



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 June meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday July 17, 2025 at 6:00 pm at the Van Etten 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 #2025-34)
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 #2025-38)
 - b) Budget & Finance Committee (Roberts)
 - 1) Report of the Committee meeting (document #2025-39)
 - c) Building & Grounds Committee (Smith)
 - 1) Report of the Committee meeting (document #2025-37)
 - 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

Draft of Unpaid Bills Detail
Chemung County Library District
As of July 17, 2025

TRANSACTION TYPE	AMOUNT	LINE DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Aleta Yarrow				
Bill	300.00	Colorwash Tote Bag - SML class 7/22	300.00	50 Steele Foundation
Total for Aleta Yarrow	\$300.00		\$300.00	
Chemung Canal Trust Company				
Bill	20.00	Mastercard payment purchases - all libraries	20.00	70 FCCLD
Bill	365.81	Mastercard payment purchases - all libraries	365.81	10 CC Library District
Bill	662.23	Mastercard payment purchases - all libraries	662.23	10 CC Library District
Bill	100.00	Mastercard payment purchases - all libraries	100.00	80 FHH
Bill	100.00	Mastercard payment purchases - all libraries	100.00	80 FHH
Bill	746.69	Mastercard payment purchases - all libraries	746.69	50 Steele Foundation
Bill	142.52	Mastercard payment purchases - all libraries	142.52	25 Investments
Total for Chemung Canal Trust Company	\$2,137.25		\$2,137.25	
Cris Johnson				
Bill	370.00	"Magic of Color" juv prog -SML 7/31/2025	370.00	10 CC Library District
Total for Cris Johnson	\$370.00		\$370.00	
Doug Rougeux				
Bill	525.00	Bubble Colors of our World - SML 7/17 juv prog -Inv #71725PM	525.00	10 CC Library District
Total for Doug Rougeux	\$525.00		\$525.00	
Erica Unterman				
Bill	350.00	SML class: 8/4 stained glass workshop	350.00	50 Steele Foundation
Total for Erica Unterman	\$350.00		\$350.00	
Gail Lewis				
Bill	218.75	WE 8/4 -art class	218.75	40 Grants
Total for Gail Lewis	\$218.75		\$218.75	
Greenleaf Recycling				
Bill	75.00	Waste mgmt services - WE/HH/BF/ST - Inv #250630096053	75.00	10 CC Library District
Bill	75.00	Waste mgmt services - WE/HH/BF/ST - Inv #250630096133	75.00	10 CC Library District
Total for Greenleaf Recycling	\$150.00		\$150.00	
Image Integrator				
Bill	925.00	1 yr contract 5/22/25-5/21/26 Serial #34015437	925.00	10 CC Library District
Bill	925.00	1 yr contract 05/22/25-05/21/26 Serial #35021752	925.00	10 CC Library District

Draft of Unpaid Bills Detail
Chemung County Library District
As of July 17, 2025

TRANSACTION TYPE	AMOUNT	LINE DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Bill	875.00	1 yr contract 5/22/25-5/21/26 Serial #34015437 --Inv #21046	875.00	10 CC Library District
Total for Image Integrator	\$2,725.00		\$2,725.00	
Jane Kim-Pronti				
Bill	300.00	painting class @ HH - 07/21/25	300.00	80 FHH
Total for Jane Kim-Pronti	\$300.00		\$300.00	
Jemco				
Bill	635.00	quarterly contract installment - cooling tower Inv 84556	635.00	10 CC Library District
Total for Jemco	\$635.00		\$635.00	
Jennifer Sekella				
Bill	100.00	Face painting 7/28 WE	100.00	10 CC Library District
Total for Jennifer Sekella	\$100.00		\$100.00	
Katherine Willson				
Bill	225.00	Genealogical Timelines, Research Checklists, & Correspondence Logs - via zoom- SML class 7/22/25	225.00	10 CC Library District
Total for Katherine Willson	\$225.00		\$225.00	
Lily Gershon				
Bill	330.00	BF 7/29/25 performance - remaining amt	330.00	10 CC Library District
Total for Lily Gershon	\$330.00		\$330.00	
Magician's Kitchen				
Bill	80.00	grand prize for SRC - #4 passes for cookie decorating class Inv #000037	80.00	10 CC Library District
Total for Magician's Kitchen	\$80.00		\$80.00	
Mary Jo Lane				
Bill	350.00	"Foraging" - SML - 07/19/2025 adult prog	350.00	50 Steele Foundation
Total for Mary Jo Lane	\$350.00		\$350.00	
Orkin				
Bill	114.00	monthly treatment - acct #****8634 @ SML -Inv #262244274	114.00	10 CC Library District
Bill	150.00	treatment of carpenter bees @ WE Inv 283253705	150.00	10 CC Library District
Total for Orkin	\$264.00		\$264.00	
Regina Hill				
Bill	212.50	QuickBooks consultant services -Inv #1201 - June invoice	212.50	10 CC Library District
Total for Regina Hill	\$212.50		\$212.50	
River City Puppets				
Bill	795.00	7/29 performance - SRC - inv #0268	795.00	80 FHH

Draft of Unpaid Bills Detail
Chemung County Library District
As of July 17, 2025

TRANSACTION TYPE	AMOUNT	LINE DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Total for River City Puppets	\$795.00		\$795.00	
Southern Tier Library System				
Bill	1,800.00	quarterly invoice - billed internet #4990 - BF/HH/SML/WE	1,800.00	10 CC Library District
Bill	741.00	quarterly invoice - billed internet #4990 - BF/HH/SML/WE	741.00	10 CC Library District
Total for Southern Tier Library System	\$2,541.00		\$2,541.00	
Staples				
Bill	77.37	office supplies -Summary #7005924405	77.37	10 CC Library District
Total for Staples	\$77.37		\$77.37	
Talewise				
Bill	400.00	HH juv prog 7/22/25-"Missing Color" by Science Heroes	400.00	80 FHH
Bill	400.00	SML juv prog 7/24/25-"Missing Color" by Science Heroes	400.00	10 CC Library District
Total for Talewise	\$800.00		\$800.00	
Tammy Wilcox				
Bill	200.00	June yoga @ HH -July 16,23,30 & August 6 July/Aug Gentle Movements classes - HH July 15, 22, 29 & August 5	200.00	80 FHH
Total for Tammy Wilcox	\$200.00		\$200.00	
Tim Collins				
Bill	300.00	Live D & D 7/24 - SML--Inv #2252	300.00	50 Steele Foundation
Total for Tim Collins	\$300.00		\$300.00	
TOTAL	\$13,985.87		\$13,985.87	

Document #2025-37

Report of the July 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, Ms. Lee Saginario, Ms. Jessica Roberts, Mr. Kevin Hansen, Ms. Karen Snyder and Ms. Martha Smith. Also attending were Mr. Paul Chapman and Ms. Holly Melott, CCLD Management.

Mr. Chapman reported on the following:

- The MakerSpace punchlist is being finalized
- Circulation area demolition is underway
- Drawings for the shelving area around the stairs are being developed
- Essential Constructs will be providing a project manager, who will be on site regularly
- \$125,780 in state aide was awarded, which will be put towards the purchase of the Southport location
- He met with the entire construction crew
- Humidity issues discovered during the HVAC renovation are being addressed

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, August 6, 2025 at 5:30pm in the auditorium of the Steele Memorial Library.

Report of the July 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 Ms. Jessica Roberts. Board members attending were Ms. Lee Saginario, Ms. Karen Snyder, Ms. Judith Elston, Mr. Kevin Hansen, 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 07/02/2025 for the General Fund in the amount of \$29,168.34. **Mr. Hansen moved, seconded by Ms. Smith, to approve payment of the General Fund in the amount of \$29,168.34. VOTE: Unanimously Approved.**

Mr. Chapman reported on the following:

- Robin Iller, full time senior clerk, will be splitting her hours between Van Etten and West Elmira
- \$125,780 in state aide was awarded, these funds will be put towards the purchase of the Southport location
- The second round of contract negotiations is scheduled for July 29th
- Compliments have been received in regards to the new conference room space
- The new email system is being utilized to share information and resources

Ms. Dworkin reported on the following:

- The annual sexual harassment training will be conducted at the August board meeting
- Carpooling is encouraged for the July board meeting in Van Etten

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

Report of the July 9, 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 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 July 17, 2025 for the General Fund, \$8,730.25. Details will be forwarded to the full CCLD board for its consideration.

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

Mr. Chapman reviewed a preliminary version of the 2026 budget.

The meeting adjourned at 9:00 a.m. The next meeting of the Budget & Finance Committee will be held on Wednesday, August 13, 2025 at 8:45 a.m. via Teams.

(draft Minutes of the June 26, 2025 meeting of the Chemung County Library District Board of Trustees. Document #2025-34)

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Ms. Martha Smith, Ms. Patricia Kinney, Ms. Karen Snyder, Mr. Kevin Hansen, Ms. Judith Elston, Ms. Penny Appenzellar, and Mr. Kevin Sullivan. Excused: Ms. Laurie Garner and Ms. Lee Saginario. Absent: Ms. Lillian White, Ms. Jessica Roberts, Mr. Mark Padgett, Ms. Muriel Friend, 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.

Minutes. The minutes of the May meeting (Document #2025-28) were presented for board review. Ms. Appenzellar moved that the May Board minutes be approved as presented, seconded by Mr. Sullivan. VOTE: Unanimously Approved.

Report of Unpaid Bills. Ms. Dworkin moved, seconded by Mr. Sullivan, that the board authorize the payment of the unpaid bills dated 06/25/2025 in the amount of \$109,331.74. VOTE: Unanimously Approved.

Ms. Appenzellar moved, seconded by Ms. Smith, that the board accept the May Monthly Board Budget Report as presented. VOTE: Unanimously Approved

Ms. Appenzellar moved, seconded by Mr. Hansen, that the board accept the May Balance Sheet as presented. VOTE: Unanimously Approved

Correspondence:

- Thanks you notes received by Kim Jones, Bookmobile Driver, were shared

President's Report:

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

- He made a presentation to the STLS committee, overseeing annual state funding requests
- He is working with Ms. Nancy Kirby to establish and revise financial policies based on the auditor's findings
- HVAC upgrade at Steele is progressing, issues are being addressed as they arise, change orders will be brought to the board for a vote
- The MakerSpace project continues, the demolition of the circulation desk will take place the week of June 30
- Summer Reading Club will begin on Monday June 30
- A reallocation of funds for Big Flats AV was presented
- A proposal for indoor flower boxes at Steele was presented
- Detailed employee restructuring/relocating was presented, all promotions are internal and in compliance with civil service parameters

Ms. Dworkin moved, seconded by Ms. Elson, that the employee restructure/relocation plans move forward as presented. VOTE: Unanimously Approved.

Ms. Dworkin moved, seconded by Ms. Kinney, that \$1,000 be reallocated from the Big Flats AV collection funds to the Big Flats audiobook collection. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Appenzellar moved, seconded by Mr. Hansen, that the June Personnel Actions be approved as presented. VOTE: Unanimously Approved.

Executive Committee. (Document #2025-32)

Budget & Finance Committee. (Document #2025-33)

Buildings & Grounds Committee. (Document #2025-31)

Personnel Committee.

Election & Continuity Committee. A meeting has been scheduled for 5:15 pm at Steele on Wednesday, July 2nd. The following districts are up for re-election: 3,4,8,9, and 13. Those running are highly encouraged to gather signatures via a ballot petition.

Old Business.

New Business:

Public Expression.

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

The next regular meeting of the board will be held on Thursday, July 17, 2025, at 6:00pm at the Van Etten Library.

Balance Sheet - Trustee report

Chemung County Library District

As of June 30, 2025

Distribution account	Total
Assets	
Current Assets	
Bank Accounts	
1100 General Cash Funds	761.76
1110 General Now CHECKING -2432	64,304.65
1115 CCTC Paypal transfer account-7692	540.00
1116 PayPal ONLINE Account	354.96
1130 ICS-Insured Cash -2968	577,025.68
1140 ICS Sweep -1490	
1190 CDARS Restricted CDs	1,499,495.24
1195 CDARS-Non-Restricted/Other cds	3,076,866.13
1200 Payroll NOW Checking-2511	75,160.49
Total for 1200 Payroll NOW Checking-2511	\$92,170.83
Total for Bank Accounts	\$5,311,519.25
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	
Total for Other Current Assets	\$484,029.99
Total for Current Assets	\$5,795,549.24
Fixed Assets	
Other Assets	
Total for Assets	\$5,795,549.24
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	
Total for Accounts Payable	0.00
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	2,386.72
2223 CSEA People	30.80
2224 CSEA Persnl/OI	312.14
2230 Pension	3,665.23
2231 Retirement Arrears	148.50
2232 Retirement Loan	344.00
2240 Def/Comp Amount	1,730.00
2241 Def Comp Percent	3,025.01
2242 Def/Comp Roth	659.32
2250 Child Support Chemung County	
2255 Aflac	339.96
2290 NYS Ret - employer portion	138,591.00
2299 Accrued Payroll	57,259.29
Total for Other Current Liabilities	\$228,591.55
Total for Current Liabilities	\$228,591.55
Long-term Liabilities	
Total for Liabilities	\$228,591.55
Equity	
3120 Unrestricted fund balance	3,927,647.05
Net Income	1,207,064.19
3160 Net Investment in capital asset	432,246.45
Total for Equity	\$5,566,957.69
Total for Liabilities and Equity	\$5,795,549.24

Accrual Basis Tuesday, July 08, 2025 03:19 PM GMTZ

Chemung County Library District

Monthly Board Budget Report

January - June 30 2025

	Actual	Budget	Total over Budget	% of Budget
Income				
4110 Property Tax Income	4,023,615	4,023,615	(0)	100.00%
4120 Pilot funds		72,000	(72,000)	0.00%
4200 State Aid	0	211,705	(211,705)	0.00%
4300 Grants	10,800		10,800	
4400 Foundation Support	90,477	162,577	(72,100)	55.65%
4600 UnrestrictedContributionsIncome	22,197	28,316	(6,119)	78.39%
4800 Interest Income	93,866	250,000	(156,134)	37.55%
4820 Fees and Services	3,748		3,748	
4950 Miscellaneous	5,826	0	5,826	
Total Income	\$ 4,250,530	\$ 4,748,213	\$ (497,683)	89.52%
Gross Profit	\$ 4,250,530	\$ 4,748,213	\$ (497,683)	89.52%
Expenses				
5000 Payroll & related expenses	1,760,539	3,427,576	(1,667,037)	51.36%
6000 Library services	355,503	582,358	(226,855)	61.05%
6500 Programming support	1,439	7,000	(5,561)	20.55%
6600 Operations Support	41,917	65,500	(23,583)	63.99%
6700 Technology	3,810	31,400	(27,590)	12.13%
6800 Bookmobile costs	9,152	15,000	(5,848)	61.01%
6900 Administrative -Other	86,946	114,000	(27,054)	76.27%
7000 Facilities cost	126,870	215,800	(88,930)	58.79%
8000 Capital Improvements	0	239,680	(239,680)	0.00%
8500 Other Miscellaneous Costs	37,076	58,900	(21,824)	62.95%
Total Expenses	\$ 2,423,251	\$ 4,757,213	\$ (2,333,963)	50.94%
Net Operating Income	\$ 1,827,280	\$ (9,000)	\$ 1,836,280	-20303.11%
Other Expenses				
9500 Project Costs	807,964		807,964	
Total Other Expenses	\$ 807,964	\$ -	\$ 807,964	
Net Other Income	\$ (807,964)	\$ -	\$ (807,964)	
Net Income	\$ 1,019,315	\$ (9,000)	\$ 1,028,315	-11325.72%