



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

Agenda

The November meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday November 20, 2025 at 6:00 pm at the Horseheads Free 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 #2025-58)
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 #2025-62)
 - b) Budget & Finance Committee (Roberts)
 - 1) Report of the Committee meeting (document #2025-63)
 - c) Building & Grounds Committee (Smith)
 - 1) Report of the Committee meeting (document #2025-61)
 - 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

Document #2025-61

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

Mr. Chapman reported on the following:

- Steele staff will begin utilizing the new circulation in the near future
- HVAC upgrade continues, a report detailing the cleaning of the duct work will be made available
- The storage container will be removed from the Steele parking lot

The meeting adjourned at 5:45pm.

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

Report of the November 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 Mr. Kevin Hansen, Ms. Lee Saginario, Ms. Judy Elston, and Mr. Kevin Sullivan. Mr. Paul Chapman and Ms. Holly Melott, CCLD management, were also present.

S.O.S. (Safe Options Support), a local community partner sponsored by New York State Office of Mental Health, conducted an informative session, which gave an overview of their offered services and the direct role the library district plays in assisting them to attain their goals and objectives.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 11/5/2025 for the General Fund in the amount of \$68,435.33. **Mr. Sullivan moved, seconded by Mr. Hansen, to approve payment of the General Fund in the amount of \$68,435.33. VOTE: Unanimously Approved.**

Ms. Dworkin reported on the following:

- A memo of agreement has been reached with the union
- Horseheads will be holding their annual volunteer appreciation dinner on Thursday, December 4th. Members will be receiving an invitation, all are welcome and encouraged to attend.

Mr. Chapman reported on the following:

- A revised employee declination for medical coverage was presented
- CLSA funds in the amount of \$34,000 was received
- Dividends in the amount of \$1,263.57 was received from Selective
- Spencer/Van Etten school district funds were received in the amount of \$3,000
- The Big Flats library won first place in the Community Days parade and were awarded \$50
- A check in the amount of \$9,670 from the Horseheads Friends was received in addition to a detailed expenditure list
- The library budget passed with a 65% favor rating
- He will be giving EOP staff a tour of Steele on November 18th

Mr. Padgett moved, seconded by Ms. Smith, that the revised employee declination for medical coverage be accepted as presented. VOTE: 6 in favor, 1 opposed. Motion passed.

Ms. Dworkin moved, seconded by Ms. Roberts, that Mr. Paul Chapman be assigned as the representative to the Tompkins County Consortium Board of Directors and to the Joint Committee. VOTE: Unanimously Approved.

Ms. Dworkin moved, seconded by Mr. Padgett, that the check received for CSLA funds in the amount of \$34,000 be accepted. VOTE: Unanimously Approved.

Ms. Dworkin moved, seconded by Mr. Hansen, that the check received for dividends from Selective Insurance in the amount of \$1,263.57 be accepted. VOTE: Unanimously Approved.

Ms. Dworkin moved, seconded by Ms. Elston, that the check received from the Spencer/Van Etten school district for library taxes in the amount of \$3,000 be accepted. VOTE: Unanimously Approved.

Mr. Hansen shared the following 2025 trustee election results:

- Ms. Carol Negri won for in District #2
- Mr. Kevin Hansen won for District #4
- Ms. Penny Appenzellar won for District #8
- Ms. Jazmyne Passmore won for District #9
- Mr. Kevin Sullivan won for District #12
- Mr. Mark Padgett won for District #13

The meeting adjourned at 7:30 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, December 3, 2025 at 6 pm in the auditorium at the Steele Memorial Library.

Document #2025-63

Report of the November 12, 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 November 20, 2025 for the General Fund, \$380,677.24. Details will be forwarded to the full CCLD board for its consideration.

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

Mr. Chapman has sent revised financial policies to the policy committee for review.

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

Chemung County Library District

Monthly Board Budget Report

January -October 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	59,496	72,000	(12,504)	82.63%
4200 State Aid	0	211,705	(211,705)	0.00%
4300 Grants	28,800		28,800	
4400 Foundation Support	110,477	162,577	(52,100)	67.95%
4600 UnrestrictedContributionsIncome	34,813	28,316	6,497	122.95%
4800 Interest Income	142,156	250,000	(107,844)	56.86%
4820 Fees and Services	5,404		5,404	
4950 Miscellaneous	10,147	0	10,147	
Total Income	\$ 4,414,909	\$ 4,748,213	\$ (333,304)	92.98%
Gross Profit	\$ 4,414,909	\$ 4,748,213	\$ (333,304)	92.98%
Expenses				
5000 Payroll & related expenses	2,904,026	3,427,576	(523,550)	84.73%
6000 Library services	534,998	582,358	(47,360)	91.87%
6500 Programming support	5,465	7,000	(1,535)	78.07%
6600 Operations Support	58,002	65,500	(7,498)	88.55%
6700 Technology	21,449	31,400	(9,951)	68.31%
6800 Bookmobile costs	11,420	15,000	(3,580)	76.13%
6900 Administrative -Other	99,548	114,000	(14,452)	87.32%
7000 Facilities cost	215,715	215,800	(85)	99.96%
8000 Capital Improvements	29	239,680	(239,651)	0.01%
8500 Other Miscellaneous Costs	49,114	58,900	(9,786)	83.39%
Total Expenses	\$ 3,899,768	\$ 4,757,213	\$ (857,446)	81.98%
Net Operating Income	\$ 515,142	\$ (9,000)	\$ 524,142	-5723.79%
Other Income				
9000 Project Income	(179,276)		(179,276)	
Total Other Income	\$ (179,276)	\$ -	\$ (179,276)	
Other Expenses				
9500 Project Costs	1,669,006		1,669,006	
Total Other Expenses	\$ 1,669,006	\$ -	\$ 1,669,006	
Net Other Income	\$ (1,848,282)	\$ -	\$ (1,848,282)	
Net Income	\$ (1,333,141)	\$ (9,000)	\$ (1,324,141)	14812.68%

Balance Sheet - Trustee report

Chemung County Library District

As of October 31, 2025

Distribution account	Total
Assets	
Current Assets	
Bank Accounts	
1100 General Cash Funds	761.76
1110 General Now CHECKING -2432	5,626.39
1115 CCTC Paypal transfer account-7692	540.00
1116 PayPal ONLINE Account	430.92
1130 ICS-Insured Cash -2968	1,254,536.63
1140 ICS Sweep -1490	0.00
1190 CDARS Restricted CDs	1,477,874.07
1195 CDARS-Non-Restricted/Other cds	609,844.28
1200 Payroll NOW Checking-2511	91,440.08
Total for 1200 Payroll NOW Checking-2511	\$105,388.12
Total for Bank Accounts	\$3,455,002.17
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	0.00
Accrued Interest	0.00
Due From Grant Fund	0.00
Total for Other Current Assets	\$484,029.99
Total for Current Assets	\$3,939,032.16
Fixed Assets	
Other Assets	
Total for Assets	\$3,939,032.16
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	0.00
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	0.00

2205 Federal Taxes	25,323.18
2206 NY State Tax - withheld	0.00
2210 Accrued Vacation	0.00
2211 Accrued Sick	0.00
2215 Employee Health Insurance	9,932.54
2220 CSEA Health Ins	290.85
2221 CSEA Life Insuranc	66.60
2222 CSEA Member Dues	3,540.63
2223 CSEA People	46.20
2224 CSEA Persnl/OI	468.21
2230 Pension	0.00
2231 Retirement Arrears	0.00
2232 Retirement Loan	0.00
2240 Def/Comp Amount	2,595.00
2241 Def Comp Percent	4,122.76
2242 Def/Comp Roth	1,060.06
2245 Garnishment - Local	0.00
2250 Child Support Chemung County	0.00
2255 Aflac	509.85
2290 NYS Ret - employer portion	230,985.00
2299 Accrued Payroll	57,259.29
Total for Other Current Liabilities	\$346,128.91
Total for Current Liabilities	\$346,128.91
Long-term Liabilities	
Total for Liabilities	\$346,128.91
Equity	
3120 Unrestricted fund balance	3,927,647.05
Net Income	-766,990.25
3160 Net Investment in capital asset	432,246.45
Total for Equity	\$3,592,903.25
Total for Liabilities and Equity	\$3,939,032.16

(draft Minutes of the October 16, 2025 meeting of the Chemung County Library District Board of Trustees. Document #2025-58)

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

Minutes. The minutes of the September meeting (Document #2025-52) were presented for board review. Ms. Kinney moved that the September Board minutes be approved as presented, seconded by Ms. Roberts. VOTE: Unanimously Approved.

Report of Unpaid Bills. Ms. Snyder moved, seconded by Ms. Smith, that the board authorize the payment of the unpaid bills dated 10/16/2025 in the amount of \$43,933.46. VOTE: Unanimously Approved.

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

Ms. Roberts moved, seconded by Ms. Elston, that the board accept the September Balance Sheet as presented. VOTE: Unanimously Approved

Correspondence:

- Confirmation was received from Mr. Brian Hildreth, that the NY State Construction Aid application has been submitted

President's Report:

- Ms. Dworkin has been informed of potential STLS Chemung County representatives have been found
- Contract negotiations are underway, additional meetings are scheduled. The negotiating committee attended a presentation of health insurance coverage options.
- She and Mr. Chapman have been working closely with attorney, Kim Middaugh, to finalize the purchase of the Southport property
- She had a phone conversation with an *Ithaca Times* staff member, who is hoping to collaborate on a local news coverage endeavor

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

- HVAC cleaning will begin at SML on Tuesday, October 21
- Monthly newsletter items from each branch and department were highlighted
- The 2026 budget was presented
- Jemco Water Treatment Services is recommending the installation of a replacement valve at Steele
- Financial consultant, Nancy Kirby, is advising that the agreement with the Steele Foundation be re-ratified

CONSENT ITEM: Mr. Sullivan moved, seconded by Ms. Garner, that the 2026 budget be approved as presented. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Kinney, that a valve replacement be purchased and installed at the Steele Library, by Jemco Water Treatment Services. VOTE: Unanimously Approved.

Ms. Dworkin moved, seconded by Ms. Smith, that the October Personnel Actions be approved as presented. VOTE: Unanimously Approved.

Executive Committee. (Document #2025-50)

Budget & Finance Committee. (Document #2025-51)

Buildings & Grounds Committee. (Document #2025-52)

Personnel Committee.

Election & Continuity Committee.

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Sullivan, that the board enter executive session to discuss personnel and negotiation issues. VOTE: Unanimously Approved.

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

Old Business.

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, November 20, 2025, at 6:00pm at the Horseheads Free Library.