



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 September 18, 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 #2025-46)
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 #2025-50)
 - b) Budget & Finance Committee (Roberts)
 - 1) Report of the Committee meeting (document #2025-51)
 - c) Building & Grounds Committee (Smith)
 - 1) Report of the Committee meeting (document #2025-49)
 - d) Personnel Committee (Appenzellar)
 - e) Election and Continuity Committee (Hansen)
9. Executive Session
10. Old business
11. New business
 1. Referendum to join the Tompkins County Health Consortium
 2. Steele Memorial Library Foundation Agreement
 3. New York State and Local Retirement System Standard Work Day Resolution
12. Period for public expression
13. Adjournment

(draft Minutes of the August 21, 2025 meeting of the Chemung County Library District Board of Trustees. Document #2025-46)

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Ms. Patricia Kinney, Mr. Kevin Hansen, Ms. Judith Elston, Ms. Lee Saginario, Ms. Lillian White, Mr. Wayne Adams, Mr. Kevin Sullivan, Ms. Martha Smith, Ms. Karen Snyder, Mr. Mark Padgett, and Ms. Laurie Garner. Excused: Ms. Muriel Friend, Ms. Penny Appenzellar, and Ms. Jessica Roberts. 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 July meeting (Document #2025-40) were presented for board review. Mr. Padgett moved that the July Board minutes be approved as presented, seconded by Ms. Snyder. **VOTE: Unanimously Approved.**

Report of Unpaid Bills. Ms. Kinney moved, seconded by Ms. Smith, that the board authorize the payment of the unpaid bills dated 08/21/2025 in the amount of \$98,089.46. **VOTE: Unanimously Approved.**

Mr. Padgett moved, seconded by Ms. Garner, that the board accept the July Monthly Board Budget Report as presented. VOTE: Unanimously Approved

Mr. Hansen moved, seconded by Mr. Sullivan, that the board accept the July Balance Sheet as presented. VOTE: Unanimously Approved

Correspondence:

President's Report:

- Ms. Dworkin, along with Mr. Chapman and a number of other trustees, attended the mural dedication at the Big Flats Library
- Contract negotiations are underway, additional meetings are scheduled. The negotiating committee attended a presentation of health insurance coverage options.

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Padgett, that CCLD administration move forward with the application process to join the Greater Tompkins County Municipal Health Insurance Consortium, which includes any electronic or print forms, documents or resolutions as part of the application. **VOTE: Unanimously Approved** by Ms. Rachel Dworkin, Ms. Patricia Kinney, Mr. Kevin Hansen, Ms. Judith Elston, Ms. Lee Saginario, Ms. Lillian White, Mr. Wayne Adams, Mr. Kevin Sullivan, Ms. Martha Smith, Ms. Karen Snyder, Mr. Mark Padgett, and Ms. Laurie Garner.

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

- STLS has suspended ILL services. Alternative solutions are being evaluated
- Makerspace is moving in to their new location
- The circulation project at Steele is nearing completion, awaiting installation of electronic services
- He will be presenting at the Kiwanis Club later in August

Mr. Matthew Burr, HR Consultant, conducted the New York State Sexual Harassment Prevention training

Ms. Dworkin moved, seconded by Mr. Sullivan, that the August Personnel Actions be approved as presented. VOTE: Unanimously Approved.

Executive Committee. (Document #2025-38)

Budget & Finance Committee. (Document #2025-39)

Buildings & Grounds Committee. (Document #2025-43)

Personnel Committee.

Election & Continuity Committee.

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Smith, that the board approve a maximum, \$5,000 budget for the 2025 trustee election. VOTE: Unanimously Approved.

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

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

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Kinney, that the board accept the contract with Mr. Paul Chapman as presented. VOTE: Unanimously Approved.

Old Business.

New Business:

Public Expression.

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

The next regular meeting of the board will be held on Thursday, September 28, 2025, at 6:00pm at the West Elmira Library.

Balance Sheet - Trustee report

Chemung County Library District

As of August 31, 2025

Distribution account	Total
Assets	
Current Assets	
Bank Accounts	
1100 General Cash Funds	761.76
1110 General Now CHECKING -2432	12,239.54
1115 CCTC Paypal transfer account-7692	540.00
1116 PayPal ONLINE Account	188.06
1130 ICS-Insured Cash -2968	771,972.82
1140 ICS Sweep -1490	
1190 CDARS Restricted CDs	1,498,950.65
1195 CDARS-Non-Restricted/Other cds	2,101,690.84
1200 Payroll NOW Checking-2511	69,346.30
Total for 1200 Payroll NOW Checking-2511	\$83,010.34
Total for Bank Accounts	\$4,469,354.01
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	\$4,953,384.00
Fixed Assets	
Other Assets	
Total for Assets	\$4,953,384.00
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	13,165.92
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	2,321.62
2223 CSEA People	30.80
2224 CSEA Persnl/OI	312.14
2230 Pension	
2231 Retirement Arrears	
2232 Retirement Loan	
2240 Def/Comp Amount	1,730.00
2241 Def Comp Percent	2,765.50
2242 Def/Comp Roth	671.36
2250 Child Support Chemung County	
2255 Aflac	339.87
2290 NYS Ret - employer portion	184,788.00
2299 Accrued Payroll	57,259.29
Total for Other Current Liabilities	\$283,484.08
Total for Current Liabilities	\$283,484.08
Long-term Liabilities	
Total for Liabilities	\$283,484.08
Equity	
3120 Unrestricted fund balance	3,927,647.05
Net Income	310,006.42
3160 Net Investment in capital asset	432,246.45
Total for Equity	\$4,669,899.92
Total for Liabilities and Equity	\$4,953,384.00

Accrual Basis Monday, September 08, 2025 07:46 PM GMTZ

Chemung County Library District

Monthly Board Budget Report

January -August 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	59,496	72,000	(12,504)	82.63%
4200 State Aid	0	211,705	(211,705)	0.00%
4300 Grants	20,800		20,800	
4400 Foundation Support	90,477	162,577	(72,100)	55.65%
4600 UnrestrictedContributionsIncome	24,282	28,316	(4,034)	85.75%
4800 Interest Income	121,720	250,000	(128,280)	48.69%
4820 Fees and Services	4,867		4,867	
4950 Miscellaneous	8,362	0	8,362	
Total Income	\$ 4,353,620	\$ 4,748,213	\$ (394,593)	91.69%
Gross Profit	\$ 4,353,620	\$ 4,748,213	\$ (394,593)	91.69%
Expenses				
5000 Payroll & related expenses	2,370,573	3,427,576	(1,057,003)	69.16%
6000 Library services	442,276	582,358	(140,081)	75.95%
6500 Programming support	5,228	7,000	(1,772)	74.69%
6600 Operations Support	45,780	65,500	(19,720)	69.89%
6700 Technology	12,528	31,400	(18,872)	39.90%
6800 Bookmobile costs	10,298	15,000	(4,702)	68.65%
6900 Administrative -Other	90,546	114,000	(23,454)	79.43%
7000 Facilities cost	169,948	215,800	(45,852)	78.75%
8000 Capital Improvements	0	239,680	(239,680)	0.00%
8500 Other Miscellaneous Costs	42,260	58,900	(16,640)	71.75%
Total Expenses	\$ 3,189,437	\$ 4,757,213	\$ (1,567,776)	67.04%
Net Operating Income	\$ 1,164,183	\$ (9,000)	\$ 1,173,183	-12935.37%
Other Expenses				
9500 Project Costs	1,469,585		1,469,585	
Total Other Expenses	\$ 1,469,585	\$ -	\$ 1,469,585	
Net Other Income	\$ (1,469,585)	\$ -	\$ (1,469,585)	
Net Income	\$ (305,402)	\$ (9,000)	\$ (296,402)	3393.36%

Draft of Unpaid Bills Detail
Chemung County Library District
As of September 18, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
Air Temp Heating & Air Bill	327.00	service call @ SML-service call @ SML Inv #192879	327.00	10 CC Library District
Total for Air Temp Heating & Air	\$327.00		\$327.00	
Aleta Yarrow Bill	300.00	Colorwash Tote Bags 9/20/25--HH	300.00	10 CC Library District
Total for Aleta Yarrow	\$300.00		\$300.00	
Demco, Inc. Bill	2,515.37	Inv # 7692384 -charging stations	2,515.37	25 Investments
Total for Demco, Inc.	\$2,515.37		\$2,515.37	
Eastern Security Services Bill	128.85	monitoring 10/01/25-01/01/26 SML Inv #R276986	128.85	10 CC Library District
Total for Eastern Security Services	\$128.85		\$128.85	
Erica Unterman Bill	350.00	SML adult prog - 09/22 stained glass class: spiders--Inv #09022025	350.00	50 Steele Foundation
Total for Erica Unterman	\$350.00		\$350.00	
Essential Constructs LLC Bill	325,991.00	MakerSpace project costs - Inv #24-1151-05	325,991.00	30 Capital Improvement
Total for Essential Constructs LLC	\$325,991.00		\$325,991.00	
First Transit, Inc Bill	242.19	Bookmobile fuel for August -Inv #11954489	242.19	10 CC Library District
Total for First Transit, Inc	\$242.19		\$242.19	
Orkin Bill	114.00	monthly treatment - acct #***8634 @ SML -Inv #263641625	114.00	10 CC Library District
Bill	75.00	additional/seasonal treatment -Inv #289307301	75.00	10 CC Library District
Total for Orkin	\$189.00		\$189.00	
OverDrive, Inc Bill	2.99	patron monthly online resource checkouts- Cust ID 1453-1001 Inv #01453SV25267265	2.99	10 CC Library District
Bill	11.96	patron monthly online resource checkouts- Cust ID 1453-1001 Inv #01453SV25267362	11.96	10 CC Library District
Bill	3.98	patron monthly online resource checkouts- Cust ID 1453-1001 Inv #01453SV25267545	3.98	10 CC Library District
Bill	8.97	patron monthly online resource	8.97	10 CC Library District

Draft of Unpaid Bills Detail
Chemung County Library District
As of September 18, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE	BUSINESS FULL NAME
		checkouts- Cust ID 1453-1001 Inv #01453SV25267587		
Total for OverDrive, Inc	\$27.90		\$27.90	
Penworthy Company				
Bill	596.05	juv fiction BKM -Inv #0610408-IN	596.05	10 CC Library District
Total for Penworthy Company	\$596.05		\$596.05	
Playaway Products LLC				
Bill	68.99	SML Juv -Inv #510569	68.99	10 CC Library District
Bill	184.97	SML Juv Inv #510178	184.97	10 CC Library District
Bill	117.98	SML Juv Inv #510196	117.98	10 CC Library District
Bill	182.97	SML Juv --Inv #510219	182.97	10 CC Library District
Total for Playaway Products LLC	\$554.91		\$554.91	
Regina Hill				
Bill	287.50	QuickBooks consultant services - Inv #1204 July/Aug invoice	287.50	10 CC Library District
Total for Regina Hill	\$287.50		\$287.50	
Smithome Farm				
Bill	15.00	Bingo prize - 10/4	15.00	50 Steele Foundation
Total for Smithome Farm	\$15.00		\$15.00	
Southern Tier Library System				
Bill	35,768.98	E-books - Adult fic --3rd quarter cost share-Inv #4781	35,768.98	10 CC Library District
Bill	930.27	3rd quarter cost share-Inv #4781 E-books Adult non- fiction-3rd quarter cost share-Inv #4781	930.27	50 Steele Foundation
Bill	3,014.54	Adult fiction e-books Inv 5047	3,014.54	10 CC Library District
Bill	2,999.55	Adult fiction e-books Inv 5048	2,999.55	10 CC Library District
Total for Southern Tier Library System	\$42,713.34		\$42,713.34	
Tammy Wilcox				
Bill	140.00	Sept x 4 Gentle Movements classes - VE	140.00	10 CC Library District
Total for Tammy Wilcox	\$140.00		\$140.00	
Timothy J. Collins				
Bill	300.00	Live Play D & D - 09/25/25--Inv #2270	300.00	50 Steele Foundation
Bill	2,625.00	Sept TALE #13 sessions--Inv # 2268 Sept #4 Teen D & D/# 3 Creative Writing--Inv # 2268 Sept #3 Kids Theater --Inv # 2268	2,625.00	40 Grants
Total for Timothy J. Collins	\$2,925.00		\$2,925.00	
TOTAL	\$377,303.11		\$377,303.11	

Report of the September 3, 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. Lee Saginario, Ms. Karen Snyder, Ms. Judith Elston, Mr. Kevin Hansen, Ms. Pat Kinney, and Ms. Penny Appenzellar. Mr. Paul Chapman and Ms. Holly Melott, CCLD management, were also present.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 09/3/2025 for the General Fund in the amount of \$38,301.58. **Mr. Hansen moved, seconded by Ms. Appenzellar, to approve payment of the General Fund in the amount of \$38,301.58. VOTE: Unanimously Approved.**

Mr. Chapman reported on the following:

- A proposal was received from Barber Funeral Home in Horseheads, requesting that CCLD split the cost of paving the parking lot at a cost of \$3,402
- Van Etten staff are requesting that \$250 from the VE juvenile programming budget be reallocated to the VE adult programming budget
- Code of conduct revisions were distributed, reorganization and clarification of information is still underway. Members were asked to continue editing and reviewing.

Mr. Padgett moved, seconded by Ms. Smith, to approve the quote from Captain Seal Coating for the Horseheads Free Library parking lot, in the amount of \$3,402. VOTE: Unanimously Approved.

Ms. Dworkin moved, seconded by Ms. Appenzellar, to approve the reallocation of \$250 from the VE juvenile programming budget to the VE adult programming budget. VOTE: Unanimously Approved.

Ms. Dworkin reported on the following:

- Ballot petitions are due in to the business office by close of business Friday, September 12th

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, October 1, 2025 at 6 pm in the auditorium at the Steele Memorial Library.

Document #2025-49

Report of the September 3, 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, 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:

- A grand opening celebration was held on September 3 for the new Makerspace area. The event was attended by over 50 staff and community members.
- The new circulation area at Steele is set to be open in the next two weeks
- Demolition of the old conference room is set to begin, in addition to the installation of the circulation supervisor's new office walls
- He will be presenting at the Kiwanis Club on 9/4
- The Jemco system had a valve issue which caused excessive amounts of water to be used, the concern has been resolved
- Essential Constructs has proposed a quote in the amount of \$34,784 to upgrade AV equipment in multiple spaces at Steele

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, October 1, 2025 at 5:30pm in the auditorium of the Steele Memorial Library.

Report of the September 10, 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 September 18, 2025 for the General Fund, \$377,303.11. Details will be forwarded to the full CCLD board for its consideration.

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

Administration will be having their monthly financial consultation on September 11, 2025.

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