



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 February meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday February 20, 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 #2025-03)
4. Treasurer's report
 - a) Report of Unpaid Bills Detail
 - b) Monthly Cash Balance Report
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 #2025-08)
 - b) Budget & Finance Committee (Roberts)
 - 1) Report of the Committee meeting (document #2025-09)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2025-07)
 - d) Personnel Committee (Appenzellar)
 - e) Election and Continuity Committee (Hansen)
9. Executive Session
10. Old business
11. New business
12. Period for public expression
13. Adjournment

Chemung County Library District

Unpaid Bills Detail

As of February 5, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE
<hr/>			
Air Temp Heating & Air			
Bill	\$3,250.00	monthly maintenance contract inv #189146	\$3,250.00
Total for Air Temp Heating & Air	\$3,250.00		\$3,250.00
<hr/>			
Amazon Capital Services			
Bill	\$1,266.16	all library purchases	\$1,266.16
Bill	\$622.85	all library purchases	\$622.85
Bill	\$347.08	all library purchases	\$347.08
Bill	\$456.64	all library purchases	\$456.64
Bill	\$179.61	all library purchases	\$179.61
Total for Amazon Capital Services	\$2,872.34		\$2,872.34
<hr/>			
Backstage Library Works			
Bill	\$3,260.55	Digitization project - inv #52408	\$3,260.55
Total for Backstage Library Works	\$3,260.55		\$3,260.55
<hr/>			
B & H Photo			
Bill	\$1,374.97	equipment for tech space transition - Quote #1117019802	\$1,374.97
Bill	\$55.99	equipment for tech space transition - Quote #1117132886	\$55.99
Total for B & H Photo	\$1,430.96		\$1,430.96
<hr/>			
Burr Counsulting LLC			
Bill	\$1,800.00	HR Consultant February 2025 retainer	\$1,800.00
Total for Burr Counsulting LLC	\$1,800.00		\$1,800.00
<hr/>			
Carla S. Cegielski			
Bill	\$125.00	"Mastering the Art of Reading Old Handwriting" - 2/8/25 - zia zoom	\$125.00
Total for Carla S. Cegielski	\$125.00		\$125.00
<hr/>			
Chemung Canal Trust Company			
Bill	\$217.71	Recurring subscription charges	\$217.71
Bill	\$372.09	Mastercard paymentpurchases - all libraries	\$372.09
Bill	\$347.78	Mastercard paymentpurchases - all libraries	\$347.78
Bill	\$222.04	Mastercard paymentpurchases - all libraries	\$222.04
Total for Chemung Canal Trust Company	\$1,159.62		\$1,159.62
<hr/>			
Chemung County Chamber of Commerce			
Bill	\$10.50	2025 membership dues balanceInv 54587	\$10.50
Total for Chemung County Chamber of Commerce	\$10.50		\$10.50
<hr/>			
Culligan Water			
Bill	\$60.00	staff water dispenser-monthly rental fee	\$60.00
Total for Culligan Water	\$60.00		\$60.00
<hr/>			
Demco, Inc.			
Bill	\$804.26	Files & Albums per request from MY for ref inv#7593954	\$804.26
Bill	\$521.95	inv #7592810-processing supplies	\$521.95
Total for Demco, Inc.	\$1,326.21		\$1,326.21

Chemung County Library District

Unpaid Bills Detail

As of February 5, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE
Eastern Security Services			
Bill	\$128.85	monitoring 3/1/25 - 6/1/25 -R274465	\$128.85
Bill	\$128.85	monitoring 3/1/25 - 6/1/25 -R274467	\$128.85
Bill	\$128.85	monitoring 3/1/25-6/1/25 Inv #R274466	\$128.85
Total for Eastern Security Services	\$386.55		\$386.55
Essential Constructs LLC			
Bill	\$15,000.00	Steele Youth Dept ProjectInv # 24-1150-03	\$15,000.00
Bill	\$17,850.00	SML 2nd Floor Flooring--Inv #24-1155-02	\$17,850.00
Bill	\$6,717.50	Steele Cabling Project -Inv 24-1317-02 funded by SNY funds	\$6,717.50
Bill	\$331,234.29	Shelving project - SML-Inv #24-1250-01	\$331,234.29
Total for Essential Constructs LLC	\$370,801.79		\$370,801.79
Gail Lewis			
Bill	\$218.75	Mindfulness in Drawing - 2/3 @ WE - adult program	\$218.75
Total for Gail Lewis	\$218.75		\$218.75
Grapes Unlimited LLC			
Bill	\$325.00	Plumbing services @ SML 1st floor patron restroom inv #0001858	\$325.00
Bill	\$175.00	Plumbing services @ SML 1st floor/construction area Juv restroomInv #0001861	\$175.00
Total for Grapes Unlimited LLC	\$500.00		\$500.00
Greenleaf Recycling			
Bill	\$140.00	Waste mgmt services -WE/HH/BF/ST -	\$140.00
Bill	\$75.00	Waste mgmt services -WE/HH/BF/ST -	\$75.00
Total for Greenleaf Recycling	\$215.00		\$215.00
Haefele TV, Inc.			
Bill	\$85.95	wifi connection @ VE-Feb Acct # 003-025231	\$85.95
Total for Haefele TV, Inc.	\$85.95		\$85.95
Hill & Markes			
Bill	\$932.61	paper & cleaning & supplies - all libraries- inv #2998595-00	\$932.61
Total for Hill & Markes	\$932.61		\$932.61
Horseheads Printing			
Bill	\$264.80	Monthly flyers-inv #32110 funded by HH Foundation	\$264.80
Total for Horseheads Printing	\$264.80		\$264.80
IBFG Farms			
Bill	\$225.00	mowing/trimming/edging to replace payment for inv- #035 vendor delayed submissionWE & HH	\$225.00
Bill	\$1,880.00	plowing salt services - SML/HH/BF/WE Jan 2025	\$1,880.00
Bill	\$2,395.00	plowing salt services - SML/HH/BF/WE Jan 2025	\$2,395.00
Total for IBFG Farms	\$4,500.00		\$4,500.00
InfoUSA Marketing Inc			
Bill	\$387.00	ref material - City Directories inv #10004283283	\$387.00
Total for InfoUSA Marketing Inc	\$387.00		\$387.00

Chemung County Library District

Unpaid Bills Detail

As of February 5, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE
Ingram Library Services			
Bill	\$8,930.15	Jan stmt - Feb pay	\$8,930.15
Bill	\$1,997.60	Jan stmt Feb pay	\$1,997.60
Bill	\$3,463.68	Jan stmt - Feb pay	\$3,463.68
Bill	\$1,801.87	Jan stmt - Feb pay	\$1,801.87
Bill	\$537.84	Jan stmt - Feb pay	\$537.84
Total for Ingram Library Services	\$16,731.14		\$16,731.14
JGF Funding			
Bill	\$1,635.31	main agree all branches -Inv #489356	\$1,635.31
Total for JGF Funding	\$1,635.31		\$1,635.31
John Mills Electric, Inc.			
Bill	\$274.99	Electrical (lights) work - teen space @ sml --Inv #33055	\$274.99
Total for John Mills Electric, Inc.	\$274.99		\$274.99
Lauren Dowd			
Bill	\$486.25	Sewing workshops -Jan 6,15,16,23,27, & 30 Makerspace - SML	\$486.25
Total for Lauren Dowd	\$486.25		\$486.25
Leader			
Bill	\$659.65	annual subscription paid through 2024 - HH -acct #1446608487	\$659.65
Total for Leader	\$659.65		\$659.65
Library Store			
Bill	\$1,258.30	processing supplies - Inv #724978	\$1,258.30
Total for Library Store	\$1,258.30		\$1,258.30
MidWest Tape			
Bill	\$753.42	Av materials - all branches +Hoopla online/streaming	\$753.42
Bill	\$803.59	HH - dvds - funded by HHF	\$803.59
Bill	\$1,237.29	Jan stmt (Feb pay)Hoopla Streaming	\$1,237.29
Total for MidWest Tape	\$2,794.30		\$2,794.30
Monoprice			
Bill	\$345.44	supplies/cords for Tech Center renovation -Inv #24454051	\$345.44
Total for Monoprice	\$345.44		\$345.44
Nancy Kirby Kurjakovic			
Bill	\$1,500.00	Financial consulting Jan 2025	\$1,500.00
Total for Nancy Kirby Kurjakovic	\$1,500.00		\$1,500.00
NYSEG			
Bill	\$1,231.67	gas & elec - HH	\$1,231.67
Bill	\$729.56	gas & elec -BF	\$729.56
Bill	\$654.43	gas & elec -WE	\$654.43
Total for NYSEG	\$2,615.66		\$2,615.66

Chemung County Library District

Unpaid Bills Detail

As of February 5, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE
Orkin			
Bill	\$114.00	monthly treatment - acct #2208634Inv #253841333	\$114.00
Total for Orkin	\$114.00		\$114.00
OverDrive, Inc			
Bill	\$5.98	patron monthly online resource checkouts-Cust ID 1453-1001	\$5.98
Bill	\$11.96	patron monthly online resource checkouts-Cust ID 1453-1001	\$11.96
Bill	\$11.96	patron monthly online resource checkouts-Cust ID 1453-1001	\$11.96
Total for OverDrive, Inc	\$29.90		\$29.90
Perry & Carroll, Inc.			
Bill	\$279.00	amended invoice - Inv #24615 - vendor error	\$279.00
Total for Perry & Carroll, Inc.	\$279.00		\$279.00
Pitney Bowes			
Bill	\$502.25	postage meter refillacct #8000-9090-1115-1987	\$502.25
Total for Pitney Bowes	\$502.25		\$502.25
Playaway Products LLC			
Bill	\$57.98	SML Juv -Inv #487444	\$57.98
Total for Playaway Products LLC	\$57.98		\$57.98
Southern Tier Library System			
Bill	\$216.00	Sys Aid Technologies - inv #4867	\$216.00
Total for Southern Tier Library System	\$216.00		\$216.00
ULINE			
Bill	\$720.83	First aid kits for all locations - Inv #187934436	\$720.83
Total for ULINE	\$720.83		\$720.83
Verizon Wireless			
Bill	\$88.66	Bookmobile cell phone x 2 lines-Inv #6104407107	\$88.66
Total for Verizon Wireless	\$88.66		\$88.66
	\$423,897.29		\$423,897.29

Draft of Unpaid Bills Detail - copy

Chemung County Library District

As of February 20, 2025

TRANSACTION TYPE	AMOUNT	LINE DESCRIPTION	OPEN BALANCE
Aleta Yarrow			
Bill	\$250.00	"Watercolor Washes" -1/21/25 - adult art class	\$250.00
Total for Aleta Yarrow	\$250.00		\$250.00
All Pro Locksmithing			
Bill	\$103.98	juv restroom lock change - SML - Inv Inv #02062025	\$103.98
Total for All Pro Locksmithing	\$103.98		\$103.98
Chemung County Youth Bureau			
Bill	\$20.00	Youth Bureau Awards Reception (4/18/25) -registration x 2 - DJM & T Collins	\$20.00
Total for Chemung County Youth Bureau	\$20.00		\$20.00
Essential Constructs LLC			
Bill	\$17,849.71	Shelving project - SML-Inv #24-1250-02	\$17,849.71
Total for Essential Constructs LLC	\$17,849.71		\$17,849.71
Greenleaf Recycling			
Bill	\$75.00	Waste mgmt services -WE/HH/BF/ST -	\$75.00
Bill	\$75.00	Waste mgmt services -WE/HH/BF/ST -	\$75.00
Total for Greenleaf Recycling	\$150.00		\$150.00
Jeanette Sheliga			
Bill	\$100.00	"Navigating Fulton History" 3/4 via zoom	\$100.00
Total for Jeanette Sheliga	\$100.00		\$100.00
Jennifer Thomas			
Bill	\$375.00	art class @ WE - 3/3	\$375.00
Total for Jennifer Thomas	\$375.00		\$375.00
Michael Keene			
Bill	\$65.00	"Abandoned" -virtual Genealogy program 3/6	\$65.00
Total for Michael Keene	\$65.00		\$65.00
Orkin			
Bill	\$114.00	monthly treatment - acct #2208634Inv #255222981	\$114.00
Total for Orkin	\$114.00		\$114.00
Tammy Wilcox			
Bill	\$200.00	Feb yoga @ HH 2/5, 12, 19, 26Feb Gentle Movements classes - HH - 2/4, 11, 18, 25 -	\$200.00
Total for Tammy Wilcox	\$200.00		\$200.00
Tim Collins			
Bill	\$240.00	Adult/Teen Improv - 2/19 & 2/26 - SML-Inv 2198	\$240.00
Bill	\$2,150.00	Feb #4 Children's theater sessions - funded by Community FoundationFeb Creative Writing & D/D teen prog/- Community Foundation \$TALE #10 sessions - funded by Anderson Grant/Triangle Fund Feb 2025	\$2,150.00
Total for Tim Collins	\$2,390.00		\$2,390.00

Draft of Unpaid Bills Detail - copy

Chemung County Library District

As of February 20, 2025

TRANSACTION TYPE	AMOUNT	LINE DESCRIPTION	OPEN BALANCE
Town of Big Flats			
Bill	\$60.60	water bill - BF 11/01/2024-01/31/2025 Inv #22875	\$60.60
Total for Town of Big Flats	\$60.60		\$60.60
TOTAL	\$21,678.29		\$21,678.29

Document #2025-07

Report of the February 5, 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, Ms. Lee Saginario, Ms. Jessica Roberts, and Ms. Martha Smith. Also attending were Mr. Paul Chapman and Ms. Holly Melott, CCLD Management.

Mr. Chapman toured the potential Southport branch location with the Essential Constructs engineer and architect.

Mr. Chapman distributed and reviewed the layout plans for the potential Southport branch.

The meeting adjourned at 5:45pm.

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

Report of the February 5, 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, Ms. Jessica Roberts, and Mr. Mark Padgett. Board members attending were Ms. Lee Saginario, Mr. Karl Schwesinger, Ms. Karen Snyder, 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 02/05/2025 for the General Fund in the amount of \$423,897.29. **Mr. Schwesinger moved, seconded by Ms. Smith, to approve payment of the General Fund in the amount of \$423,897.29 VOTE: Unanimously Approved.**

Mr. Chapman reported on the following:

- A grand opening/ribbon cutting celebration was held in the juvenile department at Steele on Monday, February 5. The event was well attended and received by the community.
- He and the Essential Constructs engineer and architect toured the potential Southport branch. Both were in agreement with the inspection findings and the layout proposal.

Ms. Dworkin moved, seconded by Mr. Padgett, to accept the Southport inspection report as presented. VOTE: Unanimously Approved.

Ms. Dworkin moved, seconded by Mr. Padgett, that the board notify realtor, Shane Seafoss, to inform him that the contingencies have been met and they are prepared to move forward with the purchase of 859 Broadway St. in Soutport and that the board shall seek written confirmation of approval from the Southport Zoning Board. VOTE: Unanimously Approved.

Multiple emails have been sent to board members posing as Ms. Dworkin. Exercise extreme precaution and alert other members when you receive one.

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, March 5, 2025 at 6 pm in the auditorium at the Steele Memorial Library.

Document #2025-9

Report of the February 12, 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 February 20, 2025 for the General Fund, \$21,678.29. Details will be forwarded to the full CCLD board for its consideration.

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

Mr. Chapman reported on the following:

- He has been meeting individually with each department supervisor to review their 2025 budget
- CDAR investments will be evaluated throughout 2025
- He will present a 2024 financial overview at the February board meeting

The meeting adjourned at 9:00 a.m. The next meeting of the Budget & Finance Committee will be held on Wednesday, March 12, 2025 at 8:45 a.m. via Teams.

(draft Minutes of the January 16, 2025 meeting of the Chemung County Library District Board of Trustees. Document #2025-3)

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

Newly re-elected, Ms. Lee Saginario, Ms. Muriel Friend, Ms. Jessica Roberts, Ms. Rachel Dworkin, and Mr. Karl Schwesinger trustees were sworn in

Minutes. The minutes of the December 19, 2024 meeting (Document #2024-70) were presented for board review. Mr. Padgett moved that the December Board minutes be approved as presented, seconded by Mr. Adams. VOTE: Unanimously Approved.

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

Report of Unpaid Bills. Ms. Kinney moved, seconded by Ms. Roberts, that the board authorize the payment of the unpaid bills dated 1/17/2025 in the amount of \$250,312.32. VOTE: Unanimously Approved.

Correspondence:

- A check for \$2,000 was received from the Friends
- A check in the amount of \$175, 329, representing NY state construction funds, was received
- Mr. Chapman received an inquiry via the website submission, questioning the cost and approach to the new design and logo. He will respond in a timely fashion, highlighting that no name change occurred and the new URL is more user friendly.

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Garner, that the board accept the check from the Friends in the amount of \$2,000. VOTE: Unanimously Approved

CONSENT ITEM: Mr. Schwesinger moved, seconded by Mr. Padgett, that the board accept the check construction fund check, from NY state in the amount of \$175,329. VOTE: Unanimously Approved

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

- She was contacted by two members of the Wednesday Morning Club, who expressed frustration over the handling and purchasing of memorials. Mr. Chapman affirmed that the concern had been addressed.
- Trustees were encouraged to attend executive committee meetings whenever possible.
- 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

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

- Final draft of the security policy and procedure manual from security consultant Vincent Vittatoe, was distributed. Items identified were: updated cameras and additional outdoor lighting
- Epi-pens will be purchased for each location
- CPR, first aide, and active shooter trainings will be conducted in 2025
- He received word from real estate Agent Shane Searfoss, the contract proposal to purchase the property on Broad Street was accepted. Next steps were reviewed and assigned.
- NY state annual report is now live, administration will begin compiling data
- The new CCLD website is up and running
- He is working with Brian Hildreth, concerning changes to CCLD bylaws in regards to election ties
- He and Ms. Melott will have their second end of year review, with financial consultants Nancy Kirby and Regina Hill, on Friday, January 18
- The juvenile department renovations at Steele are nearing completion
- He participated in a county wide strategic plan and needs assessment
- The circulation/vestibule area at Steele will be the next area under renovation
- He is proposing an update to the board member code of ethics

Ms. Dworkin moved, seconded by Mr. Adams, that the board direct Mr. Chapman to hire an inspector for the Southside property. VOTE: Unanimously Approved

Ms. Roberts moved, seconded by Ms. Friend, that the board's agent begin speaking with the Southport Planning board. VOTE: Unanimously Approved

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Roberts, that the January 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 #2025-02)

Budget & Finance Committee.

Buildings & Grounds Committee. (Document #2025-01)

Personnel Committee.

Election & Continuity Committee.

Old Business.

New Business:

Public Expression.

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

The next regular meeting of the board will be held on Thursday, February 20, 2025, at 6:00pm at the West Elmira Library.

Acct #	Description	12/31/2024	APR	Interest Earned - January 2025	Balance as of 01/31/2025	Maturity date
	General Fund Checking	24,137.09	0.02%		7,261.38	
	Grant Fund Checking	709.12	0.02%		674.21	
	Payroll Checking Account	95,816.01	0.02%	0.92	85,581.72	
	Grant/CBA Imma Savings	100,527.76	0.10%		98,736.18	
	PayPal Account	540.00			540.00	
	ICS Shadow Account	895,037.33	1.91%		1,073,223.40	
	Subtotal	1,116,767.31		0.92	1,266,016.89	
3227	CDAR-26 weeks	3,027,716.01	3.80%	9,605.83	3,037,321.84	4/3/2025
	Subtotal	3,544,500.92		9,605.83	3,037,321.84	
	Total Cash	4,661,268.23			4,303,338.73	