



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 August 2017 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, August 17, 2017 at 6:00 pm at the **Steele Memorial Library, 101 E. Church St. Elmira, NY 14901** The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. O'Dell-Wehling (585-332-9672), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2017-43)
4. Treasurer's report
 - a) Financial report (document 2017-44)
 - b) Report of Unpaid Bills Detail (document 2017-45)
5. Correspondence
6. President's report
7. Director's Report
 - Consent Items: Approval of NYS Assembly Bullet Aid allocations**
Resolved that the CCLD Board of Trustees approve the allocation of NYS Assembly Bullet Aid as submitted.
 - Consent Items: Approval of NYS Senate Bullet Aid allocations**
Resolved that the CCLD Board of Trustees approve the allocation of NYS Senate Bullet Aid as submitted.
8. Committee reports:
 - a) Executive Committee (O'Dell-Wehling)
 - 1) Report of the Committee meeting (document #2017-46)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2017-47) - Consent Items: Approval of CCLD 2016 Form 990 Return**
Resolved that the CCLD Board of Trustees approve the 2016 Chemung County Library District Form 990 as submitted.
 - Consent Items: Approval of 2018 Budget.**
Resolved that the CCLD Board of Trustees approve the 2018 Chemung County Library District budget as submitted.
- c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2017-48)- Consent Items: Approval of SML Teen Space Project**
Resolved that the CCLD Board of Trustees approve NYS Construction Grant Project 0386 -17 -6941 Steele Memorial Library Teen Space and proceed with the project
- Consent Items: Approval of Kim Bolan proposal for Steele facilities planning**

Resolved that the CCLD Board of Trustees approve the proposal for Steele Memorial Library Facilities planning as submitted July 17, 2017.

d) Election Committee (Rogan)

e) Personnel Committee (Dworkin)

Consent Items: Approval of Personnel Actions (Appendix C).

Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.

10. Old business

11. New business

a) Discussion of the proposal by Kim Bolan to provide

12. Period for public expression

13. Adjournment

(Minutes of the JULY 20, 2017 meeting of the Chemung County Library District Board of Trustees. Document #2017-43)

The meeting was called to order at 6:00pm by President William Wehling. Present were Pat Silvernail, John Schamel, Marge Kappanadze, Phyllis Rogan, Rachel Dworkin, Karl Schwesinger, Tim Blandford, and Richard Roberts. Excused: Ann Hayes, Bonnie Chollet, Pamela Larnard, Lillian White, Jared Myers & Michael Muldoon. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the June 2017 meeting (Document #2017-37) were presented for board review. The minutes were approved by unanimous consent.

Financial Report. The June 30, 2017 Financial Report (Document #2017-38) was presented for board review. By unanimous consent the Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2017-39). Mr. Schamel stated that one extra invoice needs to be approved for a VE program – Jump Around Inflatables for \$450. Ms. Dworkin moved, seconded by Mr. Roberts to approve the unpaid bill list dated 7/12/17 as amended – General Fund - \$42,420.05. Vote: Unanimously Approved.

Correspondence. A note from the suggestion box said “Keep the tissues on desks for people who are sneezing”. The Big Flats Library Advocates are contributing up to \$500 towards the cost of a band for an August concert. Brian Hildreth, Director of the Southern Tier Library System has announced a meeting to be held August 30th which will be held to have a cooperative discussion regarding ways that STLS services can continue to be cost effective while making improvements. Mr. Shaw will forward this information to board members.

President's Report. None at this time.

Director's Report. Mr. Shaw reported that staff members have been making suggestions to changes in the Code of Conduct Policy to make it sound friendlier to readers. He is sending the Meeting Room Policy to staff one more time for suggestions of changes prior to bringing it to the board. He reminded board members that the final Summer Reading Club party is being held August 9th at Eldridge Park from 2:00 – 3:30pm.

The Director's Report (Appendix A) and the CCLD Staff Reports (Appendix B) for last month were submitted in writing to the board.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2017-40). No additional comments.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2017-41). It was reported that CCLD has received the 90% funding from New York State for the Teen Space Construction Project.

Ms. Santulli distributed copies of three documents regarding the 2018 budget. The first is a memo that lists the assumptions that the Administration has made in creating the proposed budget. The second is a memo that delineates and explains changes to certain lines in the proposed budget from last year to this. The proposed 2018 budget document was also

distributed. Ms. Santulli explained that this document is for INTERNAL use only at this point as it is only a proposed document. None of the information is to go out to the public. She requested that board members review the documents and send any questions they have to her or Mr. Shaw by August 8th, the day before the Budget & Finance Committee will review it to make necessary changes. Board members who are not present at this meeting will receive their packet in the mail.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2017-42). Regarding the Teen Space, Mr. Shaw reported that the paperwork for the \$150,000 expected from the O'Mara office has been forwarded to the CCLD attorney for review. He has just received the initial proposal from Kim Bolan regarding Facility Planning and will send them out to the board so they will have them to review tomorrow.

Regarding other projects at the Steele Library, only two quotes have been received for the raised beds at the entrances – Premier \$3,820 and Wenzel \$8,750. Mr. Shaw is requesting an updated quote from Premier before the project is approved. Regarding the removal of the bushes around the library, Vanderhoff Construction has quoted a total of \$2,700 to remove the bushes, add topsoil and reseed the areas disturbed. Mr. Schamel moved, seconded by Mr. Blandford to approve the quote from Vanderhoff Construction for said project. VOTE: Unanimously Approved. It is possible that it may be necessary to purchase more stone for under the building eaves once the bushes have been removed. Mr. Shaw has requested to see if the County can provide CCLD with the appropriate Garbage Cans and Ashtrays to be placed at the entrances of the library.

Election Committee. The Committee will meet immediately following this board meeting. Ms. Sue Cook, a former CCLD board member will be meeting with the Committee to determine whether or not she will take Ms. Corter's place in running the 2017 Trustee Election.

Personnel Committee. Ms. Dworkin stated that Mr. Shaw's contract has been given to him for his signature. The Committee did not meet this month.

CONSENT ITEM: Resolved by Ms. Dworkin, seconded by Mr. Schamel that the CCLD Board of Trustees approves the Personnel actions as submitted in writing. VOTE: Unanimously Approved.

Old Business. It was stated that the Teen Space, once approved, will not begin to be constructed until late August or September.

New Business. Resolved by Ms. Rogan, seconded by Ms. Dworkin that Christine Corter be recognized for her 27+ years of exemplary service to Chemung County Libraries and the Library District. VOTE: Unanimously Approved.

Public Expression. None

The meeting was adjourned at 6:34pm. The next regular meeting of the board will be held on Thursday, August 17th, 2017 at 6:00pm at the **Steele Memorial Library, 101 East Church Street, Elmira, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2017-44)

Financial Report - JULY 31, 2017

| Income | 2017 Annual Budget | Received to Date | Balance Remaining | Percentage Received | Percentage through Year | Notes |
|--|---------------------------|-------------------------|--------------------------|----------------------------|--------------------------------|--|
| Library Fines, Fees & Contributions | \$ 76,275 | \$ 43,999 | \$ 32,276 | 58% | | INCLUDES lighting rebate \$4,766 |
| Grants (other than N.Y.S.) | \$ - | \$ 12,587 | | | | INCLUDES FR of CCLD \$7,174; Corning Lib \$1K; ARTS \$3,250; CCTC \$100; WalMart \$500; BF Wom. \$483 |
| Foundation Contributions | \$ 180,000 | \$ 40,000 | 140,000 | 22% | | 1st & 2nd Qtr SML Foundation |
| Library District Tax Receipts | \$ 2,825,123 | \$ 2,825,123 | (0) | 100% | | |
| PILOT Funds | \$ 50,000 | \$ 50,068 | | | | Pilot funds |
| Interest on Investments | \$ 4,400 | \$ 1,955 | 2,445 | 44% | | |
| State Aid | | | | | | |
| Central Library Development | \$ 89,276 | | 89,276 | 0% | | |
| Central Book Aid | \$ 61,958 | | 61,958 | 0% | | |
| Local Library Services Aid | \$ 37,000 | | 37,000 | 0% | | |
| Other State Aid | | | | | | |
| TOTAL INCOME | \$ 3,324,032 | \$ 2,973,732 | \$ 362,955 | 89.46% | 58% | |
| Expense | Annual Budget | Expended to Date | Balance | Percent | Percentage | |
| Personnel | | | | | | |
| Salaries | 1,522,892 | \$ 859,958 | \$ 662,934 | 56% | | |
| Overtime & Holiday Salaries | 15,281 | \$ 9,422 | 5,859 | 62% | | |
| Employee Benefits | | | | | | |
| FICA | 117,670 | \$ 67,728 | \$ 49,942 | 58% | | |
| NY State Retirement | 246,107 | \$ 121,336 | \$ 124,771 | 49% | | |
| Medical & Dental | 399,834 | \$ 214,906 | \$ 184,928 | 54% | | |
| Other (Disability, Wk. Comp, Unemp) | 30,195 | \$ 22,081 | \$ 8,114 | 73% | | |
| Subtotal - Personnel Expenses | 2,331,979 | 1,295,431 | \$ 1,036,548 | 56% | 58% | |
| Contractual | | | | | | |
| Equipment | 90,149 | \$ 53,274 | 36,875 | 59% | | INCLUDES Early Lit Stations \$10,676; Grant \$10,005; HH Found \$975 |
| Telephone | 11,400 | \$ 11,463 | (63) | 101% | | |
| Supplies | 67,770 | \$ 51,438 | 16,332 | 76% | | TOTAL \$19,121=Grants \$2,183; FR of CCLD\$865; MKT \$1,410; FR of HH \$476; HH Foundation \$14,187 |
| Travel & Continuing Education | 15,015 | \$ 6,257 | 8,758 | 42% | | |
| Repairs & Maintenance | 23,502 | \$ 26,945 | (3,443) | 115% | | Includes non-budgeted expense-Capabilities \$9,367 |
| Postage | 2,000 | \$ 598 | 1,402 | 30% | | |
| Library Materials (books, video, etc.) | 328,109 | \$ 141,360 | 186,749 | 43% | | Gifts \$4,936; Grants \$89 |
| Utilities | 62,500 | \$ 27,282 | 35,218 | 44% | | INCLUDES 4th Qtr 2016 |
| Building Cleaning Supplies | 19,825 | \$ 7,113 | 12,712 | 36% | | |
| Fuel, Gas & Oil (Bookmobile) | 4,000 | \$ 1,108 | 2,892 | 28% | | |
| Insurance | 32,683 | \$ 31,317 | 1,366 | 96% | | |
| Vehicle Operation / Maintenance | 2,000 | \$ 2,383 | (383) | 119% | | Radiator, Generator & Sky Light repairs |
| Professional Fees (audit, engineer/legal fees) | 28,075 | \$ 22,616 | 5,459 | 81% | | Includes Kim Boland \$2,300 |
| Data Processing Expenses (Cost Share) | 130,163 | \$ 60,559 | 69,604 | 47% | | |
| Payment of Taxes | 4,975 | \$ 5,013 | (38) | 101% | | |
| Library Programming | 28,525 | \$ 44,057 | (15,532) | 154% | | TOTAL \$20,225=M.Faire grant \$5,558; ARTS \$1,025; STLS \$290;Gift \$77; FR-HH \$6,219; FR-CCLD \$7,056 |
| Chemung County costs (B&G, vision) | 13,300 | \$ 5,483 | 7,817 | 41% | | |
| Capital Improvements STATE CONST see below | 25,000 | \$ 28,638 | (3,638) | 115% | | Foor \$138; LaBella \$28,500 |
| Contingency Fund | 52,782 | \$ - | 52,782 | 0% | | Phone annual pymts; BKM Repairs |
| Subtotal Expenses | \$ 3,273,752 | \$ 1,822,333 | \$ 1,451,419 | 56% | 58% | |
| 2016 & 2017 State Construction Projects | | \$ 320,552 | | | | Restroom Project /Chiller Project |
| TOTAL EXPENSES | \$ 3,273,752 | \$ 2,142,885 | | | | |

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of August 9, 2017

| <u>Type</u> | <u>Date</u> | <u>Memo</u> | <u>Open Balance</u> |
|-------------------------------|-------------|-----------------------|---------------------|
| Ingram Library Services | | | |
| Bill | 08/08/2017 | Non Fiction purchases | 597.13 |
| Total Ingram Library Services | | | 597.13 |
| TOTAL | | | 597.13 |

Chemung County Library District General Fund

Unpaid Bills Detail

As of August 9, 2017

| | Date | Memo | Open Balance |
|---|------------|--|--------------|
| Accessible Archives, Inc. | | | |
| | 08/08/2017 | Online subscription to 18th & 19th Century Newspaper | 229.95 |
| Total Accessible Archives, Inc. | | | 229.95 |
| Aleta Yarrow | | | |
| | 08/08/2017 | Adult -8/14 Long & Winding Rd pd by ARTS grant | 200.00 |
| | 08/08/2017 | Adult -9/7 My Souvenirs pd by ARTS grant | 200.00 |
| Total Aleta Yarrow | | | 400.00 |
| Amazon Credit Plan | | | |
| | 08/08/2017 | AV purchase for Steele #118814429586 | 229.34 |
| Total Amazon Credit Plan | | | 229.34 |
| Aridan Books, Inc. | | | |
| | 08/08/2017 | Crayon Kiosk year of svc for HH | 120.00 |
| Total Aridan Books, Inc. | | | 120.00 |
| Audio Editions | | | |
| | 08/08/2017 | CD/Audio purchases for BF | 381.03 |
| Total Audio Editions | | | 381.03 |
| CCLD Petty Cash | | | |
| | 08/08/2017 | Petty Cash WE | 183.00 |
| Total CCLD Petty Cash | | | 183.00 |
| Chemung County Buildings & Grounds Dept. | | | |
| | 08/08/2017 | 2017 Utilities all libraries - 2nd Qtr 2017 | 12,877.77 |
| Total Chemung County Buildings & Grounds Dept. | | | 12,877.77 |
| Demco, Inc. | | | |
| | 08/08/2017 | book processing/DVD cases/pencil sharpener | 371.87 |
| Total Demco, Inc. | | | 371.87 |
| ELM USA, Inc. | | | |
| | 08/08/2017 | Pads for Disc Cleaning machine | 39.95 |
| Total ELM USA, Inc. | | | 39.95 |
| First Transit, Inc | | | |
| | 08/08/2017 | Bookmobile fuel-7/7-7/20 | 135.86 |
| | 08/08/2017 | Bookmobile repairs-EGR valve, ABS sensor, water l | 780.86 |
| Total First Transit, Inc | | | 916.72 |
| Gressco LTD. | | | |
| | 08/08/2017 | DVD security cases for ST | 493.00 |
| Total Gressco LTD. | | | 493.00 |
| Jim's RV Center | | | |
| | 08/08/2017 | Bookmobile step repair | 518.59 |
| Total Jim's RV Center | | | 518.59 |
| Kathy Holton | | | |
| | 08/08/2017 | Adult prog 7/25 at HH | 180.00 |
| Total Kathy Holton | | | 180.00 |
| Office Equipment Source, Inc. | | | |
| | 08/08/2017 | BF Copier qtr billing 4/24-7/23 | 26.71 |
| Total Office Equipment Source, Inc. | | | 26.71 |

Chemung County Library District General Fund

Unpaid Bills Detail

As of August 9, 2017

| | <u>Date</u> | <u>Memo</u> | <u>Open Balance</u> |
|---|-------------|--|-------------------------|
| Oriental Trading Company, Inc. | | | |
| | 08/08/2017 | Program Supplies HH | 126.30 |
| Total Oriental Trading Company, Inc. | | | <u>126.30</u> |
| Pat Kain | | | |
| | 08/08/2017 | Summer Concert 8/8 pd by Friends of CCLD | 500.00 |
| | | | <u>500.00</u> |
| Reliable Computer Products | | | |
| | 08/08/2017 | Printer cartridges VE/ST | 320.23 |
| Total Reliable Computer Products | | | <u>320.23</u> |
| South Central Regional Library Council | | | |
| | 08/08/2017 | SCRLC membership dues 2017/18 | 275.00 |
| Total South Central Regional Library Council | | | <u>275.00</u> |
| Southern Tier Library System | | | |
| | 08/08/2017 | Dark Fiber/Internet | 1,800.00 |
| Total Southern Tier Library System | | | <u>1,800.00</u> |
| Staples Advantage | | | |
| | 08/08/2017 | batteries for panic buttons | 22.68 |
| Total Staples Advantage | | | <u>22.68</u> |
| The Leader | | | |
| | 08/08/2017 | Annual subscription ST | 303.00 |
| Total The Leader | | | <u>303.00</u> |
| Town of Big Flats | | | |
| | 08/08/2017 | water bill 5/1-8/1 | 56.00 |
| Total Town of Big Flats | | | <u>56.00</u> |
| Unique Management Services, Inc. | | | |
| | 08/08/2017 | collection notices-JULY | 447.50 |
| Total Unique Management Services, Inc. | | | <u>447.50</u> |
| Vasco Brands, Inc. | | | |
| | 08/08/2017 | cleaning/paper supplies all libraries | 312.20 |
| Total Vasco Brands, Inc. | | | <u>312.20</u> |
| TOTAL | | | <u><u>21,130.84</u></u> |

Document #2017-46

Report of the August 2nd, 2017 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Rachel Dworkin, Jack Schamel, Marge Kappanadze and Will Wehling; and Ronald Shaw and Joan Santulli, CCLD management. Other board members in attendance were Jared Myers, Ann Hayes, Richard Roberts, Pat Silvernail, Pam Larnard and Lillian White.

The meeting opened at 6pm.

UNPAID BILLS: President Wehling stated that the Bill Lists include a FINAL payment to Tri County Refrigeration for the Chiller Project and an annual payment to Recorded Books for Electronic Magazines. Ms. Dworkin moved, seconded by Mr. Myers to approve the Unpaid Bill lists for the General fund dated 8/2/17 - \$49,716.15 and the Grant Fund - \$15,475.69. VOTE: Unanimously Approved.

President Wehling stated that there is no update on the request to change the Legislation regarding the Trustee Election. Questions regarding the draft copy of the proposed 2018 CCLD budget are due to the Administration by September 8th so they can be addressed at the next Budget & Finance Committee meeting.

Regarding B&G Committee recommendations, Ms. Hayes moved, seconded by Mr. Roberts to hire the County Transit garage to install new tires on the Bookmobile at a cost not to exceed \$3,700. VOTE: Unanimously Approved. Regarding the establishment of a Reserve Fund for Bookmobile Maintenance, Ms. Larnard moved, seconded by Ms. Hayes to immediately establish a fund in the amount of \$25,000 for this purpose. VOTE: Unanimously Approved.

Director Shaw reported the following:

Labor/Management meeting was held today. The main topic of conversation was whether or not the union would be in agreement for CCLD to hire an IT person through a Temp Agency for a 6 month period of time to give the supervisor time to gauge their effectiveness and skill level prior to hiring them. The new union rep, Tammy Romania, will draw up an agreement stating this.

Bullet Aid. Mr. Shaw sent out recommendations on the expenditure of the Bullet Aid at each library. He requested that it be discussed and approved at the August board meeting. Each library will receive \$2,500.

Meeting Room and Code of Conduct Policies. The first draft was completed and sent to staff. There several comments and questions. The document has been given to the librarians with the agreement the language used will be more positive and user-friendly.

Librarian I Exam. The exam has been requested through Civil Service.

Regarding the Raised Bed project at the Steele Library, Ms. Dworkin moved, seconded by Ms. Larnard accept the proposal from Premier Landscaping in the amount of \$3,800 and to move forward with the project as soon as possible. VOTE: Unanimously Approved.

The unfortunate death of former CCLD Director Jim Sleeth was reported. The board will make an official recognition of his dedication and accomplishments to the Library District at its next meeting.

The meeting adjourned at 6:20pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, September 6th, 2017 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2017-47

Report of the August 9th, 2017 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting were CCLD board members Jack Schamel, Lillian White and Marge Kappanadze. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

Ms. Santulli presented the July 31st, 2017 Final Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the Unpaid Bills Detail dated 8/9/17 for the Grant fund - \$597.13 and General Fund - \$21,130.84. The list includes a 2nd Quarter Utility payment to Chemung County. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Mr. Shaw and Ms. Santulli reviewed the questions received regarding the proposed 2018 Library District budget with the Committee. The Committee recommends approval of the proposed budget as originally submitted with the increase in the tax revenue of 2.62%. The final budget needs to be adopted at the August meeting of the board.

Mr. Shaw submitted a request from Kathy Stickler of Mengel, Metzger & Barr to increase their fees for the 2016 audit by \$3,000. This request is due to the additional time that MMB spent to convert the financial statements to government accounting standards as is now required by the State. The Committee agreed that since this conversion was not known at the time of the initial proposal from MMB that CCLD should pay the additional \$3,000. This matter will be discussed by the full board at the August meeting.

The meeting adjourned at 8:21am. The next meeting of the Budget & Finance Committee will be held on Wednesday, September 6th, 2017 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2017-48

Report of the August 2nd, 2017 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:35pm. Present were Mr. Muldoon, Ms. Hayes and Mr. Wehling. Also attending were Joan Santulli and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Teen Section. Ms. Bolan's proposal has been received and reviewed. The Committee has no issues with the proposal. It was recommended that CCLD hire a Project Manager to be sure there are no issues. That person will be the go-between from the Consultant to Chemung County. The County will be responsible for making sure the Teen space is up to par on the HVAC and electrical issues.

Chiller Project at Steele. The signature papers to accept the \$150,000 grant from the New York State Economic Development Program is being reviewed by the attorney. The closeout submittals were reviewed and approved by the Committee. The Committee recommends making the final payment to Tri-County Refrigeration in the amount of \$17,797.95. The bill needs to be approved at the Executive Committee meeting.

Other possible Steele projects. The quote from Elmira Structures to expand the Tinker Lab came in at \$11,000. The Committee reviewed the quote and the project space and recommends approval of the project. This will be sent to the Executive Committee for their review and approval. CCLD received a quote of \$3,800 from Premier Landscaping for the raised bed/ Landscaping project at the Steele Library. The Committee recommends acceptance of this bid to move forward with the project. This will be sent to the Executive Committee for their review and approval.

Bookmobile repairs. New tires will cost approximately \$3,700 and the County Transit can do the job without taking the vehicle off the road for a long period. The steps have been repaired at a cost of approximately \$500. The two metals on the door are oxidizing making it necessary to repair. The estimate for that job is between \$2,000-\$3,000. Mr. Shaw suggested that since the vehicle is over 7 years old and future unforeseen repairs will be necessary, that the board set up a Reserve Fund for the Bookmobile that will cover repairs needed that are not included in any budget. An initial recommended amount would be \$25,000. The Committee's consensus was that this is necessary.

The meeting adjourned at 5:55pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, September 6th, 2017 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.



Goodrich Auto Works LLC.

COMPLETE CAR AND TRUCK SERVICE
7255 Worth RD, Bath, NY 14810
Phone: (607) 776-7777
FAX: (607) 776-9714

Workfile ID: c6b2826d
Federal ID: 161572953
State ID: 7085373
Resale Number: 7085373
License Number: IA949165,
IA1181410

Preliminary Estimate

Customer: Chemung County Library District

Written By: DEREK FISHER, IA-1319053

Insured: Chemung County Library District Policy #: Claim #:
Type of Loss: Date of Loss: Days to Repair: 0
Point of Impact:

Owner: Chemung County Library District
101 E Church St
Elmira, NY 14901
(607) 738-2476 Other
(000) 000-0000 Evening

Inspection Location: Goodrich Auto Works LLC.
7255 Worth RD
Bath, NY 14810
Repair Facility
(607) 776-7777 Day

Insurance Company:

VEHICLE

2011 BLUB BUS BLUE

VIN: 1BABGBPA2BF281081 Interior Color: Mileage In: Vehicle Out:
License: M24991 Exterior Color: BLUE Mileage Out:
State: Production Date: Condition: Job #:

Get live updates at www.carwise.com/e/3ejcE3

Preliminary Estimate

Customer: Chemung County Library District

2011 BLUB BUS BLUE

| Line | Oper | Description | Part Number | Qty | Extended Price \$ | Labor | Paint |
|------------------|------|---------------------------------------|-------------|-----|-------------------|-------------|------------|
| 1 | # | CAULK AND INSTALL SCREWS IN DRIP EDGE | | 1 | 50.00 | 1.0 | |
| 2 | # | *****ENTRY DOOR***** | | 1 | | | |
| 3 | # | REPLACE OUTER ALUMINUM SKIN | | 1 | 325.00 | 8.0 | 2.5 |
| 4 | # | R&I R&I HANDLES AND WINDOWS | | | | 2.5 | |
| 5 | # | RE ALIGN DOOR TO LOCK FROM INSIDE | | 1 | | 2.0 | |
| 6 | # | SHEAR ALUMINUM PANELS (2) | | 1 | 100.00 | | |
| 7 | # | MAY NEED INNER FOAM | | 1 | | | |
| 8 | # | ***** WHEEL CHAIR DOOR***** | | 1 | | | |
| 9 | # | REPLACE OUTSIDE ALUMINUM SKIN | | 1 | 250.00 | 8.0 | 2.5 |
| 10 | # | REPLACE INNER ALUMINUM SKIN | | 1 | | 4.0 | |
| 11 | # | R&I HANDLES AND LATCHES | | | | 2.0 | |
| SUBTOTALS | | | | | 725.00 | 27.5 | 5.0 |

ESTIMATE TOTALS

| Category | Basis | Rate | Cost \$ |
|--------------------|------------|--------------|-----------------|
| Parts | | | 725.00 |
| Body Labor | 27.5 hrs @ | \$ 80.00 /hr | 2,200.00 |
| Paint Labor | 5.0 hrs @ | \$ 80.00 /hr | 400.00 |
| Paint Supplies | 5.0 hrs @ | \$ 40.00 /hr | 200.00 |
| Subtotal | | | 3,525.00 |
| Grand Total | | | 3,525.00 |

Preliminary Estimate

Customer: Chemung County Library District

2011 BLUB BUS BLUE

ALL PARTS ARE NEW UNLESS OTHERWISE SPECIFIED. ALL PARTS SUBJECT TO INVOICE. ALL OLD PARTS WILL BE DISCARDED UNLESS OTHERWISE NOTIFIED. THIS IS AN ESTIMATE ONLY, SOMETIMES AFTER WORK HAS BEEN STARTED, ADDITIONAL DAMAGE OR WORN PARTS MAY BE DISCOVERED THAT WERE NOT PART OF THE ORIGINAL ESTIMATE. YOU OR YOUR INSURANCE COMPANY WILL BE NOTIFIED AND RESPONSIBLE FOR THE ADDITIONAL CHARGES. PAINT MATERIALS RATE IS BASED ON THE MITCHELLREFINISHING MATERIALS GUIDE (AS PER NEW YORK STATE LAW).

Not Responsible for any Personal Items Left in Vehicle.

THIS ESTIMATE IS BASED ON OUR INSPECTION AND DOES NOT COVER ADDITIONAL PARTS OR LABOR WHICH MAY BE REQUIRED AFTER THE JOB HAS BEEN STARTED. THIS IS AN ESTIMATE ONLY. THERE IS NO GUARANTEE ON RUST REPAIRS. THERE IS A LIFETIME GUARANTEE ON WORKMANSHIP TO ORIGINAL OWNER. PARTS ARE WARRENTED 1 YEAR OR AS SPECIFIED BY MANUFACTURE. I AGREE THAT I HAVE AUTHORIZED GOODRICH AUTO WORKS LLC TO ORDER PARTS FOR THE REPAIR OF THIS VEHICLE AND IF FOR ANY REASON I DECIDE AT A LATER DATE THAT I DO NOT WANT THIS VEHICLE REPAIRED AT GOODRICH AUTO WORKS LLC. I AM RESPONSIBLE FOR THE COST OF ALL PARTS THAT HAVE BEEN ORDERED FOR THIS VEHICLE ALSO I WILL BE RESPONSIBLE FOR THE COST OF ALL ATTORNEY FEES INCURRED DURING THE COLLECTION OF PAYMENT.

PERMISSION TO WORK ON VEHICLE

SIGNATURE _____ DATE _____

ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR COMMERCIAL INSURANCE OR A STATEMENT OF CLAIM FOR ANY COMMERCIAL OR PERSONAL INSURANCE BENEFITS CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, AND ANY PERSON WHO, IN CONNECTION WITH SUCH APPLICATION OR CLAIM, KNOWINGLY MAKES OR KNOWINGLY ASSISTS, ABETS, SOLICITS OR CONSPIRES WITH ANOTHER TO MAKE A FALSE REPORT OF THE THEFT, DESTRUCTION, DAMAGE OR CONVERSION OF ANY MOTOR VEHICLE TO A LAW ENFORCEMENT AGENCY, THE DEPARTMENT OF MOTOR VEHICLES OR AN INSURANCE COMPANY, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME, AND SHALL ALSO BE SUBJECT TO A CIVIL PENALTY NOT TO EXCEED FIVE THOUSAND DOLLARS AND THE VALUE OF THE SUBJECT MOTOR VEHICLE OR STATED CLAIM FOR EACH VIOLATION.

You are entitled to the return of all replaced parts, except warranty and exchange parts, but you must ask for them in writing before any work is done. If you authorize work by phone, the shop must keep any replaced parts, and make them available when you pick up the vehicle.

CCC ONE Estimating - A product of CCC Information Services Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

Library Materials Expenditure Report for 2017

| Library Materials Expenditure Report for 2017 | | | | | | | | |
|---|-----------------------------|-------------------|-----------------------------|--|------------------------------|---|------------------------------|------------------------------------|
| July 31, 2017 | 58% | | through 2017 | | | | | |
| Department | Gift Funds as of 7/31/17 | 2017 budget | total spent this year | Open Invoices subm to Office not yet paid | Total spent & on order | Balance LEFT TO SPEND includes Gift funds | Total spent this month | **Percentage spent this year |
| Steele Memorial Library | | | | as of 7/31/17 | | Col.1+Col.2-Col.5 | | |
| Children's (JUV) | \$ 1,425 | \$ 30,000 | \$ 16,188 | \$ 726 | \$ 16,914 | \$ 14,511 | \$ 1,421 | 54% |
| Juv eBooks CBA Fund | | \$ 6,000 | \$ 57 | | \$ 57 | \$ 5,943 | | 1% |
| Young Adult | | \$ 6,750 | \$ 2,684 | \$ 251 | \$ 2,935 | \$ 3,815 | \$ 731 | 43% |
| YA eBooks CBA Fund | | \$ 6,000 | \$ 336 | | | \$ 6,000 | | 6% |
| Graphic Novels | | \$ 3,000 | \$ 1,778 | \$ 131 | | \$ 3,000 | \$ 172 | 64% |
| Reference - CBA Grant | | \$ 8,000 | \$ 5,346 | \$ 536 | \$ 5,882 | \$ 2,118 | \$ 2,900 | 74% |
| Electronic Reference - CBA Grant | | \$ 5,000 | \$ 5,000 | | \$ 5,000 | \$ - | | 100% |
| Electronic Reference - Gen. Fund | | \$ 16,000 | \$ 3,057 | \$ 2,950 | \$ 6,007 | \$ 9,993 | | 38% |
| Periodicals | \$ 119 | \$ 6,000 | \$ 1,638 | \$ 4,056 | \$ 5,694 | \$ 425 | \$ 486 | 93% |
| Zinio - CBA Grant | | \$ 16,675 | | \$ 14,901 | | \$ 16,675 | | 89% |
| Microforms/Genealogy | \$ 8,666 | \$ 2,500 | \$ 3,114 | \$ 193 | \$ 3,307 | \$ 7,859 | \$ 673 | 30% |
| Fiction | \$ 3,736 | \$ 36,000 | \$ 18,127 | \$ 2,128 | \$ 20,255 | \$ 19,481 | \$ 1,558 | 51% |
| FIC eBooks CBA Fund | | \$ 16,700 | | | \$ - | \$ 16,700 | | 0% |
| DownL. Aud/music/dvd/blue ray Gen. | | \$ 8,500 | | | \$ - | \$ 8,500 | | 0% |
| Adult Non-Fiction-General Fund | \$ 3,149 | \$ 3,000 | \$ 476 | \$ 77 | \$ 553 | \$ 5,596 | \$ 37 | 9% |
| Non-FIC eBooks CBA Fund | | \$ 4,648 | \$ 65 | | \$ 65 | \$ 4,583 | | 1% |
| Non-Fiction-CBA Fund | | \$ 6,675 | \$ 4,807 | \$ 597 | \$ 5,404 | \$ 1,271 | \$ 1,132 | 81% |
| Audio video/music/dvd/blue ray - Gen. | \$ 7,833 | \$ 45,000 | \$ 20,665 | \$ 3,234 | \$ 23,899 | \$ 28,934 | \$ 1,264 | 45% |
| Audiobooks | \$ 5,350 | \$ - | \$ 2,723 | \$ 1,482 | \$ 4,205 | \$ 1,145 | \$ 164 | 79% |
| Non-Fic Educ DVD - CBA Fund | | \$ 4,997 | \$ 791 | \$ 39 | \$ 830 | \$ 4,167 | | 17% |
| Subtotal for Steele | \$ 30,279 | \$ 231,445 | \$ 86,852 | \$ 31,301 | \$ 101,007 | \$ 160,717 | \$ 10,537 | 45% |
| Big Flats Library | \$ 1,820 | \$ 22,241 | \$ 12,814 | \$ 2,465 | \$ 15,279 | \$ 8,782 | \$ 2,091 | 64% |
| Bookmobile | \$ 1,220 | \$ 6,700 | \$ 3,564 | \$ 814 | \$ 4,378 | \$ 3,542 | \$ 218 | 55% |
| West Elmira Library | \$ 657 | \$ 22,241 | \$ 10,646 | \$ 3,357 | \$ 14,003 | \$ 8,895 | \$ 290 | 61% |
| Horseheads Free Library-Adult | \$ 2,329 | \$ 18,585 | \$ 10,180 | \$ 2,025 | \$ 12,205 | \$ 8,709 | \$ 1,556 | 58% |
| HFL- AV | \$ 390 | \$ 8,000 | \$ 4,376 | \$ 458 | \$ 4,834 | \$ 3,556 | \$ 620 | 58% |
| HFL - Books Plus | \$ 250 | \$ - | \$ 175 | \$ 16 | \$ 191 | \$ 59 | \$ 15 | 76% |
| HFL - Juvenile | \$ 90 | \$ 16,700 | \$ 9,359 | \$ 1,153 | \$ 10,512 | \$ 6,278 | \$ 830 | 63% |
| VanEtten Library | \$ 114 | \$ 5,658 | \$ 3,293 | \$ 378 | \$ 3,671 | \$ 2,101 | \$ 495 | 64% |
| Subtotal for other libraries | \$ 6,871 | \$ 100,125 | \$ 54,407 | \$ 10,666 | \$ 65,073 | \$ 41,923 | \$ 6,115 | 61% |
| GRAND TOTALS | \$ 37,149 | \$ 331,570 | \$ 141,259 | \$ 41,967 | \$ 166,080 | \$ 202,639 | \$ 16,652 | 50% |
| E-Books purchased from Cost Share NOT included - STLS will track | | | | | | | | |



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

July 13, 2017

TO: CCLD Board of Trustees

FROM: Ronald W. Shaw, Director

SUBJECT: 2017 NYS Senate Bullet Aid

Pertinent Information

CCLD was awarded \$13,000 from the FY 2017-2018 New York State Budget.

Evaluation/Analysis

The funding was promoted by Sen. Tom O'Mara.

Amount/Stipulations

The funds are unrestricted.

Recommendation

That the Board of Trustees allocate the monies as such:

- \$8,500 to rebuild the Non-Fiction collection at SML
- \$750 for programs/materials for BF
- \$750 for programs/materials for BKM
- \$500 for programs/materials for HFL
- \$750 for programs/materials for VE
- \$750 for programs/materials for WE
- \$1,000 for programs/materials for the MakerSpace

Requested Decision Date: 17 August 2017



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

July 13, 2017

TO: CCLD Board of Trustees

FROM: Ronald W. Shaw, Director

SUBJECT: 2017 NYS Senate Bullet Aid

Pertinent Information

CCLD was awarded a total of \$15,000 from the FY 2017-2018 New York State Budget.

Evaluation/Analysis

The funding was promoted by Sen. Tom O'Mara.

Amount/Stipulations

The funds are allocated at \$2,500 per library and are unrestricted.

Recommendation

That the Board of Trustees allocate the monies as such:

- \$1500 to rebuild the Non-Fiction collection at SML
- \$1000 for programs to be held at SML
- \$2500 for programs/materials for BF
- \$2500 for programs/materials for BKM
- \$2500 for programs/materials for HFL
- \$2500 for programs/materials for VE
- \$2500 for programs/materials for WE

Requested Decision Date: 17 August 2017

Cooperative Fee-Based Services Discussion
Wednesday, August 30 at STLS Headquarters
9:00 am – 12:30 pm



Historically, STLS has provided member libraries with services beyond what is required in Education Law or allotted through NYS Aid. Some of these services have included print shop, acquisitions, physical processing of materials and varying IT support.

STLS, as a cooperative system, has offered these services through some type of fee structure because they are essential to our membership and provide significant cost savings.

During our 2016 Plan of Service Focus Groups and Cost Share Discussions, member libraries asked STLS to facilitate some type of conversation around current “fee-based services”. Both Processing and IT Support are our only fee-based services.

On Wednesday, August 30 from 9:00 am – 12:30 pm, we invite member libraries to participate in this information gathering session. At this meeting, STLS staff will talk about how these services are currently provided, their costs, what other systems are doing and offer suggestions as to how we can keep services cost effective while improving customer service.

Member libraries are asked to be present and share their experiences relative to these two “fee-based services”. This is your cooperative library system and we need to hear from you. The information gathered at this session will assist STLS with key decision-making to provide the most beneficial services to our members.

Agenda:

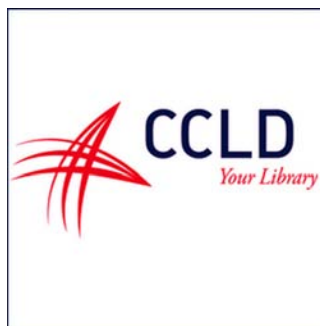
9:00 – 9:30 am: Sign-in and Member Welcome

9:30 – 10:45 am: IT Support Services (Cost Share Services versus Non-Cost Share Services)

10:45 – 11:00 am: Break

11:00 – 12:30 pm: Processing Services (System Survey, Tech Services Study & Library System Benchmarks)

Register Online: You can register online by visiting the STLS Calendar or by emailing Ella Chatlani at chatlanie@stls.org. **Thank you for your consideration and participation!**



Facility Planning

Chemung County Library District Steele Memorial Library Elmira, NY

Prepared by Kimberly Bolan and Associates, LLC
July 17, 2017



July 17, 2017

Ron Shaw, Director
Chemung County Library District
Steele Memorial Library
101 E Church Street
Elmira, NY 14901


Dear Ron:

We are pleased to submit a proposal and process explanation for consulting services to work with you to help realize a new master vision for the Steele Memorial Library building.

As per our practice, KBA's work on building projects such as yours is based on a thorough understanding of library needs and expectations of your community. It is also based on a complete understanding of what it means to be a successful and thriving 21st century public library.

This proposal is firm and irrevocable for 30 calendar days. We look forward to the opportunity to respond to questions and further explain our process as needed. Please don't hesitate to call with questions.

Sincerely,



Kimberly Bolan Cullin, MLS
Principal Consultant / President

Contact Information

Kimberly (Kim) Bolan Cullin, MLS

Principal Consultant / President, Kimberly Bolan and Associates, LLC

Robert (Rob) Cullin

Principal Consultant / Vice President, Kimberly Bolan and Associates, LLC

Address: 4960 Markham Way, Unit 526, Zionsville, Indiana 46077

Work/Cell/Text: 585-739-7003 Kim
317-509-3268 Rob

Email: kim@rethinkinglibraries.org
rob@rethinkinglibraries.org

Web: www.rethinkinglibraries.org

In 2004 Kimberly (Kim) Bolan Cullin and her husband Rob Cullin started Kimberly Bolan & Associates (KBA), a library consulting company based outside Indianapolis (IN). Over the past 10 years, Kim and Rob have been involved in numerous building programs, space design projects, strategic plans, and other consulting work. They have consulted with and provided training for hundreds of libraries across the U.S. and abroad. Clients range from public to K-12 to academic libraries of all shapes, sizes, and budgets.

Areas of expertise include:

- Space planning and design
- 21st century library services and transformation
- Children's and teen services and spaces
- Community awareness and marketing
- New approaches to strategic planning

We are about helping libraries survive and thrive in an environment of constant change. Change occurs every day with shifting demographics, newer and better technologies, increasing real and virtual competition. Not to mention a very unsettled economy. Our team addresses these issues using a holistic approach. In addition, we assist libraries with understanding and implementing successful 21st century services and spaces, increasing the efficiency of operational processes such as circulation and information services, incorporating and managing technology, streamlining behind-the-scenes activities, improving web-based access, and more.

Understanding of Services

The Chemung County Library District is looking for a partner to assist in assessing and planning a redesign of the Steele Memorial Library located in Elmira, NY.

In this proposal, we are presenting two (2) service options that are typical and recommended for a project such as this. It is understood that KBA's role in this project will be to assist the library's Project Team in looking at its services and spaces with "fresh" eyes. The consultant's role will be to analyze information and offer professional recommendations based on best practices for 21st century public libraries as well as observation and assessment of 's existing services, spaces, use, and community.

What is just as important for the success of this project, if not more important, is the quality of communication between KBA and the Project Team. The consultants will share their analyses and opinions so all stakeholders can fully understand the implications of decisions that will need to be made. The Project Team must, in turn, help the consultants fully understand the local context within which decisions must be made. When the process is complete, everyone involved must have a new, clearer vision of what needs to be done based on the in-depth, professional assessment of the existing situation, the consideration of new and emerging trends in library services and spaces, and an understanding of local realities and sensibilities.

Our Approach

Our approach to library facility planning and design is based on collaboration, open communication, and showing stakeholders "the possibilities" for their library. It is also about identifying what stakeholders and members of the community want and need from their library in terms of services and spaces.

Our methodologies include research and analysis of existing data combined with direct staff input. Our philosophy of planning and programming library spaces is based on identifying what stakeholders want and expect from their library in terms of services and spaces. We then determine what the stakeholders believe to be the strengths and weakness of the library. Also included in this assessment is a demographic analysis, collection analysis, discussion of best practices in successful 21st century libraries, conversation about various technologies, service models and delivery of service, and library staffing.

With all information in hand, KBA develops its recommendations as well as a detailed *Space Needs Analysis*. A floor plan illustrating the recommendations and needs will also be developed. These documents will quantitatively define all the spaces needed to realize the Library's vision. No matter what services KBA delivers, we strongly believe that to provide long-lived flexible library facility "form must follow function," so we work hard to understand the plan of service so we can then translate it into space needs and a successful design.

We are dedicated to working with our clients to achieve successful and thriving 21st century library services and spaces that provide:

- A forward-thinking approach to delivering library services;
 - A welcoming, inviting, and dynamic environment for users;
 - Flexibility to meet current and future needs;
 - Functional efficiency for customers and staff
-

Consulting Services

KBA's team will consist of principal consultant Kimberly (Kim) Bolan Cullin who will serve as the project lead with Jessica Edwards, Associate Consultant, as the secondary lead. Other KBA associates may be involved, as needed, in order to best serve the project.

The following outlines the services "options" that KBA can provide. These services reflect services typical for a project such as yours.

Service 1: Data Gathering & Analysis & Onsite Kick-off Meeting

This service includes KBA identifying, gathering, and analyzing appropriate background information and data as necessary for the project. The majority of the data gathering will take place prior to the onsite kick-off meeting. This will be a very collaborative process with the library's Project Team.

Following data gathering & analysis, KBA will work with the library administration and/or Project Team to schedule and conduct one onsite kick-off meeting / facility review (attended by Kim Cullin) in Elmira, NY to review findings and launch the project.

Deliverables will include:

- Conversion of the existing floorplans into a CAD/DWG format.
- A full collection analysis
- A facility analysis

Service 2: Space Needs Analysis, Plan Concepts, and Budget Development

This service will include analysis of and facility planning recommendations and concepts for all of the Steele Library interior public spaces. Behind-the-scenes staff spaces will be excluded. KBA will provide recommendations in the format of a brief written report and a corresponding floor plan illustrating the recommendations. A budget estimate based on the recommendations will also be provided. This proposal and cost estimate includes the concepts being presented remotely via Join.me. **Note: For an additional fee, a 2nd onsite visit by the consultant can be arranged if it is deemed appropriate by library leadership.*

Deliverables will include:

- A brief written report that includes summarized findings and recommendations
 - One illustrative conceptual floor plan with enough detail level to support conceptual budgeting
 - A budget estimate for realization of the recommended plan
 - A conference call presentation via Join.me to review the final plan
 - See previous note regarding a 2nd onsite visit if it's needed
-

Timeframe

KBA is prepared to start the data gathering phase of the project as soon as possible, with the first onsite meeting to happen in August or September 2017 or later, if needed. The final presentation to CCLD leadership will likely happen by the end of 2017, but may be extended into early 2018 based on the preferred timeline.

Cost Estimate

This project will be billed on a time and material basis. Based on other projects similar in size and scope, it is estimated that the consulting on this project will not exceed \$8,400.

KBA rates are as follows:

| | |
|-----------------------------------|------------|
| Kimberly Bolan Cullin, MLS | \$140/hour |
| Jessica Edward, (Interior Design) | \$115/hour |

In addition, all travel expenses will be billed at cost. All travel will be based from Indianapolis, IN.

Any other miscellaneous (printing, shipping, etc.) expenses will be billed at cost with no additional markup.

Experience

Kimberly (Kim) Bolan Cullin, MLS is an experienced librarian, consultant, and author with a broad background in libraries. She is the president and principal consultant of Kimberly Bolan & Associates, LLC a library consulting firm established in 2004 by Kim and her husband Rob Cullin. Kim is a *Library Journal* recognized "Mover & Shaker", has published three books and numerous journal articles, and is a frequent speaker at state and national conferences. Kim has consulted with hundreds of public, school, and academic libraries across the United States and abroad specializing in space planning and design, 21st century library services, children's and teen services and spaces, marketing, and customer service. Prior to starting her consulting business, Ms. Bolan Cullin was a public library administrator in New York State. There she planned and managed two public library building and expansion projects.

Resume available on request

**Please refer to KBA's website at www.rethinkinglibraries.org
for additional information.**
