



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 June 26, 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 #2025-28)
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 #2025-32)
 - b) Budget & Finance Committee (Roberts)
 - 1) Report of the Committee meeting (document #2025-33)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2025-31)
 - 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 June 26, 2025

TRANSACTION TYPE	AMOUNT	LINE DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Air Temp Heating & Air Bill	3,250.00	monthly maintenance contract Inv 191555	3,250.00	10 CC Library District
Total for Air Temp Heating & Air	\$3,250.00		\$3,250.00	
All Pro Locksmithing Bill	135.19	service call @ HH - Inv #0505025_2	135.19	10 CC Library District
Total for All Pro Locksmithing	\$135.19		\$135.19	
American Button Machines Bill	113.60	Button Machine supplies - Inv 272396	113.60	10 CC Library District
Total for American Button Machines	\$113.60		\$113.60	
Baker & Taylor Books Bill	45.56	HH juv materials -Inv #5019561022	45.56	60 HH Foundation
Total for Baker & Taylor Books	\$45.56		\$45.56	
Chemung County Sewer District Bill	85.28	WE - annual sewer bill service acct# EWB311540-001	85.28	10 CC Library District
Bill	1,439.10	SML - annual sewer bill service acct# EWB124140-001	1,439.10	10 CC Library District
Total for Chemung County Sewer District	\$1,524.38		\$1,524.38	
Davis-Ulmer Sprinkler Co Inc Bill	150.00	back flow test @ SML Inv #1056- F368553	150.00	10 CC Library District
Total for Davis-Ulmer Sprinkler Co Inc	\$150.00		\$150.00	
Eastern Security Services Bill	129.95	onsite service call - SML-Inv #275974	129.95	10 CC Library District
Total for Eastern Security Services	\$129.95		\$129.95	
Essential Constructs LLC Bill	8,051.09	Steele Library Movers Project Inv #24-1218-04	8,051.09	30 Capital Improvement
Total for Essential Constructs LLC	\$8,051.09		\$8,051.09	
First Transit, Inc Bill	311.41	Bookmobile fuel for April Inv #11951671	311.41	10 CC Library District
Total for First Transit, Inc	\$311.41		\$311.41	
Greenleaf Recycling Bill	75.00	Waste mgmt services - WE/HH/BF/ST - Inv #250530024656	75.00	10 CC Library District
Bill	75.00	Waste mgmt services - WE/HH/BF/ST - Inv #250530024485	75.00	10 CC Library District

Draft of Unpaid Bills Detail
Chemung County Library District
As of June 26, 2025

TRANSACTION TYPE	AMOUNT	LINE DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Total for Greenleaf Recycling	\$150.00		\$150.00	
Jennifer Thomas				
Bill	375.00	June 24 - punch needle mug rug - class @ sml 6/24/25	375.00	40 Grants
Total for Jennifer Thomas	\$375.00		\$375.00	
Katherine Willson				
Bill	225.00	Locating Living Distant Relatives - via Zoom - 6/24/25	225.00	10 CC Library District
Total for Katherine Willson	\$225.00		\$225.00	
New York Library Association (NYLA)				
Bill	2,500.00		2,500.00	10 CC Library District
Total for New York Library Association (NYLA)	\$2,500.00		\$2,500.00	
NYSEG				
Bill	3,234.71	gas & elec - SML	3,234.71	10 CC Library District
Bill	39.77	gas & elec - SML	39.77	10 CC Library District
Total for NYSEG	\$3,274.48		\$3,274.48	
Orkin				
Bill	150.00	monthly treatment - acct #***8634 Inv #283253704	150.00	10 CC Library District
Bill	162.00	treatment of carpenter bees @ HH Inv #283350970	162.00	10 CC Library District
Bill	150.00	treatment of carpenter bees @BF - Inv #283253567	150.00	10 CC Library District
Total for Orkin	\$462.00		\$462.00	
Penworthy Company				
Bill	694.80	SML Juv non - fiction Inv #0607708-IN	694.80	50 Steele Foundation
Bill	830.47	juv fiction BKM -Inv #0608722-IN	830.47	10 CC Library District
Bill	1,584.10	HH juv - non fiction Inv #0607827-IN	1,584.10	60 HH Foundation
Bill	158.00	BF - juv non - fiction Inv #0608989-IN	158.00	10 CC Library District
Total for Penworthy Company	\$3,267.37		\$3,267.37	
Pitney Bowes				
Bill	435.90	quarterly lease for postage meter- Inv # 3320907952 acct #8000-9090-1115-1987	435.90	10 CC Library District
Total for Pitney Bowes	\$435.90		\$435.90	
Southern Tier Library System				
Bill	1,930.27	E-books - Adult fic - 2nd quarter invoice #4781	1,930.27	50 Steele Foundation
Bill	34,768.98	2nd quarter cost share-Inv #4781	34,768.98	10 CC Library District
Total for Southern Tier Library System	\$36,699.25		\$36,699.25	
Tammy Wilcox				
Bill	100.00	June/July Gentle Movements	100.00	80 FHH

Draft of Unpaid Bills Detail
Chemung County Library District
As of June 26, 2025

TRANSACTION TYPE	AMOUNT	LINE DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Bill	100.00	classes -HH-6/18 & 25, 7/2 & 9 June yoga @ HH -June 3, 10, 17 & 24	100.00	80 FHH
Total for Tammy Wilcox	\$200.00		\$200.00	
Verizon Bill	35.63	elevator -land line -#751-754-284-0001-41 June 3 statement	35.63	10 CC Library District
Total for Verizon	\$35.63		\$35.63	
Village of Horseheads Bill	53.88	water - 01/31/25-04/24/2025 --Acct #4162-0	53.88	10 CC Library District
Total for Village of Horseheads	\$53.88		\$53.88	
TOTAL	\$61,389.69		\$61,389.69	

Document #2025-31

Report of the June 4, 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, and Ms. Martha Smith. Also attending were Mr. Paul Chapman and Ms. Holly Melott, CCLD Management.

Mr. Chapman reported on the following:

- The bees have arrived and are in place on the green roof at SML
- A quote was received from Chamberlain Acres for plants to fill the atrium boxes at SML, in addition to a proposed donation project

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, July 2, 2025 at 5:30pm in the auditorium of the Steele Memorial Library.

Report of the June 4, 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, Ms. Karen Snyder, Ms. Judith Elston, Ms. Patricia Kinney, 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 06/04/2025 for the General Fund in the amount of \$177,969.33. **Ms. Dworkin moved, seconded by Ms. Roberts, to approve payment of the General Fund in the amount of \$177,969.33. VOTE: Unanimously Approved.**

Mr. Chapman reported on the following:

- The Pop Expo event held on May 17 was well received and enjoyed, #729 participants were counted
- The 2025 NY State Construction Aide application has been submitted, proceeds are intended to be used for the purchase of the Southport location
- A quote was received from Chamberlain Acres for plants to fill the atrium boxes at SML, in addition to a proposed donation project
- Mr. Chapman proposed that a Librarian I be hired for the Juvenile Department at SML
- He and Ms. Melott met with Ms. Nancy Kirby and Ms. Regina Hill to review the financial policies
- Mr. Chapman requested that \$1,750 be reallocated from the West Elmira AV collection to the West Elmira adult and juvenile print collection

Ms. Dworkin moved, seconded by Mr. Padgett, that Mr. Chapman internally post a Librarian I job opening for the juvenile department at Steele. VOTE: Unanimously Approved.

Ms. Dworkin moved, seconded by Mr. Sullivan, that \$1,750 be reallocated from the West Elmira AV collection funds to the West Elmira adult and youth print collection. VOTE: Unanimously Approved.

Ms. Dworkin reported on the following:

- The personnel committee has been finalizing a multiyear contract for Paul
- The new, trustee Google email accounts are up and running, any questions or concerns regarding usage can be directed to Paul

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, July 2, 2025 at 6 pm in the auditorium at the Steele Memorial Library.

Document #2025-33

Report of the June 11, 2025 meeting of the Budget & Finance Committee of the Chemung County Library District

Attending the meeting via Teams: 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 June 26, 2025 for the General Fund, \$43,040.25. Details will be forwarded to the full CCLD board for its consideration.

CDARs will be renewing soon, evaluations are underway.

Ms. Melott presented the May Monthly Cash Balance Report and the May 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, July 9, 2025 at 8:45 a.m. via Teams.

Unpaid Bills Detail

Chemung County Library District

As of June 4, 2025

TRANSACTION TYPE	AMOUNT	LINE DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Air Temp Heating & Air				
Bill	135.50	service call @ HH-Inv #191367	135.50	10 CC Library District
Total for Air Temp Heating & Air	\$135.50		\$135.50	
Aleta Yarrow				
Bill	250.00	Watercolor Dimensions & Textures 6/10 @ WE - adult art class	250.00	40 Grants
Total for Aleta Yarrow	\$250.00		\$250.00	
Amazon Capital Services				
Bill	9.89	all library purchases	9.89	25 Investments
Bill	604.57	all library purchases	604.57	50 Steele Foundation
Bill	1,843.42	all library purchases	1,843.42	10 CC Library District
Bill	570.16	all library purchases	570.16	80 FHH
Total for Amazon Capital Services	\$3,028.04		\$3,028.04	
Baker & Taylor Books				
Bill	194.24	HH juv materials -Inv # 5019537348	194.24	60 HH Foundation
Total for Baker & Taylor Books	\$194.24		\$194.24	
Burr Counsulting LLC				
Bill	1,800.00	HR Consultant June 2025 retainer	1,800.00	10 CC Library District
Total for Burr Counsulting LLC	\$1,800.00		\$1,800.00	
Chemung Canal Trust Company				
Bill	1,413.60	Mastercard payment purchases - all libraries	1,413.60	10 CC Library District
Bill	1,013.86	Mastercard payment purchases - all libraries	1,013.86	50 Steele Foundation
Bill	130.68	Mastercard payment purchases - all libraries	130.68	10 CC Library District
Bill	58.31	Mastercard payment purchases - all libraries	58.31	10 CC Library District
Total for Chemung Canal Trust Company	\$2,616.45		\$2,616.45	
Congeriem				
Bill	1,398.96	3-D printer for Makerspace-Quote #6525	1,398.96	10 CC Library District
Total for Congeriem	\$1,398.96		\$1,398.96	
Culligan Water				
Bill	60.00	staff water dispenser-monthly rental fee Inv #272x34816001	60.00	10 CC Library District
Total for Culligan Water	\$60.00		\$60.00	
Dataflow, Inc.				
Bill	231.82	pop expo booklets -Inv # INV012525	231.82	10 CC Library District
Total for Dataflow, Inc.	\$231.82		\$231.82	
Dippity Do Dahs Ice Cream				
Bill	100.00	SRC -final celebration 8/15 -	100.00	10 CC Library District

Unpaid Bills Detail

Chemung County Library District

As of June 4, 2025

TRANSACTION TYPE	AMOUNT	LINE DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
deposit				
Total for Dippity Do Dahs Ice Cream	\$100.00		\$100.00	
Eastern Security Services				
Bill	128.85	monitoring 7/1/25-10/01/25 SML - Inv #R274858	128.85	10 CC Library District
Total for Eastern Security Services	\$128.85		\$128.85	
Erica Unterman				
Bill	350.00	Stained Glass Fish - June 16 - SML	350.00	40 Grants
Total for Erica Unterman	\$350.00		\$350.00	
Essential Constructs LLC				
Bill	28,925.00	Tech Center project - inv #23-1076-CO1	28,925.00	30 Capital Improvement
Bill	56,340.00	MakerSpace project costs - Inv #24-1151A-01	56,340.00	30 Capital Improvement
Bill	46,140.00	Steele Library Movers Project Inv #24-1218-04	46,140.00	30 Capital Improvement
Total for Essential Constructs LLC	\$131,405.00		\$131,405.00	
First Transit, Inc				
Bill	278.12	Bookmobile fuel for Jan I Inv #11950806 headlamp replacement	278.12	10 CC Library District
Total for First Transit, Inc	\$278.12		\$278.12	
Frank Carcelli				
Bill	300.00	Bingo performer 6/6- SML	300.00	10 CC Library District
Total for Frank Carcelli	\$300.00		\$300.00	
Greenleaf Recycling				
Bill	140.00	Waste mgmt services - WE/HH/BF/ST - Inv #250530025077	140.00	10 CC Library District
Bill	75.00	Waste mgmt services - WE/HH/BF/ST - Inv #250530025097	75.00	10 CC Library District
Total for Greenleaf Recycling	\$215.00		\$215.00	
Haefele TV, Inc.				
Bill	85.95	wifi connection @ VE-June Acct # 003-025231	85.95	10 CC Library District
Total for Haefele TV, Inc.	\$85.95		\$85.95	
Hill & Markes				
Bill	1,303.36	Inv #3050309-00	1,303.36	10 CC Library District
Total for Hill & Markes	\$1,303.36		\$1,303.36	
Horseheads Printing				
Bill	264.80	Monthly flyers-Inv #32462	264.80	60 HH Foundation
Total for Horseheads Printing	\$264.80		\$264.80	
Ingram Library Services				

Unpaid Bills Detail

Chemung County Library District

As of June 4, 2025

TRANSACTION TYPE	AMOUNT	LINE DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Bill	1,062.35	June Statement	1,062.35	10 CC Library District
Bill	11,221.16	June Statement	11,221.16	50 Steele Foundation
Bill	121.61	June Statement	121.61	10 CC Library District
Bill	223.78	June Statement	223.78	10 CC Library District
Bill	1,790.45	June Statement	1,790.45	60 HH Foundation
Total for Ingram Library Services	\$14,419.35		\$14,419.35	
Insero				
Bill	2,600.00	Preparation of Federal Form 990 for y/e 2024 -Inv #158060	2,600.00	10 CC Library District
Total for Insero	\$2,600.00		\$2,600.00	
JanWay Company USA, Inc.				
Bill	2,453.47	sales order #252360 - tablecloths/pencils/tote bags -new logos	2,453.47	10 CC Library District
Total for JanWay Company USA, Inc.	\$2,453.47		\$2,453.47	
Jessica Bennett				
Bill	9.00	reimbursement for lost item	9.00	10 CC Library District
Total for Jessica Bennett	\$9.00		\$9.00	
JGF Funding				
Bill	2,037.04	main agree all branches -Inv #499560	2,037.04	10 CC Library District
Total for JGF Funding	\$2,037.04		\$2,037.04	
Lauren Dowd				
Bill	420.00	Sewing workshops -May - 5,6,12,13,19,20 Makerspace - SML	420.00	10 CC Library District
Total for Lauren Dowd	\$420.00		\$420.00	
Lily Gershon				
Bill	50.00	BF 7/29/25 juv prog - deposit	50.00	10 CC Library District
Total for Lily Gershon	\$50.00		\$50.00	
Magical Moments Media				
Bill	250.00	Photobooth - SML teen dance - 6/13	250.00	50 Steele Foundation
Total for Magical Moments Media	\$250.00		\$250.00	
MidWest Tape				
Bill	1,347.97	June stmt (May billings) AV - all branches Hoopla	1,347.97	10 CC Library District
Bill	2,108.80	June stmt (May billings) AV - all branches Hoopla	2,108.80	10 CC Library District
Bill	928.63	June stmt (May billings) AV - all branches Hoopla	928.63	60 HH Foundation
Total for MidWest Tape	\$4,385.40		\$4,385.40	
Nancy Kirby Kurjakovic				
Bill	1,425.00	Financial consulting May 2025	1,425.00	10 CC Library District

Unpaid Bills Detail

Chemung County Library District

As of June 4, 2025

TRANSACTION TYPE	AMOUNT	LINE DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Total for Nancy Kirby Kurjakovic	\$1,425.00		\$1,425.00	
Noah's Ark Animal Workshop, Inc.				
Bill	1,489.27	SML Juv prog Inv #73259	1,489.27	10 CC Library District
Total for Noah's Ark Animal Workshop, Inc.	\$1,489.27		\$1,489.27	
NYSEG				
Bill	495.52	gas & elec - SML	495.52	10 CC Library District
Bill	812.03	gas & elec - HH	812.03	10 CC Library District
Bill	41.08	gas & elec - SML	41.08	10 CC Library District
Bill	483.40	gas & elec - BF	483.40	10 CC Library District
Total for NYSEG	\$1,832.03		\$1,832.03	
Orkin				
Bill	930.20	monthly treatment - acct #****8634 treatment of carpenter bees @ BF/HH/WE	930.20	10 CC Library District
Total for Orkin	\$930.20		\$930.20	
OverDrive, Inc				
Bill	11.96	patron monthly online resource checkouts- Cust ID 1453-1001 Inv #01453SV25173539	11.96	10 CC Library District
Bill	8.97	patron monthly online resource checkouts- Cust ID 1453-1001 Inv #01453SV25173518	8.97	10 CC Library District
Bill	26.91	patron monthly online resource checkouts- Cust ID 1453-1001 Inv #01453SV25173292	26.91	10 CC Library District
Bill	1.99	patron monthly online resource checkouts- Cust ID 1453-1001 Inv #01453SV25173208	1.99	10 CC Library District
Bill	8.97	patron monthly online resource checkouts- Cust ID 1453-1001 Inv #01453SV25173170	8.97	10 CC Library District
Total for OverDrive, Inc	\$58.80		\$58.80	
Pixie Moss Meadows				
Bill	180.00	Enchanted Terrarium - BF adult prog 5/20	180.00	10 CC Library District
Total for Pixie Moss Meadows	\$180.00		\$180.00	
Robert Weir				
Bill	150.00	DNA for the Overwhelmed 6/10 - via zoom - SML	150.00	10 CC Library District
Total for Robert Weir	\$150.00		\$150.00	
Tim Collins				
Bill	945.00	June 4 - SML teen Zine workshop TALE #5 sessions - May/June 2025	945.00	50 Steele Foundation

Unpaid Bills Detail

Chemung County Library District

As of June 4, 2025

TRANSACTION TYPE	AMOUNT	LINE DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Bill	100.00	D & D teen program SML - 6/9 Creative Writing - 6/4 - SML teen Kid's Theater session - June 4 SML -Inv #2244	100.00	10 CC Library District
Total for Tim Collins	\$1,045.00		\$1,045.00	
Verizon Wireless				
Bill	88.68	Bookmobile cell phone x 2 lines Inv #6114348965	88.68	10 CC Library District
Total for Verizon Wireless	\$88.68		\$88.68	
TOTAL	\$177,969.33		\$177,969.33	

(draft Minutes of the May 15, 2025 meeting of the Chemung County Library District Board of Trustees. Document #2025-28)

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

Minutes. The minutes of the April meeting (Document #2025-15) were presented for board review. Mr. Padgett moved that the April Board minutes be approved as presented, seconded by Ms. Smith. VOTE: Unanimously Approved.

Report of Unpaid Bills. Ms. Appenzellar moved, seconded by Ms. Garner, that the board authorize the payment of the unpaid bills dated 05/15/2025 in the amount of \$18,625.50. VOTE: Unanimously Approved.

Ms. Elston moved, seconded by Ms. Snyder, that the board accept the April Monthly Board Budget Report as presented. VOTE: Unanimously Approved

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

Correspondence:

- A request seeking readmission was received from a barred patron

Ms. Roberts moved, seconded by Mr. Hansen, that the board deny the appeal of the lifetime ban, with the allowance of being able to re-appeal, in another calendar year. VOTE: Unanimously Approved

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

- A meeting with CSEA is scheduled for June 17th
- 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

CONSENT ITEM: Mr. Padgett moved, seconded by Ms. Dworkin, that the board authorize Mr. Chapman and the personnel committee, to begin negotiations with CSEA. VOTE: Unanimously Approved

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

- No additional updates on the Southport branch purchase are available
- Multiple policies and proposals were sent out for review
- Mr. Chapman proposed the creation of trustee district emails using the Google email platform for correspondence and ease of document sharing
- The MakerSpace epoxy floor is to be installed June 5th through June 7th
- HVAC update at Steele is currently being mapped out

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Padgett, that Steele be closed June 5th through June 7th while the epoxy floor is being installed. VOTE: Unanimously Approved

CONSENT ITEM: Ms. Roberts moved, seconded by Ms. Garner, that the proposed change order for the MakerSpace fume hoods in the amount of \$148,750, to be paid using fund balance be approved as presented. VOTE: Unanimously Approved

CONSENT ITEM: Ms. Roberts moved, seconded by Ms. Garner, that the proposed change order for the MakerSpace fume hoods in the amount of \$148,750, to be paid using fund balance be approved as presented. VOTE: Unanimously Approved

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Appenzellar, that the proposed change order for additional shelving in the amount of \$5,497, to be paid using fund balance be approved as presented. VOTE: Unanimously Approved

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Snyder, that Mr. Karl Schwesinger's resignation as the 12th district trustee be accepted. VOTE: Unanimously Approved

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Roberts, Mr. Kevin Sullivan be appointed to complete the term as the 12th district trustee. VOTE: Unanimously Approved

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Appenzellar, that the board enter executive session to discuss personnel matters. VOTE: Unanimously Approved

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Snyder, that the board exit executive session. VOTE: Unanimously Approved

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Roberts, that Mr. Chapman be given a 5% raise retroactive to his anniversary date. VOTE: Unanimously Approved

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Hansen, that the board adjourn. VOTE: Unanimously Approved

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Hansen, that the board direct Mr. Chapman to create trustee district Gmails. VOTE: Unanimously Approved

CONSENT ITEM: Ms. Appenzellar moved, seconded by Mr. Padgett, that the May

Personnel Actions be approved as presented. VOTE: Unanimously Approved.

Executive Committee. (Document #2025-20)

Budget & Finance Committee. (Document #2025-21)

Buildings & Grounds Committee. (Document #2025-19)

Personnel Committee.

Ms. Dworkin moved, seconded by Mr. Adams, that the board enter executive session to discuss personnel matters. 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:

Public Expression.

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

The next regular meeting of the board will be held on Thursday, June 26, 2025, at 6:00pm at the West Elmira Library.

Balance Sheet

Chemung County Library District

As of May 30, 2025

Distribution account	Total
Assets	
Current Assets	
Bank Accounts	
1100 General Cash Funds	761.76
1110 General Now CHECKING -2432	68,862.94
1115 CCTC Paypal transfer account-7692	540.00
1116 PayPal ONLINE Account	354.96
1130 ICS-Insured Cash -2968	564,591.29
1140 ICS Sweep -1490	
1190 CDARS Restricted CDs	1,494,470.27
1195 CDARS-Non-Restricted/Other cds	3,570,427.36
1200 Payroll NOW Checking-2511	81,537.48
Total for 1200 Payroll NOW Checking-2511	\$95,578.32
Total for Bank Accounts	\$5,795,586.90
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	\$6,279,616.89
Fixed Assets	
Other Assets	
Total for Assets	\$6,279,616.89
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	290.85
2221 CSEA Life Insuranc	66.60
2222 CSEA Member Dues	3,570.76
2223 CSEA People	46.20
2224 CSEA Persnl/OI	469.62
2230 Pension	5,736.12
2231 Retirement Arrears	459.52
2232 Retirement Loan	516.00
2240 Def/Comp Amount	1,928.77
2241 Def Comp Percent	5,194.90
2242 Def/Comp Roth	1,020.09
2250 Child Support Chemung County	
2255 Aflac	509.94
2290 NYS Ret - employer portion	115,492.50
2299 Accrued Payroll	57,259.29
Total for Other Current Liabilities	\$212,422.44
Total for Current Liabilities	\$212,422.44
Long-term Liabilities	
Total for Liabilities	\$212,422.44
Equity	
3120 Unrestricted fund balance	3,927,647.05
Net Income	1,707,300.95
3160 Net Investment in capital asset	432,246.45
Total for Equity	\$6,067,194.45
Total for Liabilities and Equity	\$6,279,616.89

Chemung County Library District

Monthly Board Budget Report

5/31/2025

	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	70,477	162,577	(92,100)	43.35%
4600 UnrestrictedContributionsIncome	21,997	28,316	(6,319)	77.69%
4800 Interest Income	76,409	250,000	(173,591)	30.56%
4820 Fees and Services	3,151		3,151	
4950 Miscellaneous	4,388	0	4,388	
Total Income	\$ 4,210,838	\$ 4,748,213	\$ (537,375)	88.68%
Gross Profit	\$ 4,210,838	\$ 4,748,213	\$ (537,375)	88.68%
Expenses				
5000 Payroll & related expenses	1,510,279	3,427,576	(1,917,297)	44.06%
6000 Library services	251,610	582,358	(330,748)	43.21%
6500 Programming support	1,314	7,000	(5,686)	18.78%
6600 Operations Support	34,097	65,500	(31,403)	52.06%
6700 Technology	3,606	31,400	(27,794)	11.48%
6800 Bookmobile costs	8,841	15,000	(6,160)	58.94%
6900 Administrative -Other	77,263	114,000	(36,737)	67.77%
7000 Facilities cost	112,209	215,800	(103,591)	52.00%
8000 Capital Improvements	0	239,680	(239,680)	0.00%
8500 Other Miscellaneous Costs	35,769	58,900	(23,131)	60.73%
Total Expenses	\$ 2,034,986	\$ 4,757,213	\$ (2,722,227)	42.78%
Net Operating Income	\$ 2,175,852	\$ (9,000)	\$ 2,184,852	-24176.13%
Other Expenses				
9500 Project Costs	770,153		770,153	
Total Other Expenses	\$ 770,153	\$ -	\$ 770,153	
Net Other Income	\$ (770,153)	\$ -	\$ (770,153)	
Net Income	\$ 1,405,699	\$ (9,000)	\$ 1,414,699	-15618.88%