



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 August meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday October 16, 2025 at 6:00 pm at the Big Flats 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 #2025-52)
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 #2025-56)
 - b) Budget & Finance Committee (Roberts)
 - 1) Report of the Committee meeting (document #2025-57)
 - c) Building & Grounds Committee (Smith)
 - 1) Report of the Committee meeting (document #2025-55)
 - 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 October 16, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
All Pro Locksmithing				
Bill	765.90	service calls + keys Inv #10032025	765.90	10 CC Library District
Total for All Pro Locksmithing	\$765.90		\$765.90	
Cris Johnson				
Bill	395.00	Spooky magic show - HH juv prog - 10/21	395.00	10 CC Library District
Total for Cris Johnson	\$395.00		\$395.00	
Culligan Water				
Bill	60.00	staff water dispenser-monthly rental fee Inv #272X35387804	60.00	10 CC Library District
Total for Culligan Water	\$60.00		\$60.00	
Erica Unterman				
Bill	650.00	SML adult prog - 10/20 and 10/27 stained glass workshop	650.00	50 Steele Foundation
Total for Erica Unterman	\$650.00		\$650.00	
First Transit, Inc				
Bill	285.12	Bookmobile fuel for September -Inv 11955691	285.12	10 CC Library District
Total for First Transit, Inc	\$285.12		\$285.12	
Grapes Unlimited LLC				
Bill	575.00	Plumbing services @ BF Inv #0002003	575.00	10 CC Library District
Total for Grapes Unlimited LLC	\$575.00		\$575.00	
Greenleaf Recycling				
Bill	75.00	Waste mgmt services - WE/HH/BF/ST - Inv #250930166433	75.00	10 CC Library District
Bill	75.00	Waste mgmt services - WE/HH/BF/ST - Inv #250930166390	75.00	10 CC Library District
Bill	75.00	Waste mgmt services - WE/HH/BF/ST - Inv #250930166377	75.00	10 CC Library District
Bill	140.00	Waste mgmt services - WE/HH/BF/ST - Inv # 250930166448	140.00	10 CC Library District
Total for Greenleaf Recycling	\$365.00		\$365.00	
Hannah Gile				
Bill	300.00	Cookie decorating Juv class - SML 10/18--Inv #000075	300.00	10 CC Library District
Total for Hannah Gile	\$300.00		\$300.00	
HoneyBeeMade				
Bill	75.00	SML adult prog - Beekeeping 101 Inv #396P-091725	75.00	50 Steele Foundation
Total for HoneyBeeMade	\$75.00		\$75.00	
Honeyduke Confections				

Draft of Unpaid Bills Detail
Chemung County Library District
As of October 16, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Bill	200.00	cupcakes for SML teen Halloween dance Inv #000071	200.00	50 Steele Foundation
Total for Honeyduke Confections	\$200.00		\$200.00	
Jemco				
Bill	635.00	quarterly contract installment - cooling tower Inv #86045	635.00	10 CC Library District
Total for Jemco	\$635.00		\$635.00	
Katherine Willson				
Bill	225.00	"Seeking Dead People" Genealogy class - via zoom- SML class 10/28/25	225.00	10 CC Library District
Total for Katherine Willson	\$225.00		\$225.00	
Lakeview Books				
Bill	318.21	SML Juv non fiction print Inv #ARP2500916	318.21	50 Steele Foundation
Total for Lakeview Books	\$318.21		\$318.21	
Magical Moments Media				
Bill	250.00	Photobooth - SML teen Halloween dance	250.00	50 Steele Foundation
Total for Magical Moments Media	\$250.00		\$250.00	
Orkin				
Bill	750.00	additional treatment -Inv #290934465	750.00	10 CC Library District
Total for Orkin	\$750.00		\$750.00	
OverDrive, Inc				
Bill	23.92	patron monthly online resource checkouts- Cust ID 1453-1001 Inv #01453SV25304965	23.92	10 CC Library District
Bill	1.99	patron monthly online resource checkouts- Cust ID 1453-1001 Inv #01453SV25305072	1.99	10 CC Library District
Bill	5.98	patron monthly online resource checkouts- Cust ID 1453-1001 Inv #01453SV25305312	5.98	10 CC Library District
Bill	2.99	patron monthly online resource checkouts- Cust ID 1453-1001 Inv #01453SV25305351	2.99	10 CC Library District
Total for OverDrive, Inc	\$34.88		\$34.88	
Past and Present DJ Productions				
Bill	300.00	SML Teen Halloween Dance -Inv #795	300.00	50 Steele Foundation
Total for Past and Present DJ Productions	\$300.00		\$300.00	
Penworthy Company				
Bill	37.92	SML Juv non - fiction Inv #0611236-	37.92	50 Steele Foundation

Draft of Unpaid Bills Detail

Chemung County Library District

As of October 16, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
IN				
Bill	1,291.87	juv fiction SML -Inv #0611236-IN	1,291.87	10 CC Library District
Total for Penworthy Company	\$1,329.79		\$1,329.79	
Sayles & Evans				
Bill	5,402.00	Attorney fees -through -08/31/25 inv#10457	5,402.00	10 CC Library District
Total for Sayles & Evans	\$5,402.00		\$5,402.00	
Shannah Warwick				
Bill	400.00	Teen costume workshop 10/20 - SML Inv 0145	400.00	50 Steele Foundation
Total for Shannah Warwick	\$400.00		\$400.00	
Smart Apple Media				
Bill	447.24	Juv print non fiction Inv ARG2000796	447.24	50 Steele Foundation
Total for Smart Apple Media	\$447.24		\$447.24	
Tammy Wilcox				
Bill	105.00	Oct x 3 Gentle Movements classes - VE	105.00	10 CC Library District
Bill	350.00	Sept/Oct Gentle Movements classes - HH x 7 Sept/Oct Yoga classes - HH x 7	350.00	80 FHH
Bill	70.00	Oct Gentle Movements classes - VE x 2	70.00	10 CC Library District
Total for Tammy Wilcox	\$525.00		\$525.00	
Timothy J. Collins				
Bill	2,075.00	Oct x 4 -SML juv Theater - Inv #2278 Oct -#11 TALE gust sessions - SML teen - Inv #2278 - Oct - Creative Writing x 3 Inv #2278	2,075.00	40 Grants
Bill	300.00	SML Teen & adult - accessible Oct D & D x 2 Inv #2278	300.00	50 Steele Foundation
Bill	350.00	SML adult Live Play D & D - 10/23/25--Inv #2274	350.00	50 Steele Foundation
Bill	240.00	SML Juv D & D x 2 sessions - Sept/Oct Inv #2256	240.00	10 CC Library District
Total for Timothy J. Collins	\$2,965.00		\$2,965.00	
TOTAL	\$17,253.14		\$17,253.14	

Unpaid Bills Detail

Chemung County Library District

As of October 1, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Air Temp Heating & Air Bill	3,250.00	monthly maintenance contract Inv #193018	3,250.00	10 CC Library District
Total for Air Temp Heating & Air	\$3,250.00		\$3,250.00	
Aleta Yarrow Bill	300.00	"Felting for Fall" - SML adult art class 10/16	300.00	50 Steele Foundation
Total for Aleta Yarrow	\$300.00		\$300.00	
All Pro Locksmithing Bill	229.85	service calls + lock installation Inv 09222025_1	229.85	10 CC Library District
Total for All Pro Locksmithing	\$229.85		\$229.85	
Amazon Capital Services Bill	18.99	all library purchases	18.99	50 Steele Foundation
Bill	2,000.72	all library purchases	2,000.72	10 CC Library District
Total for Amazon Capital Services	\$2,019.71		\$2,019.71	
Backstage Library Works Bill	14.50	Print Master Storage - Inv #ST0615	14.50	10 CC Library District
Total for Backstage Library Works	\$14.50		\$14.50	
Burr Counsulting LLC Bill	1,800.00	HR Consultant October 2025 retainer	1,800.00	10 CC Library District
Total for Burr Counsulting LLC	\$1,800.00		\$1,800.00	
Charlie and Checkers Bill	290.00	SML Juv -10/9 performance	290.00	10 CC Library District
Total for Charlie and Checkers	\$290.00		\$290.00	
Chemung Canal Trust Company Bill	532.04	Mastercard payment purchases - all libraries	532.04	10 CC Library District
Bill	467.65	Mastercard payment purchases - all libraries	467.65	50 Steele Foundation
Bill	1,423.85	Mastercard payment purchases - all libraries	1,423.85	10 CC Library District
Bill	51.88	Mastercard payment purchases - all libraries	51.88	40 Grants
Total for Chemung Canal Trust Company	\$2,475.42		\$2,475.42	
CPE Interlink Bill	2,309.75	SML Final payment for Data Cabling & installation -Inv #25-1042	2,309.75	30 Capital Improvement
Bill	1,918.00	Down payment for Data Cabling -- Inv #25-1081	1,918.00	30 Capital Improvement
Total for CPE Interlink	\$4,227.75		\$4,227.75	
Erica Unterman Bill	350.00	WE adult prog - 10/6 stained glass workshop	350.00	10 CC Library District

Unpaid Bills Detail

Chemung County Library District

As of October 1, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Total for Erica Unterman	\$350.00		\$350.00	
Frank Carcelli				
Bill	300.00	Bingo performer 10/4- SML	300.00	50 Steele Foundation
Total for Frank Carcelli	\$300.00		\$300.00	
Haefele TV, Inc.				
Bill	85.95	wifi connection @ VE- Oct Acct # 003-025231	85.95	10 CC Library District
Total for Haefele TV, Inc.	\$85.95		\$85.95	
IBFG Farms				
Bill	725.00	mowing/trimming/edging inv #48 8/22-9/11/25	725.00	10 CC Library District
Total for IBFG Farms	\$725.00		\$725.00	
Ingram Library Services				
Bill	1,157.46	Oct Stmt	1,157.46	60 HH Foundation
Bill	596.37	Oct Stmt	596.37	50 Steele Foundation
Bill	11,148.82	Oct Stmt	11,148.82	10 CC Library District
Total for Ingram Library Services	\$12,902.65		\$12,902.65	
JGF Funding				
Bill	2,037.04	main agree all branches - Inv #529681	2,037.04	10 CC Library District
Total for JGF Funding	\$2,037.04		\$2,037.04	
MidWest Tape				
Bill	440.07	all branches AV items	440.07	60 HH Foundation
Bill	2,454.63	all branches AV items	2,454.63	10 CC Library District
Bill	1,392.37	Hoopla online/streaming Inv #507822933	1,392.37	10 CC Library District
Total for MidWest Tape	\$4,287.07		\$4,287.07	
Noah's Ark Animal Workshop, Inc.				
Bill	287.64	HH Juv prog - Inv #73833	287.64	10 CC Library District
Total for Noah's Ark Animal Workshop, Inc.	\$287.64		\$287.64	
NYSEG				
Bill	615.69	gas & elec - HH--Stmt 09/22/25	615.69	10 CC Library District
Bill	517.01	gas & elec - HH--Stmt 09/22/25	517.01	10 CC Library District
Bill	462.87	gas & elec -BF Stmt 10/1/25	462.87	10 CC Library District
Total for NYSEG	\$1,595.57		\$1,595.57	
Orkin				
Bill	150.00	treatment of carpenter bees @ HH - Inv #283350974	150.00	10 CC Library District
Bill	114.00	treatment of carpenter bees @ HH - Inv #283350974	114.00	10 CC Library District
Total for Orkin	\$264.00		\$264.00	
Southern Tier Library System				
Bill	120.89	YA fiction e- books Inv #5055	120.89	10 CC Library District
Bill	3,265.99	Adult fiction e-books Inv 5061	3,265.99	10 CC Library District

Unpaid Bills Detail

Chemung County Library District

As of October 1, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Bill	3,232.97	Adult fiction e-books Inv 5063	3,232.97	10 CC Library District
Bill	189.99	Adult fiction e-books Inv 5062	189.99	10 CC Library District
Total for Southern Tier Library System	\$6,809.84		\$6,809.84	
Star-Gazette				
Bill	773.94	BF annual subscription through 08/31/2026 - Acct #SG2112750	773.94	50 Steele Foundation
Total for Star-Gazette	\$773.94		\$773.94	
Timothy J. Collins				
Bill	600.00	10/9 - Improv Show - SML -Inv #2273	600.00	50 Steele Foundation
Bill	240.00	SML Juv D & D - 9/20 & 10/18 - Inv #2256	240.00	10 CC Library District
Total for Timothy J. Collins	\$840.00		\$840.00	
Verizon				
Bill	35.59	elevator -land line -#751-754-284-0001-41 Stmt 09/03/25	35.59	10 CC Library District
Total for Verizon	\$35.59		\$35.59	
Verizon Wireless				
Bill	88.66	Bookmobile cell phone x 2 lines Inv #6124352252	88.66	10 CC Library District
Total for Verizon Wireless	\$88.66		\$88.66	
TOTAL	\$45,990.18		\$45,990.18	

Document #2025-55

Report of the October 1, 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, and Ms. Martha Smith. Also attending were Mr. Paul Chapman and Ms. Holly Melott, CCLD Management.

Mr. Chapman reported on the following:

- Renovations continue at SML, the punch list is being finalized, which includes the arrival of additional furniture and the final panel for the small conference room
- The SML HVAC project is to finalize the second week of November
- The following quotes were proposed: tree trimming at HH, BF, and WE, data cabling for the new processing room at SML, Sidewalk and Floor Repair Project at BF, and an AV Project, which includes new updated equipment in multiple locations at SML

The meeting adjourned at 5:45pm.

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

Report of the October 1, 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. Karen Snyder, 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 10/01/2025 for the General Fund in the amount of \$45,990.18. **Ms. Dworkin moved, seconded by Mr. Sullivan, to approve payment of the General Fund in the amount of \$45,990.18. VOTE: Unanimously Approved.**

Mr. Chapman reported on the following:

- He met with administration from EOP to collaborate and share support services and is looking forward to partnering with them in the future
- A Van Etten patron expressed gratitude for the extended hours
- A CDAR matured, a portion of the monies were reinvested
- He continues to meet with financial consultant, Nancy Kirby, to assess fundraising options. She has also recommended that the Krazinski and Denton bequeathals be returned to CCLD for direct investing
- He has submitted multiple documents for the policy committee to review
- Quotes for the following were presented: tree trimming at HH, BF, and WE, data cabling for the new processing room at SML, sidewalk repair and book drop installation project at BF, and an AV Project, which includes new updated equipment in multiple locations at SML

Mr. Padgett moved, seconded by Ms. Roberts, that the BF Sidewalk Repair and Book Drop Installation Quote in the amount of \$29,750 be accepted. VOTE: Unanimously Approved.

Mr. Sullivan moved, seconded by Ms. Kinney, that the AV Project Quote, in the amount of \$37,337, be accepted. VOTE: Unanimously Approved.

Mr. Padgett moved, seconded by Ms. Snyder, that the quote from CPE Interlink for data cabling in the new processing room at Steele for the amount of \$3,836, be accepted. VOTE: Unanimously Approved.

Ms. Dworkin moved, seconded by Mr. Sullivan, that the quote from Jon's Tree Trimming Service in the amount of \$2,500/location, BF, HH, and WE, for a total of \$7,500 be accepted. VOTE: Unanimously Approved.

Ms. Dworkin reported on the following:

- Negotiations continue, a meeting was held on 9/30, additional date(s) are planned for October
- Attorney, Kim Middaugh, is striving to finalize the property purchase in Southport
- Ms. Muriel Friend has moved and no longer resides in the 2nd district. The board has accepted her resignation and is deeply grateful for her service. A candidate has been secured to run in the upcoming election.
- Chemung County representatives are being sought for both the Southern Tier Library System Board and the Southern Tier Library System Foundation, inform her if you know of anyone who may be interested
- She has been contacted by someone affiliated with the "*Ithaca Times*". They proposed including CCLD in an online newsfeed. Updates will be shared as they become available.

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

Report of the October 8, 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 October 16, 2025 for the General Fund, \$17,253.14. Details will be forwarded to the full CCLD board for its consideration.

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

Mr. Chapman has directed staff to finalize 2025 library material purchases by 10/31/25. Budget reallocations may be presented in November. He will be sending the 2026 budget for review.

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

Balance Sheet - Trustee report

Chemung County Library District

As of September 30, 2025

Distribution account	Total
Assets	
Current Assets	
Bank Accounts	
1100 General Cash Funds	761.76
1110 General Now CHECKING -2432	45,446.09
1115 CCTC Paypal transfer account-7692	540.00
1116 PayPal ONLINE Account	207.19
1130 ICS-Insured Cash -2968	28,913.11
1140 ICS Sweep -1490	0.00
1190 CDARS Restricted CDs	1,468,454.86
1195 CDARS-Non-Restricted/Other cds	2,108,645.83
1200 Payroll NOW Checking-2511	169,992.79
Total for 1200 Payroll NOW Checking-2511	\$182,453.33
Total for Bank Accounts	\$3,835,422.17
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	\$4,319,452.16
Fixed Assets	
Other Assets	
Total for Assets	\$4,319,452.16
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	4,213.34
Total for Accounts Payable	\$4,213.34
Credit Cards	
Other Current Liabilities	
2150 Retiree sick liability	
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	193.90
2221 CSEA Life Insuranc	44.40
2222 CSEA Member Dues	2,341.02
2223 CSEA People	30.80
2224 CSEA Persnl/OI	312.14
2230 Pension	3.74
2231 Retirement Arrears	-3.74
2232 Retirement Loan	0.00
2240 Def/Comp Amount	1,730.00
2241 Def Comp Percent	2,774.88
2242 Def/Comp Roth	659.32
2250 Child Support Chemung County	0.00
2255 Aflac	339.87
2290 NYS Ret - employer portion	207,886.50
2299 Accrued Payroll	57,259.29
Total for Other Current Liabilities	\$318,756.58
Total for Current Liabilities	\$322,969.92
Long-term Liabilities	
Total for Liabilities	\$322,969.92
Equity	
3120 Unrestricted fund balance	3,927,647.05
Net Income	-363,411.26
3160 Net Investment in capital asset	432,246.45
Total for Equity	\$3,996,482.24
Total for Liabilities and Equity	\$4,319,452.16

Accrual Basis Tuesday, October 07, 2025 06:26 PM GMTZ

Chemung County Library District

Monthly Board Budget Report

January - September 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	24,303	28,316	(4,013)	85.83%
4800 Interest Income	129,401	250,000	(120,599)	51.76%
4820 Fees and Services	5,068		5,068	
4950 Miscellaneous	8,873	0	8,873	
Total Income	\$ 4,390,033	\$ 4,748,213	\$ (358,180)	92.46%
Gross Profit	\$ 4,390,033	\$ 4,748,213	\$ (358,180)	92.46%
Expenses				
5000 Payroll & related expenses	2,557,834	3,427,576	(869,742)	74.63%
6000 Library services	484,326	582,358	(98,032)	83.17%
6500 Programming support	5,352	7,000	(1,648)	76.46%
6600 Operations Support	48,733	65,500	(16,767)	74.40%
6700 Technology	13,347	31,400	(18,053)	42.51%
6800 Bookmobile costs	10,298	15,000	(4,702)	68.65%
6900 Administrative -Other	92,346	114,000	(21,654)	81.01%
7000 Facilities cost	185,984	215,800	(29,816)	86.18%
8000 Capital Improvements	0	239,680	(239,680)	0.00%
8500 Other Miscellaneous Costs	42,751	58,900	(16,149)	72.58%
Total Expenses	\$ 3,440,971	\$ 4,757,213	\$ (1,316,242)	72.33%
Net Operating Income	\$ 949,062	\$ (9,000)	\$ 958,062	-10545.13%
Other Expenses				
9500 Project Costs	1,474,061		1,474,061	
Total Other Expenses	\$ 1,474,061	\$ -	\$ 1,474,061	
Net Other Income	\$ (1,474,061)	\$ -	\$ (1,474,061)	
Net Income	\$ (524,999)	\$ (9,000)	\$ (515,999)	5833.32%

Unpaid Bills Detail

Chemung County Library District

As of October 16, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Air Temp Heating & Air Bill	3,250.00	monthly maintenance contract Inv #193464	3,250.00	10 CC Library District
Total for Air Temp Heating & Air	\$3,250.00		\$3,250.00	
All Pro Locksmithing Bill	765.90	service calls + keys Inv #10032025	765.90	10 CC Library District
Total for All Pro Locksmithing	\$765.90		\$765.90	
American Button Machines Bill	582.95	Button making machine & supplies-- Order #152957	582.95	10 CC Library District
Total for American Button Machines	\$582.95		\$582.95	
Brodart Co. Bill	114.84	processing supplies -Inv #664992	114.84	10 CC Library District
Total for Brodart Co.	\$114.84		\$114.84	
Chemung Canal Trust Company Bill	1,344.46	Mastercard payment purchases - all libraries	1,344.46	25 Investments
Bill	1,183.34	Mastercard payment purchases - all libraries	1,183.34	50 Steele Foundation
Bill	2,758.41	Mastercard payment purchases - all libraries	2,758.41	10 CC Library District
Bill	469.92	Mastercard payment purchases - all libraries	469.92	10 CC Library District
Bill	41.00	Mastercard payment purchases - all libraries	41.00	50 Steele Foundation
Total for Chemung Canal Trust Company	\$5,797.13		\$5,797.13	
Cris Johnson Bill	395.00	Spooky magic show - HH juv prog - 10/21	395.00	10 CC Library District
Total for Cris Johnson	\$395.00		\$395.00	
Culligan Water Bill	60.00	staff water dispenser-monthly rental fee Inv #272X35387804	60.00	10 CC Library District
Total for Culligan Water	\$60.00		\$60.00	
Erica Unterman Bill	700.00	SML adult prog - 10/20 and 10/27 stained glass workshop	700.00	50 Steele Foundation
Total for Erica Unterman	\$700.00		\$700.00	
First Transit, Inc Bill	285.12	Bookmobile fuel for September -Inv 11955691	285.12	10 CC Library District
Total for First Transit, Inc	\$285.12		\$285.12	
Grapes Unlimited LLC Bill	575.00	Plumbing services @ BF Inv #0002003	575.00	10 CC Library District

Unpaid Bills Detail

Chemung County Library District

As of October 16, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Total for Grapes Unlimited LLC	\$575.00		\$575.00	
Greenleaf Recycling				
Bill	75.00	Waste mgmt services - WE/HH/BF/ST - Inv #250930166433	75.00	10 CC Library District
Bill	75.00	Waste mgmt services - WE/HH/BF/ST - Inv #250930166390	75.00	10 CC Library District
Bill	75.00	Waste mgmt services - WE/HH/BF/ST - Inv #250930166377	75.00	10 CC Library District
Bill	140.00	Waste mgmt services - WE/HH/BF/ST - Inv # 250930166448	140.00	10 CC Library District
Total for Greenleaf Recycling	\$365.00		\$365.00	
Hannah Gile				
Bill	300.00	Cookie decorating Juv class - SML 10/18--Inv #000075	300.00	10 CC Library District
Total for Hannah Gile	\$300.00		\$300.00	
HoneyBeeMade				
Bill	75.00	SML adult prog - Beekeeping 101 Inv #396P-091725	75.00	50 Steele Foundation
Total for HoneyBeeMade	\$75.00		\$75.00	
Honeyduke Confections				
Bill	200.00	cupcakes for SML teen Halloween dance Inv #000071	200.00	50 Steele Foundation
Total for Honeyduke Confections	\$200.00		\$200.00	
Horseheads Printing				
Bill	210.10	Monthly flyers Inv #32779-	210.10	60 HH Foundation
Total for Horseheads Printing	\$210.10		\$210.10	
IBFG Farms				
Bill	1,100.00	mowing/trimming/edging inv #49 9/16/25 & 10/2	1,100.00	10 CC Library District
Total for IBFG Farms	\$1,100.00		\$1,100.00	
Jemco				
Bill	635.00	quarterly contract installment - cooling tower Inv #86045	635.00	10 CC Library District
Total for Jemco	\$635.00		\$635.00	
John Mills Electric, Inc.				
Bill	175.00	service call @ SML Inv #13172	175.00	10 CC Library District
Total for John Mills Electric, Inc.	\$175.00		\$175.00	
Katherine Willson				
Bill	225.00	"Seeking Dead People" Genealogy class - via zoom- SML class 10/28/25	225.00	10 CC Library District
Total for Katherine Willson	\$225.00		\$225.00	

Unpaid Bills Detail

Chemung County Library District

As of October 16, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Lakeview Books				
Bill	318.21	SML Juv non fiction print Inv #ARP2500916	318.21	50 Steele Foundation
Total for Lakeview Books	\$318.21		\$318.21	
Magical Moments Media				
Bill	250.00	Photobooth - SML teen Halloween dance	250.00	50 Steele Foundation
Total for Magical Moments Media	\$250.00		\$250.00	
Nancy Kirby Kurjakovic				
Bill	1,125.00	Financial consulting September 2025	1,125.00	10 CC Library District
Total for Nancy Kirby Kurjakovic	\$1,125.00		\$1,125.00	
Noah's Ark Animal Workshop, Inc.				
Bill	739.64	SML Juv prog -Inv # 74090	739.64	10 CC Library District
Bill	739.64	SML Juv prog -Inv # 74089	739.64	10 CC Library District
Total for Noah's Ark Animal Workshop, Inc.	\$1,479.28		\$1,479.28	
NYSEG				
Bill	4,921.63	gas & elec - SML--Stmt 10/14/25	4,921.63	10 CC Library District
Bill	25.94	gas & elec - SML--Stmt 10/10/25	25.94	10 CC Library District
Total for NYSEG	\$4,947.57		\$4,947.57	
Orkin				
Bill	114.00	monthly treatment - acct #***8634 @ SML -Inv #266717439	114.00	10 CC Library District
Bill	750.00	additional treatment -Inv #290934465	750.00	10 CC Library District
Bill	75.00	seasonal treatment - Inv #289307302	75.00	10 CC Library District
Bill	150.00	treatment of carpenter bees @BF - Inv #283253572	150.00	10 CC Library District
Total for Orkin	\$1,089.00		\$1,089.00	
OverDrive, Inc				
Bill	23.92	patron monthly online resource checkouts- Cust ID 1453-1001 Inv #01453SV25304965	23.92	10 CC Library District
Bill	1.99	patron monthly online resource checkouts- Cust ID 1453-1001 Inv #01453SV25305072	1.99	10 CC Library District
Bill	5.98	patron monthly online resource checkouts- Cust ID 1453-1001 Inv #01453SV25305312	5.98	10 CC Library District
Bill	2.99	patron monthly online resource checkouts- Cust ID 1453-1001 Inv #01453SV25305351	2.99	10 CC Library District
Total for OverDrive, Inc	\$34.88		\$34.88	

Unpaid Bills Detail

Chemung County Library District

As of October 16, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Past and Present DJ Productions				
Bill	300.00	SML Teen Halloween Dance -Inv #795	300.00	50 Steele Foundation
Total for Past and Present DJ Productions	\$300.00		\$300.00	
Penworthy Company				
Bill	37.92	SML Juv non - fiction Inv #0611236-IN	37.92	50 Steele Foundation
Bill	1,291.87	juv fiction SML -Inv #0611236-IN	1,291.87	10 CC Library District
Total for Penworthy Company	\$1,329.79		\$1,329.79	
Playaway Products LLC				
Bill	78.72	SML Juv -Inv #509775	78.72	10 CC Library District
Total for Playaway Products LLC	\$78.72		\$78.72	
Sayles & Evans				
Bill	5,402.00	Attorney fees -through -08/31/25 inv#10457	5,402.00	10 CC Library District
Total for Sayles & Evans	\$5,402.00		\$5,402.00	
Shannah Warwick				
Bill	400.00	Teen costume workshop 10/20 - SML Inv 0145	400.00	50 Steele Foundation
Total for Shannah Warwick	\$400.00		\$400.00	
Smart Apple Media				
Bill	447.24	Juv print non fiction Inv ARG2000796	447.24	50 Steele Foundation
Total for Smart Apple Media	\$447.24		\$447.24	
Tammy Wilcox				
Bill	350.00	Sept/Oct Gentle Movements classes - HH x 7	350.00	80 FHH
Bill	70.00	Sept/Oct Yoga classes - HH x 7 Oct Gentle Movements classes - VE x 2	70.00	10 CC Library District
Total for Tammy Wilcox	\$420.00		\$420.00	
Timothy J. Collins				
Bill	2,075.00	Oct x 4 -SML juv Theater - Inv #2278 Oct -#11 TALE gust sessions - SML teen - Inv #2278 - Oct - Creative Writing x 3 Inv #2278	2,075.00	40 Grants
Bill	300.00	SML Teen & adult - accessible Oct D & D x 2 Inv #2278	300.00	50 Steele Foundation
Bill	350.00	SML adult Live Play D & D - 10/23/25--Inv #2274	350.00	50 Steele Foundation
Bill	240.00	SML Juv D & D x 2 sessions - Sept/Oct Inv #2256	240.00	10 CC Library District
Total for Timothy J. Collins	\$2,965.00		\$2,965.00	
Verizon				
Bill	35.73	elevator -land line -#751-754-284-0001-41	35.73	10 CC Library District

Unpaid Bills Detail

Chemung County Library District

As of October 16, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Stmt 10/3/25				
Total for Verizon	\$35.73		\$35.73	
TOTAL	\$36,433.46		\$36,433.46	

Unpaid Bills Detail

Chemung County Library District

As of October 16, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Jons Tree Serivce				
Bill	2,500.00	Tree trimming @ WE -Quote #1304	2,500.00	10 CC Library District
Bill	2,500.00	Tree trimming @ BF -Quote #1299	2,500.00	10 CC Library District
Bill	2,500.00	Tree trimming @ HH -Quote #1298	2,500.00	10 CC Library District
Total for Jons Tree Serivce	\$7,500.00		\$7,500.00	
TOTAL	\$7,500.00		\$7,500.00	