



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 April meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday April 17, 2025 at 6:00 pm at the West Elmira Library.

The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Dworkin (607-398-2021), Mrs. Melott (733-9173, ext. 2308), or Mr. Chapman (733-9173, ext 2307).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2025-15)
4. Treasurer's report
 - a) Report of Unpaid Bills Detail
 - b) Monthly Financial Reports
5. Correspondence
6. President's report (Dworkin)
7. Director's Report
 - a) Resolved that the CCLD Board of Trustees approve the personnel actions as submitted
- Committee reports:
 - a) Executive Committee (Dworkin)
 - 1) Report of the Committee meeting (document #2025-20)
 - b) Budget & Finance Committee (Roberts)
 - 1) Report of the Committee meeting (document #2025-21)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2025-19)
 - d) Personnel Committee (Appenzellar)
 - e) Election and Continuity Committee (Hansen)
9. Executive Session
10. Old business
11. New business
 1. 2024 Auditors report - Inero
12. Period for public expression
13. Adjournment

Document #2025-019

Report of the April 2, 2025 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30 pm. Present were Ms. Rachel Dworkin, Mr. Karl Schwesinger, and Ms. Martha Smith. Also attending were Mr. Paul Chapman and Ms. Holly Melott, CCLD Management.

Mr. Chapman reported on the following:

- He is evaluating an extended warranty option for the electric sign
- He has received a quote of \$6,500 from Elmira Structures to install crash bars for the front patron exits at SML
- The planning phase of the courtyard project has begun
- Stair renovations at SML are progressing well
- Grapes plumbing repaired the outside mobile dental unit water faucet
- Per attorney, Kim Middaugh, the final title work for Southport is under review
- He has received a quote of \$820,843 for renovations at the future Southport branch. NY state construction aide will be sought to cover a portion of those costs.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, May 7, 2025 at 5:30pm in the auditorium of the Steele Memorial Library.

Document #2025 -20

Report of the April 2, 2025 meeting of the Executive Committee of the Chemung County Library District:

The meeting came to order at 6:00pm. Attending the meeting from the Executive Committee were Ms. Rachel Dworkin, Ms. Martha Smith, and Mr. Mark Padgett. Board members attending were Mr. Karl Schwesinger, Ms. Karen Snyder, Ms. Judith Elston, Ms. Patricia Kinney, Ms. Muriel Friend, and Mr. Kevin Hansen. Mr. Paul Chapman and Ms. Holly Melott, CCLD management, were also present.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 04/02/2025 for the General Fund in the amount of \$80,755.90. **Mr. Padgett moved, seconded by Ms. Friend, to approve payment of the General Fund in the amount of \$80,755.90. VOTE: Unanimously Approved.**

Ms. Dworkin reported on the following:

- Ms. Lillian White will be completing the 2025 term as the 9th District Trustee. She will be sworn in at the April board meeting.
- A potential candidate has been found to serve as the Chemung County representative to the STLS board.
- Trustees were reminded to complete the director's annual review survey

Mr. Chapman reported on the following:

- The remaining NY construction aide funds were received in the amount of \$19,481
- CDARS have been restructured for 2025 and new investments established
- Interviews are being conducted for a second safety and security guard position
- Auditors will present their report at the April board meeting
- He asked that members review the updated policies that have been distributed

Mr. Schwesinger moved, seconded by Ms. Kinney, to accept the NY state construction aide check in the amount of \$19,481. VOTE: Unanimously Approved.

The meeting adjourned at 6:30 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, May 7, 2025 at 6 pm in the auditorium at the Steele Memorial Library.

Document #2025-21

Report of the April 9, 2025 meeting of the Budget & Finance Committee of the Chemung County Library District

Attending the meeting via Teams: Ms. Jessica Roberts and Ms. Rachel Dworkin. Also in attendance Mr. Paul Chapman and Ms. Holly Melott, CCLD Administration. The meeting opened at 8:45 a.m.

Ms. Melott presented the unpaid bill list dated April 17, 2025 for the General Fund, \$11,268.36. Details will be forwarded to the full CCLD board for its consideration.

Ms. Melott presented the March Monthly Cash Balance Report and the March Monthly Budget Report which will be forwarded to the full CCLD board for its consideration.

Mr. Chapman reported on the following:

- Auditors will present at the April board meeting
- Ms. Roberts and Mr. Chapman both reviewed and signed off on the first quarter bank statements

The meeting adjourned at 9:00 a.m. The next meeting of the Budget & Finance Committee will be held on Wednesday, May 14, 2025 at 8:45 a.m. via Teams.

Unpaid Bills Detail
Chemung County Library District
As of April 2, 2025

| TRANSACTION TYPE | AMOUNT | LINE DESCRIPTION | OPEN BALANCE | BUSINESS FULL NAME |
|--|-------------------|---|-------------------|------------------------|
| Aleta Yarrow | | | | |
| Bill | 250.00 | Watercolor Texture Part 1- adult art class - 4/15 @ SML | 250.00 | 40 Grants |
| Total for Aleta Yarrow | \$250.00 | | \$250.00 | |
| All Pro Locksmithing | | | | |
| Bill | 186.94 | SML replace locks - SML juv dept - inv #03272025 | 186.94 | 10 CC Library District |
| Total for All Pro Locksmithing | \$186.94 | | \$186.94 | |
| Brodart Co. | | | | |
| Bill | 122.55 | processing supplies -Inv #655005 | 122.55 | 10 CC Library District |
| Total for Brodart Co. | \$122.55 | | \$122.55 | |
| Bureau Veritas National Elevator Inspection Service Inc | | | | |
| Bill | 164.00 | annual elevator inspection-Inv RI 25007182 | 164.00 | 10 CC Library District |
| Total for Bureau Veritas National Elevator Inspection Service Inc | \$164.00 | | \$164.00 | |
| Burr Consulting LLC | | | | |
| Bill | 1,800.00 | HR Consultant April 2025 retainer | 1,800.00 | 10 CC Library District |
| Total for Burr Consulting LLC | \$1,800.00 | | \$1,800.00 | |
| Chemung Canal Trust Company | | | | |
| Bill | 214.61 | Mastercard paymentpurchases - all libraries | 214.61 | 10 CC Library District |
| Bill | 644.10 | Mastercard paymentpurchases - all libraries | 644.10 | 70 FCCLD |
| Bill | 280.97 | Mastercard paymentpurchases - all libraries | 280.97 | 10 CC Library District |
| Bill | 307.71 | Mastercard paymentpurchases - all libraries | 307.71 | 10 CC Library District |
| Total for Chemung Canal Trust Company | \$1,447.39 | | \$1,447.39 | |
| Coro Medical LLC | | | | |
| Bill | 265.36 | AED batteries & pads-Quote #QUO109357 | 265.36 | 10 CC Library District |
| Total for Coro Medical LLC | \$265.36 | | \$265.36 | |
| Culligan Water | | | | |
| Bill | 60.00 | staff water dispenser-monthly rental feelInv #27234531204 | 60.00 | 10 CC Library District |
| Total for Culligan Water | \$60.00 | | \$60.00 | |
| Demco, Inc. | | | | |
| Bill | 293.85 | Inv # 7622566 processing supplies | 293.85 | 10 CC Library District |
| Total for Demco, Inc. | \$293.85 | | \$293.85 | |
| Eldridge Park Carousel Preservation Soc. | | | | |
| Bill | 900.00 | deposit for Summer Reading Club party 8/15 | 900.00 | 70 FCCLD |
| Total for Eldridge Park Carousel Preservation Soc. | \$900.00 | | \$900.00 | |
| Erica Unterman | | | | |

Unpaid Bills Detail
Chemung County Library District
As of April 2, 2025

| TRANSACTION TYPE | AMOUNT | LINE DESCRIPTION | OPEN BALANCE | BUSINESS FULL NAME |
|--|--------------------|--|--------------------|------------------------|
| Bill | 350.00 | Stained Glass beetles class @ SML 04/07 @ SML | 350.00 | 70 FCCLD |
| Total for Erica Unterman | \$350.00 | | \$350.00 | |
| Grapes Unlimited LLC | | | | |
| Bill | 2,150.00 | Plumbing services @ SML - mechanical room-Inv #00018995 | 2,150.00 | 10 CC Library District |
| Total for Grapes Unlimited LLC | \$2,150.00 | | \$2,150.00 | |
| Greenleaf Recycling | | | | |
| Bill | 140.00 | Waste mgmt services - WE/HH/BF/ST -Inv #2504011277690 | 140.00 | 10 CC Library District |
| Bill | 75.00 | Waste mgmt services - WE/HH/BF/ST -Inv #2504011277647 | 75.00 | 10 CC Library District |
| Total for Greenleaf Recycling | \$215.00 | | \$215.00 | |
| Haefele TV, Inc. | | | | |
| Bill | 85.95 | wifi connection @ VE-April Acct # 003-025231 | 85.95 | 10 CC Library District |
| Total for Haefele TV, Inc. | \$85.95 | | \$85.95 | |
| Hill & Markes | | | | |
| Bill | 158.40 | cleaning supplies Inv #3010547-01 | 158.40 | 10 CC Library District |
| Total for Hill & Markes | \$158.40 | | \$158.40 | |
| HoneyBeeMade | | | | |
| Bill | 452.00 | SML rooftop bee program - set upSpring 2025 | 452.00 | 70 FCCLD |
| Total for HoneyBeeMade | \$452.00 | | \$452.00 | |
| IBFG Farms | | | | |
| Bill | 1,880.00 | plowing salt services - SML/HH/BF/WE Feb 2025Inv # 039 | 1,880.00 | 10 CC Library District |
| Bill | 3,760.00 | plowing salt services - SML/HH/BF/WE Feb 2025Inv # 044 | 3,760.00 | 10 CC Library District |
| Bill | 2,910.00 | plowing salt services - SML/HH/BF/WE Jan 2025Inv #043 | 2,910.00 | 10 CC Library District |
| Bill | 2,910.00 | plowing salt services - SML/HH/BF/WE Jan 2025Inv #042 | 2,910.00 | 10 CC Library District |
| Bill | 2,395.00 | plowing salt services - SML/HH/BF/WE Dec 2024Inv #041 | 2,395.00 | 10 CC Library District |
| Total for IBFG Farms | \$13,855.00 | | \$13,855.00 | |
| Ingram Library Services | | | | |
| Bill | 9,120.94 | March statement - April pay | 9,120.94 | 50 Steele Foundation |
| Bill | 2,280.11 | March statement - April pay | 2,280.11 | 10 CC Library District |
| Bill | 2,612.08 | March statement - April pay | 2,612.08 | 60 HH Foundation |
| Total for Ingram Library Services | \$14,013.13 | | \$14,013.13 | |
| Insero | | | | |
| Bill | 12,000.00 | Progress billing for audit services for the year end Dec 2024 & related mattersInv #155547 | 12,000.00 | 10 CC Library District |

Unpaid Bills Detail
Chemung County Library District
As of April 2, 2025

| TRANSACTION TYPE | AMOUNT | LINE DESCRIPTION | OPEN BALANCE | BUSINESS FULL NAME |
|---|--------------------|---|--------------------|------------------------|
| Total for Insero | \$12,000.00 | | \$12,000.00 | |
| Jennifer Thomas | | | | |
| Bill | 325.00 | April 7 - WE art class-paper quilling | 325.00 | 40 Grants |
| Total for Jennifer Thomas | \$325.00 | | \$325.00 | |
| JGF Funding | | | | |
| Bill | 2,840.50 | main agree all branches -Inv #499560 | 2,840.50 | 10 CC Library District |
| Total for JGF Funding | \$2,840.50 | | \$2,840.50 | |
| John Mills Electric, Inc. | | | | |
| Bill | 390.31 | service calls @ SML 2/5 & 2/7/25 - Inv #13069 | 390.31 | 10 CC Library District |
| Total for John Mills Electric, Inc. | \$390.31 | | \$390.31 | |
| Lauren Dowd | | | | |
| Bill | 360.00 | Sewing workshops -Feb 3, 10, 13, 20, 24 & 27 Makerspace - SML | 360.00 | 10 CC Library District |
| Total for Lauren Dowd | \$360.00 | | \$360.00 | |
| Mary Jo Lane | | | | |
| Bill | 350.00 | "Spring Foraging" - SML - 04/12/2025 adult prog | 350.00 | 70 FCCLD |
| Total for Mary Jo Lane | \$350.00 | | \$350.00 | |
| MidWest Tape | | | | |
| Bill | 1,190.89 | March statement (April pay)AV - all branches | 1,190.89 | 10 CC Library District |
| Bill | 486.77 | March statement (April pay)AV - HH | 486.77 | 60 HH Foundation |
| Bill | 1,055.33 | March statement (April pay)AV - all branchesHoopla | 1,055.33 | 10 CC Library District |
| Total for MidWest Tape | \$2,732.99 | | \$2,732.99 | |
| Nancy Kirby Kurjakovic | | | | |
| Bill | 975.00 | Financial consulting March 2025 | 975.00 | 10 CC Library District |
| Total for Nancy Kirby Kurjakovic | \$975.00 | | \$975.00 | |
| Nickerson | | | | |
| Bill | 6,025.53 | stage for auditorium -Inv #00029713 | 6,025.53 | 10 CC Library District |
| Total for Nickerson | \$6,025.53 | | \$6,025.53 | |
| Noah's Ark Animal Workshop, Inc. | | | | |
| Bill | 259.80 | VE Juv Prog -Inv #71424 | 259.80 | 70 FCCLD |
| Total for Noah's Ark Animal Workshop, Inc. | \$259.80 | | \$259.80 | |
| NYSEG | | | | |
| Bill | 903.73 | gas & elec - HH | 903.73 | 10 CC Library District |
| Bill | 590.93 | gas & elec -WE | 590.93 | 10 CC Library District |
| Bill | 4,536.82 | gas & elec - SML | 4,536.82 | 10 CC Library District |
| Bill | 539.24 | gas & elec -BF | 539.24 | 10 CC Library District |
| Bill | 41.18 | gas & elec - SML | 41.18 | 10 CC Library District |
| Total for NYSEG | \$6,611.90 | | \$6,611.90 | |

Unpaid Bills Detail
Chemung County Library District
As of April 2, 2025

| TRANSACTION TYPE | AMOUNT | LINE DESCRIPTION | OPEN BALANCE | BUSINESS FULL NAME |
|---|--------------------|---|--------------------|------------------------|
| ProQuest LLC Bill | 7,255.03 | Fold3 database & newspapers.com renewalInv #70867680 | 7,255.03 | 50 Steele Foundation |
| Total for ProQuest LLC | \$7,255.03 | | \$7,255.03 | |
| Regina Hill Bill | 2,025.00 | QuickBooks consultant services -Inv #1179 -Feb 2025 | 2,025.00 | 10 CC Library District |
| Total for Regina Hill | \$2,025.00 | | \$2,025.00 | |
| Rlck Curren Hardware Feed & Need Bill | 12.99 | faucet key - Inv #19198 | 12.99 | 10 CC Library District |
| Total for Rlck Curren Hardware Feed & Need | \$12.99 | | \$12.99 | |
| Sedgwick Business Solutions Bill | 980.05 | deposit for office chairs @ HH- Quote C1076.001 | 980.05 | 60 HH Foundation |
| Total for Sedgwick Business Solutions | \$980.05 | | \$980.05 | |
| Southern Tier Library System Bill | 184.83 | bar codes - inv #4895 | 184.83 | 10 CC Library District |
| Total for Southern Tier Library System | \$184.83 | | \$184.83 | |
| Staples Bill | 465.26 | office supplies -Summary #7004755121 | 465.26 | 10 CC Library District |
| Total for Staples | \$465.26 | | \$465.26 | |
| Tammy Wilcox Bill | 75.00 | April Gentle Movements classes - HH - 1,8,15 - | 75.00 | 80 FHH |
| Total for Tammy Wilcox | \$75.00 | | \$75.00 | |
| ULINE Bill | 28.50 | Band-aids Inv #190577424 | 28.50 | 10 CC Library District |
| Total for ULINE | \$28.50 | | \$28.50 | |
| Verizon Wireless Bill | 88.64 | Bookmobile cell phone x 2 lines Inv #6109348416 | 88.64 | 10 CC Library District |
| Total for Verizon Wireless | \$88.64 | | \$88.64 | |
| TOTAL | \$80,755.90 | | \$80,755.90 | |

Draft of Unpaid Bills Detail - copy

Chemung County Library District

As of April 17, 2025

| TRANSACTION TYPE | AMOUNT | LINE DESCRIPTION | OPEN BALANCE |
|--|-------------------|---|-------------------|
| Aleta Yarrow | | | |
| Bill | 250.00 | Watercolor Texture Part 2- adult art class - 5/9 @ SML | 250.00 |
| Total for Aleta Yarrow | \$250.00 | | \$250.00 |
| Banfield-Baker Corp | | | |
| Bill | 87.00 | Seed order SML for seed lending collection | 87.00 |
| Total for Banfield-Baker Corp | \$87.00 | | \$87.00 |
| David R Robison | | | |
| Bill | 100.00 | "Dangers of Online Family Trees" - 4/29 class - SML | 100.00 |
| Total for David R Robison | \$100.00 | | \$100.00 |
| Demco, Inc. | | | |
| Bill | 35.92 | SML - juv prog Inv #7628403 - 1000 bks by Kindergarten | 35.92 |
| Total for Demco, Inc. | \$35.92 | | \$35.92 |
| Fire Alarm Service Technology, Inc. | | | |
| Bill | 330.00 | annual basic fire alarm monitoring Inv #51104 | 330.00 |
| Total for Fire Alarm Service Technology, Inc. | \$330.00 | | \$330.00 |
| Gail Lewis | | | |
| Bill | 218.75 | WE - 4/25 art class "Spring Bunny Pattern Drawing" | 218.75 |
| Total for Gail Lewis | \$218.75 | | \$218.75 |
| Grapes Unlimited LLC | | | |
| Bill | 1,525.00 | Plumbing services @ SML dental unit faucet repair-Inv #0001903 | 1,525.00 |
| Total for Grapes Unlimited LLC | \$1,525.00 | | \$1,525.00 |
| Greenleaf Recycling | | | |
| Bill | 75.00 | Waste mgmt services -WE/HH/BF/ST -Inv #2504011277491 | 75.00 |
| Bill | 75.00 | Waste mgmt services -WE/HH/BF/ST -Inv #2504011277441 | 75.00 |
| Total for Greenleaf Recycling | \$150.00 | | \$150.00 |
| Horseheads Printing | | | |
| Bill | 264.80 | Monthly flyers-Inv #32271 funded by HH Foundation | 264.80 |
| Total for Horseheads Printing | \$264.80 | | \$264.80 |
| Jemco | | | |
| Bill | 635.00 | quarterly contract installment - cooling towerInv #83109 | 635.00 |
| Total for Jemco | \$635.00 | | \$635.00 |
| Lauren Dowd | | | |
| Bill | 540.00 | Sewing workshops -April - 1,7,8,14,15,21, 22, 28, & 29 Makerspace - SML | 540.00 |
| Total for Lauren Dowd | \$540.00 | | \$540.00 |
| Mobile Beacon | | | |

Draft of Unpaid Bills Detail - copy

Chemung County Library District

As of April 17, 2025

| TRANSACTION TYPE | AMOUNT | LINE DESCRIPTION | OPEN BALANCE |
|---|--------------------|---|--------------------|
| Bill | 240.00 | hot spot renewal Inv # A-036303-20250403-0849 | 240.00 |
| Total for Mobile Beacon | \$240.00 | | \$240.00 |
| OverDrive, Inc | | | |
| Bill | 8.97 | patron monthly online resource checkouts-Cust ID 1453-1001 | 8.97 |
| Bill | 11.96 | patron monthly online resource checkouts-Cust ID 1453-1001 | 11.96 |
| Bill | 2.99 | patron monthly online resource checkouts-Cust ID 1453-1001 | 2.99 |
| Bill | 3.98 | patron monthly online resource checkouts-Cust ID 1453-1001 | 3.98 |
| Bill | 2.99 | patron monthly online resource checkouts-Cust ID 1453-1001 | 2.99 |
| Total for OverDrive, Inc | \$30.89 | | \$30.89 |
| Page One Entertainment | | | |
| Bill | 200.00 | Gaming Consoles for 10/25 Teen event - to replace ck #7105 - lost by recipient | 200.00 |
| Total for Page One Entertainment | \$200.00 | | \$200.00 |
| Southern Tier Library System | | | |
| Bill | 1,800.00 | bar codes - inv #4895 | 1,800.00 |
| Bill | 741.00 | bar codes - inv #4895 | 741.00 |
| Total for Southern Tier Library System | \$2,541.00 | | \$2,541.00 |
| Tammy Wilcox | | | |
| Bill | 75.00 | April yoga @ HH - 2,9,16 | 75.00 |
| Total for Tammy Wilcox | \$75.00 | | \$75.00 |
| Tim Collins | | | |
| Bill | 3,125.00 | April -#4 Children's theater sessions - funded by Community FoundationApril - Creative Writing, D/D teen prog/- Community Foundation \$TALE #17 sessions - funded by Anderson Grant/Triangle Fund April 2025Inv #2219 | 3,125.00 |
| Bill | 120.00 | Adult/Teen Improv -4/29 - SML-Inv 2216 | 120.00 |
| Bill | 800.00 | #4 Acting workshops - Juv prog - SML Inv #2218 | 800.00 |
| Total for Tim Collins | \$4,045.00 | | \$4,045.00 |
| TOTAL | \$11,268.36 | | \$11,268.36 |

(draft Minutes of the March 20, 2025 meeting of the Chemung County Library District Board of Trustees. Document #2025-9)

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Present Ms. Muriel Friend, Ms. Lee Saginario, Ms. Martha Smith, Ms. Karen Snyder, Mr. Kevin Hansen, Ms. Laurie Garner, Mr. Karl Schwesinger, Ms. Jessica Roberts, Mr. Wayne Adams, Ms. Penny Appenzellar, and Ms. Judith Elston. Absent: Mr. Mark Padgett and Ms. Patricia Kinney. Also present were Ms. Holly Melott and Mr. Paul Chapman, on behalf of the Library District's Administration.

Visitors: Mr. Matthew Burr.

Minutes. The minutes of the February meeting (Document #2025-09) were presented for board review. Ms. Roberts moved that the February Board minutes be approved as amended, seconded by Ms. Appenzellar. VOTE: Unanimously Approved. Amendment: 859 Broadway St.

Report of Unpaid Bills. Ms. Snyder moved, seconded by Ms. Garner, that the board authorize the payment of the unpaid bills dated 03/20/2025 in the amount of \$102,430. VOTE: Unanimously Approved.

Ms. Roberts moved, seconded by Mr. Adams, that the board accept the February Monthly Cash Balance Reports as presented. VOTE: Unanimously Approved

Correspondence:

- Mr. Chapman met in person with two patrons who expressed concern over an incident which occurred while they were exiting Steele. He was able to allay their reservations and indicate what is being done to ensure safety

President's Report: Ms. Dworkin reported on the following:

- STLS is seeking a Chemung county representative for their board, let her know if you know of someone who would be able to fill that need
- Fraudulent emails continue to be sent using her name, members were reminded to continue to exercise extra measures of precaution
- Funding from federal sources may be reduced, trustees were encouraged to contact their Congressman to express concern
- The auditors from Insero have emailed a portion of the trustees as part of their annual audit, please promptly review and reply
- She received Ms. Crystal Gullo-Buzzetti's resignation as the 9th district trustee, please reach out to anyone you know who may be interested and eligible to step in and complete the 2025 term

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

- He has mapped out the 2025 investment and new CDARs have been created
- Multiple policies were emailed to trustees with the monthly director's report. He and HR consultant, Matt Burr have been developing the drafts for board review
- All CCLD locations will be closed on Monday, March 31st for staff to participate in a mandatory first aid training
- He has received positive feedback about the new furniture at Steele
- Auditors from Insero have completed their onsite work and are planning to present at the April board meeting
- The paperwork to close out the Tech Center has been submitted, funding is expected to arrive soon. The youth department grant has been completed.
- Audio visual shelving has been restored at Steele, dvds are once again circulating, audiobooks will be returning once the new walls are in place

- A piece of metal pipe created a blockage in the main sewer line at Steele. The line was snaked multiple times. A power outage occurred simultaneously, ultimately resulting in a few days of closure.

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Schwesinger, that the March Personnel Actions be approved as presented. VOTE: Unanimously Approved.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2025-14)

Budget & Finance Committee. (Document #2025-15)

Buildings & Grounds Committee. (Document #2025-13)

Personnel Committee. Annual director's evaluation will be distributed soon.

Ms. Dworkin moved, seconded by Ms. Snyder, that the board enter executive session to discuss personnel matters and to review the security audit. VOTE: Unanimously Approved.

Ms. Dworkin moved, seconded by Mr. Adams, that the board exit executive session. VOTE: Unanimously Approved.

Election & Continuity Committee.

Old Business.

New Business: Ms. Garner proposed the idea of promotional material being created which would inform patrons of the one on one services available to be scheduled with a librarian, specifically working in conjunction with social security offices.

Public Expression.

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

The next regular meeting of the board will be held on Thursday, April 17, 2025, at 6:00pm at the West Elmira Library.

Balance Sheet
Chemung County Library District
As of March 31, 2025

| Distribution account | Total |
|---|-----------------------|
| Assets | |
| Current Assets | |
| Bank Accounts | |
| 1100 General Cash Funds | 761.76 |
| 1110 General Now CHECKING -2432 | 69,969.43 |
| 1115 CCTC Paypal transfer account-7692 | 540.00 |
| 1116 PayPal ONLINE Account | 610.18 |
| 1120 CBA Checking-2473 | |
| 1125 CBA Savings 2538 | |
| 1130 ICS-Insured Cash -2968 | 1,298,709.05 |
| 1140 ICS Sweep -1490 | 50,280.10 |
| 1190 CDARS Restricted CDs | 1,482,985.33 |
| 1195 CDARS-Non-Restricted/Other cds | 3,546,716.72 |
| 1200 Payroll NOW Checking-2511 | 66,891.51 |
| Total for 1200 Payroll NOW Checking-2511 | \$83,811.29 |
| Total for Bank Accounts | \$6,534,383.86 |
| Accounts Receivable | |
| Other Current Assets | |
| 1730 Prepaid Expenses | 5,000.00 |
| 1735 Prepaid/Retirement Expenses | 59,088.24 |
| 1740 Restricted Investments - M & N | 419,941.75 |
| 1790 Year End Support Receivable | 36,364.00 |
| Accrued Interest | |
| Due From Grant Fund | |
| Total for Other Current Assets | \$520,393.99 |
| Total for Current Assets | \$7,054,777.85 |
| Fixed Assets | |
| Other Assets | |
| Total for Assets | \$7,054,777.85 |
| Liabilities and Equity | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2100 Accounts Payable | 9,306.00 |
| Total for Accounts Payable | \$9,306.00 |
| Credit Cards | |
| Other Current Liabilities | |
| 2150 Retiree sick liability | 0.00 |

| | |
|--|-----------------------|
| Total for 2150 Retiree sick liability | \$9,928.74 |
| 2190 Year End Accounts Payable | |
| 2205 Federal Taxes | |
| 2206 NY State Tax - withheld | |
| 2210 Accrued Vacation | |
| 2211 Accrued Sick | |
| 2215 Employee Health Insurance | 9,932.54 |
| 2220 CSEA Health Ins | 193.90 |
| 2221 CSEA Life Insuranc | 44.40 |
| 2222 CSEA Member Dues | 2,406.58 |
| 2223 CSEA People | 30.80 |
| 2224 CSEA Persnl/OI | 314.96 |
| 2230 Pension | |
| 2231 Retirement Arrears | |
| 2232 Retirement Loan | |
| 2240 Def/Comp Amount | 1,063.77 |
| 2241 Def Comp Percent | 3,927.13 |
| 2242 Def/Comp Roth | 552.68 |
| 2250 Child Support Chemung County | |
| 2255 Aflac | 339.96 |
| 2290 NYS Ret - employer portion | 46,197.00 |
| 2299 Accrued Payroll | 57,259.29 |
| Total for Other Current Liabilities | \$132,191.75 |
| Total for Current Liabilities | \$141,497.75 |
| Long-term Liabilities | |
| Total for Liabilities | \$141,497.75 |
| Equity | |
| 3120 Unrestricted fund balance | 3,927,647.05 |
| Net Income | 2,553,386.60 |
| 3160 Net Investment in capital asset | 432,246.45 |
| Total for Equity | \$6,913,280.10 |
| Total for Liabilities and Equity | \$7,054,777.85 |

Accrual Basis Tuesday, April 08, 2025 08:20 PM GMTZ

Chemung County Library District
Monthly Board Budget Report
 January - March 31, 2025

Based on annual budget amounts

| | Actual | Total Budget | over Budget |
|--|---------------------|---------------------|-----------------------|
| Income | | | |
| 4110 Property Tax Income | 4,023,615 | 4,023,615 | (0) |
| 4120 Pilot funds | | 72,000 | (72,000) |
| 4200 State Aid | 0 | 211,705 | (211,705) |
| 4300 Grants | 5,800 | | 5,800 |
| 4400 Foundation Support | 70,477 | 162,577 | (92,100) |
| 4600 Unrestricted Contributions Income | 26,350 | 28,316 | (1,966) |
| 4800 Interest Income | 38,220 | 250,000 | (211,780) |
| 4820 Fees and Services | 1,897 | | 1,897 |
| 4950 Miscellaneous | 2,840 | 0 | 2,840 |
| Total Income | \$ 4,169,198 | \$ 4,748,213 | \$ (579,015) |
| Gross Profit | \$ 4,169,198 | \$ 4,748,213 | \$ (579,015) |
| Expenses | | | |
| 5000 Payroll & related expenses | 958,082 | 3,427,576 | (2,469,493) |
| 6000 Library services | 155,442 | 582,358 | (426,916) |
| 6500 Programming support | 1,066 | 7,000 | (5,934) |
| 6600 Operations Support | 17,899 | 65,500 | (47,601) |
| 6700 Technology | 1,292 | 31,400 | (30,108) |
| 6800 Bookmobile costs | 3,634 | 15,000 | (11,366) |
| 6900 Administrative -Other | 24,671 | 114,000 | (89,329) |
| 7000 Facilities cost | 119,025 | 215,800 | (96,775) |
| 8000 Capital Improvements | 0 | 239,680 | (239,680) |
| 8500 Other Miscellaneous Costs | 27,769 | 58,900 | (31,131) |
| Total Expenses | \$ 1,308,879 | \$ 4,757,213 | \$ (3,448,334) |
| Net Operating Income | \$ 2,860,319 | \$ (9,000) | \$ 2,869,319 |
| Other Expenses | | | |
| 9500 Project Costs | 566,007 | | 566,007 |
| Total Other Expenses | \$ 566,007 | \$ - | \$ 566,007 |
| Net Other Income | \$ (566,007) | \$ - | \$ (566,007) |
| Net Income | \$ 2,294,312 | \$ (9,000) | \$ 2,303,312 |