



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.cclid.lib.ny.us

Agenda

The December meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday January 16, 2025 at 6:00 pm at the Steele Memorial 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 #2024-70)
4. Treasurer's report
 - a) Report of Unpaid Bills Detail
 - b) Monthly Cash Balance Report
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 #2025-02)
 - b) Budget & Finance Committee (Roberts)
 - 1) Report of the Committee meeting (document #)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2025-01)
 - d) Personnel Committee (Appenzellar)
 - e) Election and Continuity Committee (Hansen)
9. Executive Session
10. Old business
11. New business
 1. Swearing in of officers
 2. Approval of funds received
12. Period for public expression
13. Adjournment

(draft Minutes of the December 19, 2024 meeting of the Chemung County Library District Board of Trustees. Document #2024-70)

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

Minutes. The minutes of the November 21, 2024 meeting (Document #2024-64) were presented for board review. Ms. Appenzellar moved that the November Board minutes be approved as presented, seconded by Ms. Friend. VOTE: Unanimously Approved.

Mr. Padgett moved, seconded by Mr. Adams, that the board accept the November Monthly Cash Balance Reports as presented. VOTE: Unanimously Approved

Report of Unpaid Bills. Ms. Kinney moved, seconded by Ms. Snyder, that the board authorize the payment of the unpaid bills dated 12/19/2024 in the amount of \$32,073.45. VOTE: Unanimously Approved.

Correspondence:

- Mr. Chapman received both written and oral gratitude from parents, expressing their appreciation for the space and staff of the Steele juvenile department
- A check in the amount of \$1,000 was received as a unrestricted donation from Carlos Flores, via the Bank of America Charitable Gift Fund
- A note of thanks was received from the Elmira Regional Art Society, acknowledging the opportunity to partner with CCLD

CONSENT ITEM: Mr. Padgett moved, seconded by Mr. Hansen, that the board accept the donation noted above in the amount of \$1,000. VOTE: Unanimously Approved

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

- A detailed report of the budget election results were shared
- Ms. Dworkin received an email from Betsy Gorman, Chemung County STLS representative. A vacancy has been created, due to the resignation of Mr. Michael Steffens. Alert Ms. Dworkin if you know of potential candidates.

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

- The new CCLD website will go live on January 8, 2025
- The Mosaic mobile dental unit will be at Steele each Thursday and Friday, once a dentist is hired, the unit will be on site each day Steele is open
- Fall continuing education day was held on Friday, November 22nd, an informative and successful endeavor.
- Mr. Chapman presented the following renovation proposals: Steele Seating and Tables Project, Tech Center Change Order 001, Maker Space Project, Steele Cabling Project, and Steele First Floor Lighting Project R1, each to be completed by Essential Constructs

CONSENT ITEM: Ms. Garner moved, seconded by Ms. Snyder, that the board accept the Steele Seating and Tables Project proposal as presented at a cost of \$205,236. VOTE: Unanimously Approved

CONSENT ITEM: Mr. Schwesinger moved, seconded by Ms. Roberts, that the board accept the Tech Center Change Order 001 proposal as presented at a cost of \$28,925.

VOTE: Unanimously Approved

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Appenzellar, that the board accept the Maker Space Project proposal as presented at a cost of \$64,391. **VOTE:**

Unanimously Approved

CONSENT ITEM: Mr. Padgett moved, seconded by Ms. Friend, that the board accept the Steele Cabling Project proposal as presented at a cost of \$13,435. **VOTE:** Unanimously Approved

CONSENT ITEM: Ms. Friend moved, seconded by Ms. Roberts, that the board accept the Steele First Floor Lighting Project R1 proposal as presented at a cost of \$130,305. **VOTE:** Unanimously Approved

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

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2024-68)

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2024-69)

Buildings & Grounds Committee. (Document #2024-67)

Personnel Committee.

Election & Continuity Committee. Mr. Hansen proposed an amendment to the bylaws, concerning how a tie should be broken for the trustee election.

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Adams, that the provisionally approved amendment to the bylaws be submitted to CCLD attorney, Kim Middaugh for review. **VOTE:** Unanimously Approved.

Old Business.

New Business:

Public Expression. Mr. Daniel Valdes conceded the 11th district Trustee position to Ms. Lee Saginario.

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

The next regular meeting of the board will be held on Thursday, January 16, 2024, at 6:00pm at the Steele Memorial Library.

Acct #	Description	Balance as of 11/29/24	APR	Interest Earned - December 2024	Balance as of 12/31/2024	Maturity date
	General Fund Checking	25,721.88	0.02%		24,137.09	
	Grant Fund Checking	825.09	0.02%		709.12	
	Payroll Checking Account	356,645.20	0.02%	2.64	95,816.01	
	General Imma/Savings		0.10%			***acct closed 7/10/24
	Grant/CBA Imma Savings	49,617.76	0.10%	8.84	100,527.76	
	PayPal Account	540.00			540.00	
	ICS Shadow Account	867,586.76	1.91%	1,505.74	895,037.33	
	Subtotal	1,300,936.69		1,517.22	1,116,767.31	
3227	CDAR-26 weeks	3,018,140.52	3.80%	9,575.49	3,027,716.01	4/3/2025
4609	CDAR-26 weeks		4.75%		-	10/3/2024
R-4587	CDAR-26 weeks		4.75%		-	10/3/2024
R-3154	CDAR -13 weeks	257,539.55	4.15%	890.94	258,430.49	1/2/2025
R-4676	CDAR-52 weeks		4.40%			4/3/2025 closed 11/21/2024
4641	CDAR -13 weeks		4.80%		-	7/5/2024
R-4536	CDAR-13 weeks		4.80%		-	7/5/2024
5468	CDAR-13 weeks		4.85%		-	4/4/2024
5484	CDAR -26 weeks		4.90%		-	7/5/2024
R-5492	CDAR -52 weeks		4.70%			1/2/2025 closed 11/21/2024
R-2815	CDAR -13 weeks		4.75%		-	10/10/2024
2823	CDAR - 13 weeks		4.75%		-	10/10/2024
R-3571	CDAR - 13 weeks	257,463.73	4.15%	890.69	258,354.42	1/9/2025
	Subtotal	3,533,143.80		11,357.12	3,544,500.92	
	Total Cash	4,834,080.49			4,661,268.23	

Chemung County Library District

Unpaid Bills Detail

As of January 8, 2025

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE
Amazon Capital Services			
Bill	\$2,381.48	all library purchases	\$2,381.48
Total for Amazon Capital Services	\$2,381.48		\$2,381.48
Burr Consulting LLC			
Bill	\$1,800.00	HR Consultant January 2025 retainer	\$1,800.00
Total for Burr Consulting LLC	\$1,800.00		\$1,800.00
Chemung Canal Trust Company			
Bill	\$652.70	Recurring subscription charges	\$652.70
Bill	\$410.39	Recurring subscription charges	\$410.39
Total for Chemung Canal Trust Company	\$1,063.09		\$1,063.09
Chemung County Chamber of Commerce			
Bill	\$350.00	2025 membership dues	\$350.00
Total for Chemung County Chamber of Commerce	\$350.00		\$350.00
City of Elmira			
Bill	\$1,363.63	Steele sewer tax -Bill # 219314	\$1,363.63
Bill	\$14.26	Steele sewer tax -parking lot Bill # 219313	\$14.26
Total for City of Elmira	\$1,377.89		\$1,377.89
Culligan Water			
Bill	\$60.00	staff water dispenser-monthly rental fee	\$60.00
Total for Culligan Water	\$60.00		\$60.00
Dataflow, Inc.			
Bill	\$32.79	scripts for TALE performance - funded by Anderson -INV005329	\$32.79
Total for Dataflow, Inc.	\$32.79		\$32.79
Elmira Water Board			
Bill	\$151.88	water bill- 12/13-12/17/2024 dentistry trailer Acct #58468-0	\$151.88
Bill	\$121.75	water bill- 10/16-12/17/2024 -SMLAcct 2744-0	\$121.75
Bill	\$39.61	water bill- 10/16-12/17/2024 -SMLAcct 2744-0	\$39.61
Total for Elmira Water Board	\$313.24		\$313.24
Essential Constructs LLC			
Bill	\$6,717.50	Steele Cabling Project - Inv #24-1317-01	\$6,717.50
Bill	\$22,600.00	First Floor Flooring Project-Inv 24-1156-02	\$22,600.00
Bill	\$4,760.00	Steele 2nd Floor Painting-Inv #24-1154-03	\$4,760.00
Total for Essential Constructs LLC	\$34,077.50		\$34,077.50
Greenleaf Recycling			
Bill	\$75.00	Waste mgmt services -WE/HH/BF/ST -	\$75.00
Bill	\$140.00	Waste mgmt services -WE/HH/BF/ST -	\$140.00
Bill	\$75.00	Waste mgmt services -WE/HH/BF/ST -	\$75.00
Bill	\$75.00	Waste mgmt services -WE/HH/BF/ST -	\$75.00
Total for Greenleaf Recycling	\$365.00		\$365.00
Haefele TV, Inc.			
Bill	\$85.95	wifi connection @ VE-Jan	\$85.95
Total for Haefele TV, Inc.	\$85.95		\$85.95

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE
Horseheads Do It Center			
Bill	\$26.97	HH - building supplies - inv #400068rock salt - HH	\$26.97
Total for Horseheads Do It Center	\$26.97		\$26.97
IBFG Farms			
Bill	\$4,275.00	mowing/trimming/edging to replace payment for inv #24 - lost in mail - dos - 5/20 & 6/3	\$4,275.00
Total for IBFG Farms	\$4,275.00		\$4,275.00
Ingram Library Services			
Bill	\$24,070.92	Library materials- Dec statement	\$24,070.92
Total for Ingram Library Services	\$24,070.92		\$24,070.92
Ingram Library Services-CBA funds			
Bill	\$1,727.44	Library materials - non fiction print	\$1,727.44
Total for Ingram Library Services-CBA funds	\$1,727.44		\$1,727.44
Jemco			
Bill	\$635.00	quarterly contract installment - cooling towerInv #82223	\$635.00
Total for Jemco	\$635.00		\$635.00
JGF Funding			
Bill	\$1,635.31	main agree all branches - inv #483459	\$1,635.31
Total for JGF Funding	\$1,635.31		\$1,635.31
Katherine Wilson			
Bill	\$200.00	1/7/25 - Intro to DNA Tests for Family History via Zoom	\$200.00
Total for Katherine Wilson	\$200.00		\$200.00
KONE			
Bill	\$2,151.24	Steele Elevator Maintenance - 2025- Inv #871569465	\$2,151.24
Total for KONE	\$2,151.24		\$2,151.24
MidWest Tape			
Bill	\$5,715.92	Av materials - all branches +Hoopla online/streaming	\$5,715.92
Bill	\$1,079.81	Av materials - all branches +Hoopla online/streaming	\$1,079.81
Total for MidWest Tape	\$6,795.73		\$6,795.73
Montgomery County			
Bill	\$67.65	postage reimbursement for microfilm received	\$67.65
Total for Montgomery County	\$67.65		\$67.65
Nancy Kirby Kurjakovic			
Bill	\$450.00	Financial consulting 12/24	\$450.00
Total for Nancy Kirby Kurjakovic	\$450.00		\$450.00
NYSEG			
Bill	\$601.10	gas & elec -BF	\$601.10
Bill	\$876.90	gas & elec - HH	\$876.90
Total for NYSEG	\$1,478.00		\$1,478.00
O'Connor Plumbing & Heating			
Bill	\$130.00	Back flow testing for mobile dental unit - Corning reimburselnv #407339	\$130.00
Total for O'Connor Plumbing & Heating	\$130.00		\$130.00
OverDrive, Inc			
Bill	\$8.97	patron monthly online resource checkouts-	\$8.97

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE
Bill	\$2.99	Cust ID 1453-1001 patron monthly online resource checkouts- Cust ID 1453-1001	\$2.99
Bill	\$11.96	patron monthly online resource checkouts- Cust ID 1453-1001	\$11.96
Total for OverDrive, Inc	\$23.92		\$23.92
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Pitney Bowes			
Bill	\$200.00	postage meter refill	\$200.00
Total for Pitney Bowes	\$200.00		\$200.00
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Playaway Products LLC			
Bill	\$146.22	SML Juv -inv #485798	\$146.22
Bill	\$113.98	SML Juv -inv #486055	\$113.98
Total for Playaway Products LLC	\$260.20		\$260.20
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Regina Hill			
Bill	\$875.00	QB consultant services - invoice 1164 Dec 2024	\$875.00
Total for Regina Hill	\$875.00		\$875.00
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Rick Curren Hardware Feed & Need			
Bill	\$299.75	rock salt - SML - Inv #12359	\$299.75
Total for Rick Curren Hardware Feed & Need	\$299.75		\$299.75
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Ridley's Book Repair			
Bill	\$709.00	Book repair service - Genealogy Inv #663101	\$709.00
Total for Ridley's Book Repair	\$709.00		\$709.00
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Southern - Tier Library System - CBA funds			
Bill	\$27.50	Juv e-books-inv #4751	\$27.50
Bill	\$79.97	Juv e-books-inv #4760	\$79.97
Total for Southern - Tier Library System - CBA funds	\$107.47		\$107.47
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Staples			
Bill	\$197.81	office supplies -Summary #7003224929	\$197.81
Total for Staples	\$197.81		\$197.81
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Swank Motion Pictures, Inc.			
Bill	\$125.00	viewing license -Order #BO 2375208	\$125.00
Total for Swank Motion Pictures, Inc.	\$125.00		\$125.00
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Tim Collins			
Bill	\$240.00	Adult/Teen Improv - 1/22 & 1/29 - SML-Inv 2189	\$240.00
Bill	\$1,150.00	TALE #18 sessions - funded by Anderson Grant/Triangle FundJan Creative Writing teen prog/- Community Foundation \$Jan-#2 Children's theater sessions - funded by Community FoundationInv 2188	\$1,150.00
Total for Tim Collins	\$1,390.00		\$1,390.00
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Town of Big Flats			
Bill	\$28.67	sewer tax payment - BF -bill #243897	\$28.67
Total for Town of Big Flats	\$28.67		\$28.67
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Town of Elmira			
Bill	\$115.80	WE - Sewer Tax - 2025-bill #303737	\$115.80
Total for Town of Elmira	\$115.80		\$115.80
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Town of Horseheads			
Bill	\$554.44	HFL- Sewer Tax - 2025-bill #342510	\$554.44

TRANSACTION TYPE	AMOUNT	MEMO/DESCRIPTION	OPEN BALANCE
Total for Town of Horseheads	\$554.44		\$554.44
Verizon Wireless			
Bill	\$88.64	Bookmobile cell phone x 2 lines- Inv #6101969144	\$88.64
Total for Verizon Wireless	\$88.64		\$88.64
	\$90,525.90		\$90,525.90

Report of the January 8, 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, Mr. Karl Schwesinger, and Mr. Kevin Hansen. Mr. Paul Chapman and Ms. Holly Melott, CCLD management, were also present.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 01/08/2025 for the General Fund in the amount of \$88,690.99 and \$1,834.91 for the CBA Fund. **Mr. Padgett moved, seconded by Mr. Hansen, to preliminarily approve payment of the General Fund in the amount of \$88,690.99 and \$1,834.91 for the CBA Fund as submitted in writing. A full vote will be taken at the January board meeting when a quorum is present. VOTE: Unanimously Approved.**

Mr. Chapman reported on the following:

- A donation in the amount of \$5,000 was received from Ms. Charlotte Cook
- He will be incorporating a “Safety and Security” theme for 2025. CPR, first aide, and active shooting training will be offered to both staff and the public
- Interviews will be scheduled in the near future for a second security guard and a Makerspace technician
- The new logo and website went live on Wednesday, January 8
- He and Ms. Melott will be meeting with financial consultants, Nancy Kirby and Regina Hill, for a year end review on Thursday, January 16th
- Canopy streaming and Mango language learning platform will be made available

Mr. Schwesinger moved, seconded by Mr. Padgett, that the donation of \$5,000 from Ms. Charlotte Cook be accepted. VOTE: Unanimously Approved.

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

Document #2025-01

Report of the January 8, 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, Mr. Karl Schwesinger, Ms. Lee Saginario, Mr. Kevin Hansen, and Ms. Martha Smith. Also attending were Mr. Paul Chapman and Ms. Holly Melott, CCLD Management.

Mr. Chapman reported on the following:

- State construction aide funds will be arriving soon
- The Steele Foundation has designated \$60,000 for the tech space renovation at SML
- CPE is requiring a 50% deposit is required to begin the cable networking project
- A final “punch list” has been created for Elmira Structures and Nickersons, which includes the hanging of the doors in the SML juvenile department
- A ribbon cutting ceremony will be held in early February in the SML juvenile department
- A 1st sample chair has arrived at SML
- Carpet continues to be laid at on both floors at SML
- The mobile dental unit is at SML on Thursdays and Fridays, full time hours will resume when a dentist has been hired
- TJ, Librarian III, at SML, is working with a local apiary to obtain bees for the green roof

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, February 12, 2025 at 5:30pm in the auditorium of the Steele Memorial Library.