



The Chemung County Library District, with the Steele Memorial Library and branches in Big Flats, the Bookmobile, Horseheads, Van Etten, West Elmira, and on the web at [chemunglibraries.org](http://chemunglibraries.org)

## Agenda

**The August meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday August 21, 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 #2025-40)
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 #2025-44)
  - b) Budget & Finance Committee (Roberts)
    - 1) Report of the Committee meeting (document #2025-45)
  - c) Building & Grounds Committee (Smith)
    - 1) Report of the Committee meeting (document #2025-43)
  - d) Personnel Committee (Appenzellar)
  - e) Election and Continuity Committee (Hansen)
9. Executive Session
10. Old business
11. New business
  1. Tompkins County Consortium Application
12. Period for public expression
13. Adjournment

Draft of Unpaid Bills Detail  
Chemung County Library District  
As of August 21, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
4imprint, Inc. Bill	550.76	tote bags for LCSUM -Inv #14129200	550.76	25 Investments
<b>Total for 4imprint, Inc.</b>	<b>\$550.76</b>		<b>\$550.76</b>	
First Transit, Inc Bill	363.55	Bookmobile fuel for July Inv #11953500	363.55	10 CC Library District
<b>Total for First Transit, Inc</b>	<b>\$363.55</b>		<b>\$363.55</b>	
Grapes Unlimited LLC Bill	225.00	Plumbing services @ SML Inv #0001973	225.00	10 CC Library District
<b>Total for Grapes Unlimited LLC</b>	<b>\$225.00</b>		<b>\$225.00</b>	
Hartford Steam Boiler Inspection Co Bill	220.00	2025 boiler inspection at SML - - inv #1289213	220.00	10 CC Library District
<b>Total for Hartford Steam Boiler Inspection Co</b>	<b>\$220.00</b>		<b>\$220.00</b>	
InfoUSA Marketing Inc Bill	405.00	ref material - City Directories Inv #10004334046	405.00	50 Steele Foundation
<b>Total for InfoUSA Marketing Inc</b>	<b>\$405.00</b>		<b>\$405.00</b>	
JGF Funding Bill	233.83	overage charges - July Inv #522069	233.83	10 CC Library District
<b>Total for JGF Funding</b>	<b>\$233.83</b>		<b>\$233.83</b>	
Mobile Beacon Bill	1,290.00	#10 hotspots + 12 mos service- Inv # MB-196522 for SML	1,290.00	10 CC Library District
Bill	387.00	#3 hotspots + 12 mos service- Inv #MB 196523 for HH	387.00	10 CC Library District
<b>Total for Mobile Beacon</b>	<b>\$1,677.00</b>		<b>\$1,677.00</b>	
New York Times Bill	1,531.58	Annual subscription -07/26/25-07/24/2026 Inv #34FB2F332530	1,531.58	50 Steele Foundation
<b>Total for New York Times</b>	<b>\$1,531.58</b>		<b>\$1,531.58</b>	
NYSEG Bill	35.81	gas & elec -SML 08/11 stmt	35.81	10 CC Library District
Bill	7,684.40	gas & elec -SML 8/12 stmt	7,684.40	10 CC Library District
Bill	37.83	gas & elec -SML 8/12 stmt	37.83	10 CC Library District
<b>Total for NYSEG</b>	<b>\$7,758.04</b>		<b>\$7,758.04</b>	
Orkin Bill	162.00	treatment of carpenter bees @ HH - Inv #283350973	162.00	10 CC Library District
Bill	150.00	treatment of carpenter bees @ WE Inv #283253706	150.00	10 CC Library District

Draft of Unpaid Bills Detail  
Chemung County Library District  
As of August 21, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
<b>Total for Orkin</b>	<b>\$312.00</b>		<b>\$312.00</b>	
Radigan Broadcasting Group LLC Bill	5.40	late fees from May statement -Inv #1238	5.40	10 CC Library District
<b>Total for Radigan Broadcasting Group LLC</b>	<b>\$5.40</b>		<b>\$5.40</b>	
Tanglewood Bill	90.00	Inv #1435- HH juv prog--08/06/25	90.00	10 CC Library District

Draft of Unpaid Bills Detail  
Chemung County Library District  
As of August 21, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Bill	180.00	Inv #1438 -SML juv prog - 07/25/25 X 2	180.00	10 CC Library District
<b>Total for Tanglewood</b>	<b>\$270.00</b>		<b>\$270.00</b>	
Town of Big Flats				
Bill	60.60	water bill - BF 05/01/25-07/31/25 Inv #22875	60.60	10 CC Library District
<b>Total for Town of Big Flats</b>	<b>\$60.60</b>		<b>\$60.60</b>	
USA TODAY				
Bill	517.49	St Subscription annual through 8/31/2026 -Acct #UT7348982	517.49	50 Steele Foundation
<b>Total for USA TODAY</b>	<b>\$517.49</b>		<b>\$517.49</b>	
Verizon				
Bill	35.59	elevator -land line -#751-754-284-0001-41 8/3/25 stmt	35.59	10 CC Library District
<b>Total for Verizon</b>	<b>\$35.59</b>		<b>\$35.59</b>	
<b>TOTAL</b>	<b>\$14,165.84</b>		<b>\$14,165.84</b>	

# Unpaid Bills Detail

## Chemung County Library District

As of August 6, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Air Temp Heating & Air Bill	3,250.00	monthly maintenance contract Inv #129907	3,250.00	10 CC Library District
<b>Total for Air Temp Heating &amp; Air</b>	<b>\$3,250.00</b>		<b>\$3,250.00</b>	
Aleta Yarrow Bill	300.00	Garden Critters @ SML 8/11/25	300.00	50 Steele Foundation
Bill	300.00	Trendy Tiles - 08/18 @ SML	300.00	50 Steele Foundation
<b>Total for Aleta Yarrow</b>	<b>\$600.00</b>		<b>\$600.00</b>	
All Pro Locksmithing Bill	1,129.50	service calls + lock installation Inv #07312025	1,129.50	10 CC Library District
<b>Total for All Pro Locksmithing</b>	<b>\$1,129.50</b>		<b>\$1,129.50</b>	
Amazon Capital Services Bill	1,821.48	all library purchases	1,821.48	10 CC Library District
Bill	139.00	all library purchases	139.00	30 Capital Improvement
Bill	42.44	all library purchases	42.44	80 FHH
<b>Total for Amazon Capital Services</b>	<b>\$2,002.92</b>		<b>\$2,002.92</b>	
Aridan Books, Inc. Bill	150.00	Juv electronic fiction resources - Inv #HCLS050532	150.00	10 CC Library District
<b>Total for Aridan Books, Inc.</b>	<b>\$150.00</b>		<b>\$150.00</b>	
Ashley Wilson Bill	6.00	patron refund	6.00	10 CC Library District
<b>Total for Ashley Wilson</b>	<b>\$6.00</b>		<b>\$6.00</b>	
Baker & Taylor Books Bill	3.00	HH juv materials Inv 5019561022	3.00	10 CC Library District
Bill	49.46	HH juv materials Inv #5019585079	49.46	10 CC Library District
<b>Total for Baker &amp; Taylor Books</b>	<b>\$52.46</b>		<b>\$52.46</b>	
Best Security and Automation LLC Bill	457.50	Fire extinguisher inspection & replacement Inv #142215	457.50	10 CC Library District
<b>Total for Best Security and Automation LLC</b>	<b>\$457.50</b>		<b>\$457.50</b>	
Burr Consulting LLC Bill	1,800.00	HR Consultant August 2025 retainer	1,800.00	10 CC Library District
<b>Total for Burr Consulting LLC</b>	<b>\$1,800.00</b>		<b>\$1,800.00</b>	
Cengage Learning, Inc. Bill	7,000.00	Udemy annual subscription - 9/1-8/31/26 --Quote #00042365	7,000.00	10 CC Library District
<b>Total for Cengage Learning, Inc.</b>	<b>\$7,000.00</b>		<b>\$7,000.00</b>	
Chemung Canal Trust Company Bill	760.06	Mastercard payment purchases - all libraries	760.06	10 CC Library District

# Unpaid Bills Detail

## Chemung County Library District

As of August 6, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Bill	406.85	Mastercard payment purchases - all libraries	406.85	50 Steele Foundation
Bill	184.98	Mastercard payment purchases - all libraries	184.98	25 Investments
Bill	441.50	Mastercard payment purchases - all libraries	441.50	10 CC Library District
Bill	7.61	Mastercard payment purchases - all libraries	7.61	80 FHH
Bill	73.96	Mastercard payment purchases - all libraries	73.96	30 Capital Improvement
<b>Total for Chemung Canal Trust Company</b>	<b>\$1,874.96</b>		<b>\$1,874.96</b>	
Culligan Water				
Bill	60.00	staff water dispenser-monthly rental fee Inv #272x35103508	60.00	10 CC Library District
<b>Total for Culligan Water</b>	<b>\$60.00</b>		<b>\$60.00</b>	
Eastern Security Services				
Bill	129.95	onsite service call - Inv 279449	129.95	10 CC Library District
Bill	128.85	monitoring 9/1/25 -12/01/2025-Inv #R276643	128.85	10 CC Library District
Bill	128.85	monitoring 9/1/25 -12/01/2025-Inv #R276641	128.85	10 CC Library District
Bill	128.85	monitoring 9/1/25 -12/01/2025-Inv #R276642	128.85	10 CC Library District
<b>Total for Eastern Security Services</b>	<b>\$516.50</b>		<b>\$516.50</b>	
Envisionware, Inc.				
Bill	2,013.69	Annual Maint. agreement PC reservation software 11/01/2025-10/31/2025 --Inv #INV-US-77597	2,013.69	10 CC Library District
<b>Total for Envisionware, Inc.</b>	<b>\$2,013.69</b>		<b>\$2,013.69</b>	
Erica Unterman				
Bill	350.00	WE - stained glass 8/11	350.00	40 Grants
<b>Total for Erica Unterman</b>	<b>\$350.00</b>		<b>\$350.00</b>	
Essential Constructs LLC				
Bill	220,515.00	Inv #24-1304-01 - Steele HVAC Control Project	220,515.00	30 Capital Improvement
Bill	16,065.00	Circ Desk project -- Inv #23-1088-02	16,065.00	30 Capital Improvement
Bill	29,750.00	Circ Desk project -- Inv #24-1154-04	29,750.00	30 Capital Improvement
<b>Total for Essential Constructs LLC</b>	<b>\$266,330.00</b>		<b>\$266,330.00</b>	
Fire Alarm Service Technology, Inc.				
Bill	268.00	annual cellular service -Inv #52046	268.00	10 CC Library District
<b>Total for Fire Alarm Service Technology, Inc.</b>	<b>\$268.00</b>		<b>\$268.00</b>	
Gail Lewis				
Bill	150.00	SML 8/14 art class	150.00	40 Grants

# Unpaid Bills Detail

## Chemung County Library District

As of August 6, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Bill	68.75	SML 8/14 art class	68.75	10 CC Library District
<b>Total for Gail Lewis</b>	<b>\$218.75</b>		<b>\$218.75</b>	
Greenleaf Recycling				
Bill	140.00	Waste mgmt services - WE/HH/BF/ST - Inv #250731109175	140.00	10 CC Library District
Bill	75.00	Waste mgmt services - WE/HH/BF/ST - Inv #250731109094	75.00	10 CC Library District
Bill	75.00	Waste mgmt services - WE/HH/BF/ST - Inv #250731109115	75.00	10 CC Library District
Bill	75.00	Waste mgmt services - WE/HH/BF/ST - Inv #250731109166	75.00	10 CC Library District
<b>Total for Greenleaf Recycling</b>	<b>\$365.00</b>		<b>\$365.00</b>	
Haefele TV, Inc.				
Bill	85.95	wifi connection @ VE-August Acct # 003-025231	85.95	10 CC Library District
<b>Total for Haefele TV, Inc.</b>	<b>\$85.95</b>		<b>\$85.95</b>	
Hannah Gile				
Bill	80.00	payment reissue per vendor request - Inv #000037 - class deco - prizes for SRC	80.00	10 CC Library District
Bill	300.00	Cookie decorating Juv class - SML 8/7	300.00	10 CC Library District
<b>Total for Hannah Gile</b>	<b>\$380.00</b>		<b>\$380.00</b>	
Hill & Markes				
Bill	786.06	Inv #3050309-00	786.06	10 CC Library District
<b>Total for Hill &amp; Markes</b>	<b>\$786.06</b>		<b>\$786.06</b>	
Ingram Library Services				
Bill	6,245.41	August statements	6,245.41	10 CC Library District
Bill	704.01	August statements	704.01	60 HH Foundation
Bill	1,958.19	August statements	1,958.19	50 Steele Foundation
<b>Total for Ingram Library Services</b>	<b>\$8,907.61</b>		<b>\$8,907.61</b>	
Jennifer Sekella				
Bill	560.00	SRC final celebration 8/15 face painting/glitter tattoos -Inv #340	560.00	10 CC Library District
<b>Total for Jennifer Sekella</b>	<b>\$560.00</b>		<b>\$560.00</b>	
JGF Funding				
Bill	2,037.04	main agree all branches -Inv #514808	2,037.04	10 CC Library District
<b>Total for JGF Funding</b>	<b>\$2,037.04</b>		<b>\$2,037.04</b>	
Meredith Bocek				
Bill	150.00	Harpist - end of SRC adult celebration -8/8/25 prgm	150.00	50 Steele Foundation
<b>Total for Meredith Bocek</b>	<b>\$150.00</b>		<b>\$150.00</b>	

# Unpaid Bills Detail

## Chemung County Library District

As of August 6, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
MidWest Tape				
Bill	1,265.60	Hoopla online/streaming Inv #507537282	1,265.60	10 CC Library District
Bill	929.48	Hoopla online/streaming	929.48	10 CC Library District
Bill	276.63	HH - dvds -	276.63	60 HH Foundation
<b>Total for MidWest Tape</b>	<b>\$2,471.71</b>		<b>\$2,471.71</b>	
Mobile Beacon				
Bill	480.00	hot spot renewal x 4 Inv # A-036303-202507300922	480.00	10 CC Library District
<b>Total for Mobile Beacon</b>	<b>\$480.00</b>		<b>\$480.00</b>	
Nancy Kirby Kurjakovic				
Bill	525.00	Financial consulting July 2025	525.00	10 CC Library District
<b>Total for Nancy Kirby Kurjakovic</b>	<b>\$525.00</b>		<b>\$525.00</b>	
NYSEG				
Bill	1,131.16	gas & elec - HH	1,131.16	10 CC Library District
Bill	649.03	gas & elec - WE	649.03	10 CC Library District
Bill	729.10	gas & elec -BF	729.10	10 CC Library District
<b>Total for NYSEG</b>	<b>\$2,509.29</b>		<b>\$2,509.29</b>	
Orkin				
Bill	150.00	treatment of carpenter bees @BF - Inv #283253569	150.00	10 CC Library District
<b>Total for Orkin</b>	<b>\$150.00</b>		<b>\$150.00</b>	
OverDrive, Inc				
Bill	2.99	patron monthly online resource checkouts- Cust ID 1453-1001 Inv #01453SV25236498	2.99	10 CC Library District
Bill	5.98	patron monthly online resource checkouts- Cust ID 1453-1001 Inv #01453SV25236560	5.98	10 CC Library District
Bill	11.96	patron monthly online resource checkouts- Cust ID 1453-1001 Inv #01453SV25236617	11.96	10 CC Library District
Bill	17.94	patron monthly online resource checkouts- Cust ID 1453-1001 Inv #01453SV25236763	17.94	10 CC Library District
<b>Total for OverDrive, Inc</b>	<b>\$38.87</b>		<b>\$38.87</b>	
Rick Curren Hardware Feed & Need				
Bill	13.50	building supplies Inv 30091	13.50	10 CC Library District
Bill	21.53	building supplies Inv #30523	21.53	10 CC Library District
<b>Total for Rick Curren Hardware Feed &amp; Need</b>	<b>\$35.03</b>		<b>\$35.03</b>	
Samuel Warren				
Bill	250.00	Mushroom Cultivation-8/11/25 -HH	250.00	10 CC Library District
<b>Total for Samuel Warren</b>	<b>\$250.00</b>		<b>\$250.00</b>	

# Unpaid Bills Detail

## Chemung County Library District

As of August 6, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
South Central Regional Library Council Bill	297.00	2025/2026 - annual membership dues	297.00	10 CC Library District
<b>Total for South Central Regional Library Council</b>	<b>\$297.00</b>		<b>\$297.00</b>	
Staples Bill	158.90	office supplies -Summary #7006304209	158.90	10 CC Library District
<b>Total for Staples</b>	<b>\$158.90</b>		<b>\$158.90</b>	
Tammy Wilcox Bill	140.00	July/Aug Gentle Movements classes - VE -July 21,28, Aug 4, 18	140.00	10 CC Library District
<b>Total for Tammy Wilcox</b>	<b>\$140.00</b>		<b>\$140.00</b>	
Tia Wickey Bill	7.00	patron refund	7.00	10 CC Library District
<b>Total for Tia Wickey</b>	<b>\$7.00</b>		<b>\$7.00</b>	
Tim Collins Bill	240.00	Kids D & D - 7/19 & 8/16 -Inv #2255	240.00	10 CC Library District
Bill	600.00	Juv acting & improv #3 sessions - 8/4-8/6 Inv 2258	600.00	10 CC Library District
<b>Total for Tim Collins</b>	<b>\$840.00</b>		<b>\$840.00</b>	
Town of Big Flats Bill	66.66	water bill - BF 01/31/2025-05/01/25 Inv #22875	66.66	10 CC Library District
<b>Total for Town of Big Flats</b>	<b>\$66.66</b>		<b>\$66.66</b>	
Verizon Wireless Bill	88.66	Bookmobile cell phone x 2 lines Inv #6119375205	88.66	10 CC Library District
<b>Total for Verizon Wireless</b>	<b>\$88.66</b>		<b>\$88.66</b>	
<b>TOTAL</b>	<b>\$309,410.06</b>		<b>\$309,410.06</b>	

**Document #2025-43**

**Report of the August 6, 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, Ms. Lee Saginario, Ms. Jessica Roberts, Mr. Kevin Sullivan, and Ms. Martha Smith. Also attending were Mr. Paul Chapman and Ms. Holly Melott, CCLD Management.

Mr. Chapman led trustees on a tour of finalized renovations and projects still underway at Steele.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, September 3, 2025 at 5:30pm in the auditorium of the Steele Memorial Library.

**Report of the August 6, 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, Mr. Mark Padgett, and Ms. Jessica Roberts. Board members attending were Ms. Lee Saginario, Ms. Karen Snyder, Ms. Judith Elston, Mr. Kevin Hansen, Ms. Pat Kinney, and Mr. Kevin Sullivan. Mr. Paul Chapman and Ms. Holly Melott, CCLD management, were also present.

**UNPAID BILLS:** Ms. Melott submitted the Unpaid Bill List dated 08/06/2025 for the General Fund in the amount of \$309,410.06. **Mr. Sullivan moved, seconded by Ms. Snyder, to approve payment of the General Fund in the amount of \$309,410.06. VOTE: Unanimously Approved.**

Mr. Chapman reported on the following:

- The New York Department of Labor will be using the auditorium at Steele on August 13th for a community presentation, all are welcome
- Mr. Chapman shared an email received from a patron, detailing multiple commendations regarding the Big Flats staff and facility
- He received a letter from the Horseheads Foundation outlining their 2026 planned contributions
- A check representing PILOT funds was received in the amount of \$59,496.03

**Ms. Dworkin moved, seconded by Mr. Padgett, to approve the receipt of PILOT funds in the amount of \$59,496.03. VOTE: Unanimously Approved.**

Ms. Dworkin reported on the following:

- Everyone is invited to attend the grand reveal of the Big Flats mural, Tuesday August 19<sup>th</sup> at noon, at the Big Flats Library
- Trustees were reminded to view the New York State Sexual Harassment training video prior to the August board meeting on Thursday the 21<sup>st</sup>
- Contract renewal negotiations with the union are currently in progress

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, September 3, 2025 at 6 pm in the auditorium at the Steele Memorial Library.

**Document #2025-45**

**Report of the August 13, 2025 meeting of the Budget & Finance Committee of the Chemung County Library District**

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

Ms. Melott presented the unpaid bill list dated August 21, 2025 for the General Fund, \$14,165.84. Details will be forwarded to the full CCLD board for its consideration.

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

The meeting adjourned at 9:00 a.m. The next meeting of the Budget & Finance Committee will be held on Wednesday, September 10, 2025 at 8:45 a.m. via Teams.

***(draft Minutes of the July 17, 2025 meeting of the Chemung County Library District Board of Trustees. Document #2025-40)***

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

**Minutes.** The minutes of the June meeting (Document #2025-34) were presented for board review. Ms. Dworkin moved that the June Board minutes be approved as amended, seconded by Ms. Appenzellar. **VOTE: Unanimously Approved. Amendment: Ms. Jessica Roberts, excused.**

**Report of Unpaid Bills.** Ms. Garner moved, seconded by Ms. Kinney, that the board authorize the payment of the unpaid bills dated 07/17/2025 in the amount of \$34,024.38. **VOTE: Unanimously Approved.**

**Ms. Roberts moved, seconded by Mr. Hansen, that the board accept the June Monthly Board Budget Report as presented. VOTE: Unanimously Approved**

**Ms. Appenzellar moved, seconded by Ms. Elston, that the board accept the June Balance Sheet as presented. VOTE: Unanimously Approved**

Air Temp representative, Mr. Dominic Costantino presented an overview of the HVAC renovations which have transpired thus far at Steele, and what additional replacement and remediation is recommended.

**Ms. Dworkin moved that the stated change orders to the existing HVAC project at Steele, presented by Air Temp representative, Dominic Costantino be undertaken, seconded by Mr. Hansen VOTE: Unanimously Approved.**

**Correspondence:**

- A check in the amount of \$10,000 was received from the Anderson Foundation as grant monies for the Teen Acting Lab of Elmira
- A check designated for the Bookmobile, in the amount of \$875 was received as a memorial for Shirley Wingert.

**Ms. Dworkin moved that the \$10,000 check from the Anderson Foundation be accepted, seconded by Ms. Appenzellar. VOTE: Unanimously Approved.**

**Ms. Dworkin moved that the \$875 check from Thomas Wingert, seconded by Mr. Hansen, be accepted. VOTE: Unanimously Approved.**

**President's Report:**

- A Chemung County representative is needed for the STLS board, inform her of any viable candidates
- Contract negotiations are underway, a second meeting is scheduled

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

- Demolition and renovations continue at Steele, numerous compliments have been received in regards to the newly opened spaces
- Multiple personnel changes have been enacted in regards to both position and location
- CCLD continues to partner with community organizations
- Trustees are encouraged to use and explore the resources available in the Gmail board accounts

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

**Executive Committee.** (Document #2025-38)

**Budget & Finance Committee.** (Document #2025-39)

**Buildings & Grounds Committee.** (Document #2025-37)

**Personnel Committee.**

**Election & Continuity Committee.** Ballot petitions are due to the business office by Friday, September 12.

**Old Business.** The mobile dental unit has returned to Steele. Mr. Chapman will contact Kim Middaugh, regarding the Southport purchase.

**New Business:**

**Public Expression.**

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

The next regular meeting of the board will be held on Thursday, August 21, 2025, at 6:00pm at the West Elmira Library.

# Balance Sheet - Trustee report

## Chemung County Library District

As of July 31, 2025

Distribution account	Total
<b>Assets</b>	
Current Assets	
Bank Accounts	
1100 General Cash Funds	761.76
1110 General Now CHECKING -2432	31,407.58
1115 CCTC Paypal transfer account-7692	540.00
1116 PayPal ONLINE Account	202.92
1130 ICS-Insured Cash -2968	1,392,958.26
1140 ICS Sweep -1490	
1190 CDARS Restricted CDs	1,493,722.06
1195 CDARS-Non-Restricted/Other cds	2,094,528.17
1200 Payroll NOW Checking-2511	67,602.37
<b>Total for 1200 Payroll NOW Checking-2511</b>	<b>\$83,573.71</b>
<b>Total for Bank Accounts</b>	<b>\$5,097,694.46</b>
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	
Accrued Interest	
Due From Grant Fund	
<b>Total for Other Current Assets</b>	<b>\$484,029.99</b>
<b>Total for Current Assets</b>	<b>\$5,581,724.45</b>
Fixed Assets	
Other Assets	
<b>Total for Assets</b>	<b>\$5,581,724.45</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	525.00
<b>Total for Accounts Payable</b>	<b>\$525.00</b>
Credit Cards	
Other Current Liabilities	
2150 Retiree sick liability	0.00
<b>Total for 2150 Retiree sick liability</b>	<b>\$9,928.74</b>
2190 Year End Accounts Payable	

2205 Federal Taxes	1,103.61
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	2,354.17
2223 CSEA People	30.80
2224 CSEA Persnl/OI	312.14
2230 Pension	
2231 Retirement Arrears	
2232 Retirement Loan	
2240 Def/Comp Amount	1,730.00
2241 Def Comp Percent	3,344.20
2242 Def/Comp Roth	659.32
2250 Child Support Chemung County	
2255 Aflac	339.96
2290 NYS Ret - employer portion	161,689.50
2299 Accrued Payroll	57,259.29
<b>Total for Other Current Liabilities</b>	<b>\$248,922.57</b>
<b>Total for Current Liabilities</b>	<b>\$249,447.57</b>
Long-term Liabilities	
<b>Total for Liabilities</b>	<b>\$249,447.57</b>
Equity	
3120 Unrestricted fund balance	3,927,647.05
Net Income	972,383.38
3160 Net Investment in capital asset	432,246.45
<b>Total for Equity</b>	<b>\$5,332,276.88</b>
<b>Total for Liabilities and Equity</b>	<b>\$5,581,724.45</b>

Accrual Basis Tuesday, August 12, 2025 05:36 PM GMTZ

# Chemung County Library District

## Monthly Board Budget Report

January - July 31, 2025

	Actual	Budget	Total over Budget	% of Budget
<b>Income</b>				
4110 Property Tax Income	4,023,615	4,023,615	(0)	100.00%
4120 Pilot funds	59,496	72,000	(12,504)	82.63%
4200 State Aid	0	211,705	(211,705)	0.00%
4300 Grants	20,800		20,800	
4400 Foundation Support	90,464	162,577	(72,113)	55.64%
4600 Unrestricted Contributions Income	24,129	28,316	(4,187)	85.22%
4800 Interest Income	107,710	250,000	(142,290)	43.08%
4820 Fees and Services	4,558		4,558	
4950 Miscellaneous	7,723	0	7,723	
<b>Total Income</b>	<b>\$ 4,338,496</b>	<b>\$ 4,748,213</b>	<b>\$ (409,717)</b>	<b>91.37%</b>
<b>Gross Profit</b>	<b>\$ 4,338,496</b>	<b>\$ 4,748,213</b>	<b>\$ (409,717)</b>	<b>91.37%</b>
<b>Expenses</b>				
5000 Payroll & related expenses	2,113,016	3,427,576	(1,314,560)	61.65%
6000 Library services	394,430	582,358	(187,928)	67.73%
6500 Programming support	5,104	7,000	(1,896)	72.91%
6600 Operations Support	41,621	65,500	(23,879)	63.54%
6700 Technology	6,653	31,400	(24,747)	21.19%
6800 Bookmobile costs	9,465	15,000	(5,535)	63.10%
6900 Administrative -Other	88,746	114,000	(25,254)	77.85%
7000 Facilities cost	147,978	215,800	(67,822)	68.57%
8000 Capital Improvements	0	239,680	(239,680)	0.00%
8500 Other Miscellaneous Costs	40,012	58,900	(18,888)	67.93%
<b>Total Expenses</b>	<b>\$ 2,847,024</b>	<b>\$ 4,757,213</b>	<b>\$ (1,910,189)</b>	<b>59.85%</b>
<b>Net Operating Income</b>	<b>\$ 1,491,472</b>	<b>\$ (9,000)</b>	<b>\$ 1,500,472</b>	<b>-16571.91%</b>
<b>Other Income</b>				
9000 Project Income	(45,815)		(45,815)	
<b>Total Other Income</b>	<b>\$ (45,815)</b>	<b>\$ -</b>	<b>\$ (45,815)</b>	
<b>Other Expenses</b>				
9500 Project Costs	1,028,692		1,028,692	
<b>Total Other Expenses</b>	<b>\$ 1,028,692</b>	<b>\$ -</b>	<b>\$ 1,028,692</b>	
<b>Net Other Income</b>	<b>\$ (1,074,507)</b>	<b>\$ -</b>	<b>\$ (1,074,507)</b>	
<b>Net Income</b>	<b>\$ 416,965</b>	<b>\$ (9,000)</b>	<b>\$ 425,965</b>	<b>-4632.94%</b>