report as distributed in writing. **VOTE: Unanimously Approved.**

Report of Unpaid Bills (Document #2021-3) Mr. Schamel moved, seconded by Ms. Hayes, that the board authorize the payment of the unpaid bills dated 1/21/21 for the General Fund - \$12,122.68 and Grant Fund - \$426.49. **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. Appenzellar. **VOTE: Unanimously Approved.**

Correspondence.

President's Report. Ms. Dworkin asked that all members complete and return the conflict of interest form which was sent via email. She expressed heartfelt thanks to Janet Ackerman for her many years of service to the district

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

- Two employees from Steele have tested positive for Covid, as a result the building has been closed since January 11. Curbside service will be resuming on January 25th. One employee from Big Flats has tested positive. Curbside service will continue to be offered, opening to the public will be assessed in the near future. Patrons have been going into the Van Etten branch, which has consistently remained in the "green zone".
- Mr. Shaw has created a safety plan which he has forwarded to CSEA (union) officers to coordinate with the workplace violence policy.
- The following staff will comprise a marketing committee: Ms. Jennie Lewis (adult services), Ms. Doris Jean Metzger (teen), Ms. Michelle Barrett (West Elmira), Ms. Amanda Farley (Juvenile), and a representative from the IT department. Mr. Shaw is developing a marketing plan.
- The following staff will comprise a pandemic committee: Ms. Deb Brimmer (IT), Mr. Owen Frank (HH), Ms. Jennie Lewis (adult services), Ms. Michelle Barrett (WE), Ms. Amanda Farley (Juvenile), and Ms. Connie Ogilvie (adult services). Mr. Shaw is compiling a pandemic plan of action report, which is due to NY state by 4/1.

CONSENT ITEM: Ms. Dworkin moved that Personnel Actions are approved as submitted, seconded by Ms. Smith. VOTE: Unanimously Approved.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2021-4)

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2021-5) Mr. Schamel noted that \$900, which represents 90% of our deductible, had been received from Selective Insurance. Our insurance agents will continue to pursue the remaining 10%, the accident was no fault of the Bookmobile driver.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2021-6). Steele break room renovations are set to begin on February 22nd, with an anticipated completion date in mid-April.

Personnel Committee.

Election & Continuity Committee.

Advocacy Committee.

Old Business.

New Business. Ms. Silvernail attended the STLS advocacy training day via Zoom. She gave an overview of the beneficial information that was presented. **Mr. Schamel moved that the by-laws changes that were submitted to the board be accepted and replace those currently being utilized. Mr. Schamel moved that the by-laws changes that were submitted to the board be accepted and replace those currently being utilized be tabled, seconded by Mr. Schwesinger. VOTE: Unanimously Approved.**

Mr. Schamel moved, seconded by Ms. Hayes to adjourn. VOTE: Unanimously Approved.

The next regular meeting of the board will be held on Thursday, February 18, 2021 at 6:00pm online via Zoom.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2021-08)

Financial Report - January 31, 2021

Income	2021 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 57,150	\$ 973	\$ 56,177	1.70%		
Grants (other than N.Y.S.)		\$ 18,000				Friends: 18,000
Foundation Contributions (HH & Steele)	\$ 200,000		200,000	0%		
Library District Tax Receipts	\$ 3,119,384	\$ 3,129,384	(10,000)	100%		
PILOT Funds	\$ 65,000			0%		
Interest on Investments	\$ 8,000	\$ 443	7,557	6%		
State Aid						
Central Library Development	\$ 79,418		79,418	0%		
Central Book Aid	\$ 54,079		54,079	0%		
Local Library Services Aid	\$ 31,637		31,637	0%		
Other State Aid - State Construction Funds						
TOTAL INCOME	\$ 3,614,668	\$ 3,148,800	\$ 418,868	87%	8%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,709,806	\$ 125,786	\$ 1,584,020	7%		
Overtime & Holiday Salaries	24,227	\$ 1,822	22,405	8%		
Employee Benefits						
FICA	132,654	\$ 9,464	\$ 123,190	7%		
NY State Retirement	276,605	\$ 20,671	\$ 255,934	7%		
Medical & Dental	506,128	\$ 66,429	\$ 439,699	13%		
Other (Disability, Wk. Comp, Unemp)	17,511	\$ 2,410	\$ 15,101	14%		
Subtotal - Personnel Expenses	2,666,931	226,582	\$ 2,440,349	8%	8%	
Contractual						
Equipment	0	\$ -	0	0%		
Telephone	10,800	\$ 9,935	865	92%		
Supplies	45,200	\$ 3,551	41,649	8%		
Travel & Continuing Education	10,120	\$ 649	9,471	6%		
Repairs & Maintenance	28,635	\$ 742	27,894	3%		
Postage	2,925		2,925	0%		
Library Materials (books, video, etc.)	375,041	\$ 15,284	359,757	4%		
Utilities	59,000	\$ 13,673	45,327	23%		
Building Cleaning Supplies	14,200	\$ 2,718	11,482	19%		
Fuel, Gas & Oil (Bookmobile)	3,100		3,100	0%		
Insurance	34,700	\$ 874	33,826	3%		
Vehicle Operation / Maintenance	5,000	\$ (900)	5,900	-18%		
Professional Fees (audit, engineer/legal fees)	31,395	\$ 831	30,564	3%		
Data Processing Expenses (Cost Share)	116,134	\$ 899	115,235	1%		
Payment of Taxes	5,150	\$ 1,959	3,191	38%		
Library Programming	37,997	\$ 3,763	34,234	10%		
Chemung County costs (B&G, vision)	14,000	\$ 2,873	11,127	21%		
Capital Improvements STATE CONST see below	10,000		10,000	0%		
Contingency Fund	51,641		51,641	0%		
Subtotal Expenses	\$ 3,521,969	\$ 283,433.02	\$ 3,238,536	8%	8%	
2020 Projects: Boiler & Outdoor sign @ St						
TOTAL EXPENSES	\$ 3,521,969	\$ 283,433				

Document #2020- 10

Report of the February 3, 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, 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, Kevin Hansen, Pam Larnard, Penny Appenzellar, Bonnie Chollet, 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 2/3/21 in the amount of \$28,923.45 for the General Fund. **Ms. Hayes moved, second by Ms. Smith to approve payment of the bills as submitted in writing. VOTE: Unanimously Approved.** Ms. Melott submitted the Unpaid Bill list dated 2/3/21 in the amount of \$360.63 for the Grant Fund. **Ms. Hayes moved, second by Ms. Silvernail to approve payment of the bills as submitted in writing. VOTE: Unanimously Approved. Ms. Dworkin moved, seconded by Ms. Hayes, 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.**

Director, Mr. Shaw reported on the following:

- A check in the amount of \$3,129,384 was received from Chemung County.
- The following resources were received from STLS:
 - Central Book Aid: \$71,500
 - CDA: \$58,622 – some portion may be used for salaries of reference librarians, as in past years, but DAC is pushing to have libraries use the entire amount for materials.
 - \$1,140 – 2020 fines received from PayPal
- CCLD will have \$38,000 of Costshare to spend via STLS, 20% of orders much include titles on diversity, equity, and inclusion
- The contract is up in December of 2021, a committee of representatives from the Board needs to be established and begin consulting with the lawyer concerning negotiations. Mr. Shaw will make contact with the union officers to begin talks.
- A check in the amount of \$18,000 was received from the Friends. **Ms. Dworkin moved, second by Ms. Chollet, that the check for \$18,000 from the CCLD Friends organization be accepted, VOTE: Unanimously Approved.**
- Branches are open for 30 minute browsing or computer use. Steele will reopen to patrons under the same format on Monday, February, 8. All branches will resume their full docket of hours once staff vacancies have been filled.

Ms. Dworkin directed trustees to complete and submit conflict of interest forms before the February board meeting scheduled for 2/18/21.

Ms. Rogan encouraged members to promote the use of free ancestry resources available on the library website the month of March.

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, March 3, 2021 at 6pm via Zoom.

Document #2021-11

Report of the February 10, 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 and Ms. Ann Hayes. Also in attendance Holly Melott and Ron Shaw, CCLD Administration. The meeting opened at 8:45 a.m.

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

Ms. Melott presented the Unpaid Bill List dated February 18, 2021 for the General Fund - \$18,843.99 and \$782.77 for the Grant Fund. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:55am. The next meeting of the Budget & Finance Committee will be held on Wednesday, March 10, 2021 at 8:45 a.m. via Zoom.

Document #2021-12

Report of the February 3, 2021 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30 pm. Present via Zoom were Mr. Karl Schwesinger, Ms. Rachel Dworkin, Ms. Martha Smith, and Ms. Lee Saginario. Also attending were Holly Melott and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

- Renovation of the staff kitchen will begin the end of February/beginning of March.
- A leak was detected in the ceiling at Steele, the county is addressing the concern.
- Snow removal service is being sought out for the West Elmira branch. Additional plowing and removal from the sidewalks are needed. Currently, staff are attending to the needs.

The meeting adjourned at 5:40pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, March 3, 2021 at 5:30pm via Zoom.

	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%
Total	52,413		47,248		54206		153,867		590,647		588,607	

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	2021		2020		2019		
	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age											Total	%-age	Total
Adult Non-Fiction	1180	7.73%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,180	7.73%	15338	5.92%	27,378	10.57%
Adult Fiction	3027	19.84%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3,027	19.84%	44049	17.01%	79,031	30.52%
Juv NF	624	4.09%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	624	4.09%	10002	3.86%	18,967	7.32%
Juv Fic	2128	13.95%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2,128	13.95%	39831	15.38%	82,350	31.80%
AV	1718	11.26%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,718	11.26%	45558	17.59%	120,261	46.44%
Periodicals	83	0.54%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	83	0.54%	959	0.37%	1,794	0.69%
Other	141	0.92%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	141	0.92%	1868	0.72%	5,297	2.05%
Public Pcs	8	0.05%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	8	0.05%	4491	1.73%	21,738	8.39%
Wireless	1063	6.97%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,063	6.97%	18284	7.06%	34,341	13.26%
Down Audio	1528	10.02%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,528	10.02%	17359	6.70%	13,330	5.15%
Down Ebooks	3261	21.38%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3,261	21.38%	35431	13.68%	24,191	9.34%
Down Music	0	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	17809	6.88%	35,953	13.88%
Down Video	79	0.52%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	79	0.52%	3660	1.41%	17,156	6.63%
Down Mags	416	2.73%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	416	2.73%	4318	1.67%	3,362	1.30%
Total	15,256		0		0		0		0		0		0		0		0		0	15,256		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: February 12, 2021

Subject: Approval of Personnel Actions

Promotions:

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:

Robert Manchester- PT Library Clerk to Step 3