

# CHEMUNG COUNTY LIBRARY DISTRICT

## Agenda

The June 2007 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, June 21<sup>st</sup>, 2007, at 7pm in the Big Flats Library, 78 Canal Street, Big Flats, New York 14814. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Smith (737-7285), Mrs. Santulli (733-8607), or Mr. Sleeth (733-8611).

***A tour of the Big Flats Library led by Principal Library Clerk Brian Harris will commence at 6:30pm. Please do your best to attend this tour prior to the start of the regular board meeting.***

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2007-51)
4. Treasurer's report
  - a) Financial report (document #2007-52)
  - b) Report of unpaid Bills Detail (document #2007-53)
5. Correspondence
6. President's report
7. Director's report
  - a) Personnel activities since the April 2007 meeting of the Library Board (document #2007-54)
  - b) Strengths & Weaknesses of the Big Flats Library (document #2007-55)
8. Committee reports:
  - a) Executive Committee (Smith)
    - 1) Report of the Committee meeting (document #2007-56)
  - b) Budget & Finance Committee (Pirozzolo)
    - 1) Report of the Committee meeting (document #2007-57); and Insurance documents (2007-57a, 2007-57b, & 2007-57c)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document #2007-58); and Engineering update of *Existing Conditions Evaluation / Capital Assessment* of CCLD facilities (document #2007-58a)
  - d) Planning Committee
    - 1) Report of the Committee meeting (document #2007-59); and Proposed RFP for Planning Services (document #2007-59a)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

***(Minutes of the May 2007 meeting of the Chemung County Library District Board of Trustees. Document #2007-51)***

**Minutes of the May 2007 meeting of the Chemung County Library District Board of Trustees.** The May meeting was held on Thursday, May 17, 2007 at 7:00pm at the Steele Memorial Library. The meeting was called to order by President Allen C. Smith. Present: Robin Fitzgerald, Richard Pirozzolo, Jan Kather, Kimberly Richards, Sherrill Collins, Marleah Denkenberger, Ed Marosek, Claudia Radin, Joan Hurley, Kristen Meyer and Jason Harmon. Excused: Andrea Ogunwumi. Absent: Karl Schwesinger. Also present were Kathy Stickler from the accounting firm Mengel, Metzger, Barr & Co., Jim Sleeth, the Library's Director and Joan Santulli, the Library's Administrative Assistant.

Prior to the start of the meeting, Librarian III Owen Frank, gave a tour of the Reference and Adult Services Department of the Steele Memorial Library.

The meeting was turned over to accountant Kathy Stickler who reviewed the following documents with the board: (1) Chemung County Library District Audited Financial Statements, Other Financial Information; and Independent Auditors' Reports dated 12/31/06; (2) Chemung County Library District Report to Board of Trustees dated 12/31/06; and (3) Chemung County Library District Required Communications and Advisory Comments dated 12/31/06.

Ms. Stickler pointed out that the opinion given by the auditing firm is that the Library District's financial statements for the 2006 fiscal year ended in conformity with accounting principles generally accepted in the United States of America. It was noted that the Library District has applied for federal tax-exempt status under section 501(c)(3) of the Internal Revenue Code and is automatically state tax exempt under state regulations.

Ms. Stickler stated that if the auditors had found a significant problem with the audit, the board of trustees would be informed in written form in the document called "Required Communications and Advisory Comments." The only transaction that is mentioned in this document is the fact that the financial statements reflect the transfer of the property at fair market value, net of assumed liabilities. Advisory comments include the recommendation that the Library District begin a segregation of duties for the accounting functions, establish a written document that clearly identifies the transactions and obligations to which both the Library District and the County of Chemung have verbally agreed to, and to consolidate the payroll fund with the general fund.

Regarding the "Report to the Board of Trustees," Ms. Stickler stated that accounting standards require that they list any significant deficiencies or material weaknesses of the Library District. Included in these comments were the assumption of debt and employee benefits from the County of Chemung, the listing of the buildings as fair market value and the segregation of duties, which have already been discussed. Ms. Collins moved,

seconded by Ms. Fitzgerald to accept the audited financial statements for fiscal year 2006 as submitted by Mengel, Metzger & Barr. Motion Carried.

**Minutes.** (Document #2007-40) The board reviewed the minutes of the April 2007 meeting. The minutes were approved as distributed by unanimous consent.

**Financial Report.** (Document #2007-41) Mr. Pirozzolo noted that the 2007 District budget is moving along smoothly. The only unusual expense in the April report is the \$8,000+ for the body repair recently completed on the Bookmobile which was a non-budgeted item in the 2007 budget. He reported that the revenue line for interest on investments would exceed budget projections. By unanimous consent, the April 30<sup>th</sup>, 2007 financial report was approved as distributed and will be filed for audit.

Concerning the report of unpaid bills (Document #2007-42), Mr. Pirozzolo noted that this bill listing includes the 2006 debt service payment to the County of Chemung in the amount of \$174,175. The County sent a bill for the total 2006 and 2007 Debt Service owed to Chemung County by the Library District. The Budget & Finance Committee recommends paying the 2006 invoice this month and to pro-rate the 2007 invoice into three installments and pay it off by the end of the year. By unanimous consent, the board authorized the payment of the unpaid bills as distributed.

**Correspondence.** Two items were distributed at the meeting. The first item described the 2007 Kinderbook Program, a program of the Friends of the Steele Memorial Library that encourages kids in kindergarten to apply for a library card. The second, a flyer from the New York State Division of Library Development, gives an overview of their programs and services.

The correspondence folder contained the following items of interest:

- A thank you note from the Big Flats Women's Club;
- Minutes from the Big Flats Library Advocates April 19th meeting;
- A notice of the 3rd Anniversary of the Family Reading Partnership of Chemung Valley, a program which that we partner with;
- The 2007 schedule from STLS of the series of workshops geared for library trustees;
- Articles and events that will be published in the Summer issue of the Library District's newsletter;
- A copy of the check from the State of New York in the amount of \$87,930 which represents 90% of the State Construction Funds for capital projects at the Big Flats, West Elmira and Steele Libraries;
- A letter from the Upstate History Alliance informing the District that its application for funding has been denied;
- Publications from the two Friends groups -- the *Festival* (the booklet published from the annual poetry contest), and newsletters the *Bookworm* and *Wordsworth*;

- A thank you letter to the Friends of the Horseheads Free Library for their most recent donation;
- Two Spring newsletters - *The Bulletin* from the New York Library Association and *Trustee* from the New York State Association of Library Boards;
- A copy of an e-memo from STLS that notifies the District that the 2007 allocation of CLD/CBA funds from the State is the same as last year and that the Local Library Aid has in fact decreased slightly due to the Horseheads Library no longer being a separate library.

**President's report.** Allen Smith reported that he and Ms. Collins attended the May workshop put on by STLS for board members. The workshop centered on legal issues surrounding libraries and was very helpful. The next workshop will be held on June 2<sup>nd</sup> and will focus on areas in which trustees can become more successful, including long-range planning and recruitment of new members. He encouraged board members to attend these seminars.

Mr. Smith reported that Matt Grier has resigned his position on the board. There is a need to recruit more qualified board members. There will be seven seats up for election in November of 2007.

Mr. Smith stated that he is sending thank you letters on behalf of the Chemung County Library District to both Assemblyman O'Mara and Senator Winner for their support of State aid for library construction. He requested that members of the board also sign the two letters.

**Director's Report.** Mr. Sleeth presented a report of personnel activities since the last board meeting (Document #2007-43). Bill Knapp, our long-tenured Bookmobile Driver, has accelerated his plans for retirement to October 30, 2007. Bookmobile service was discussed at the last Executive Committee meeting. Surveys regarding the service are being taken and will be reported upon at an upcoming meeting of the Library Board.

Mr. Sleeth then reviewed the Strengths & Weaknesses of the Reference and Adult Services Department of the Steele Memorial Library (Document #2007-44), a document written by Department Head Owen Frank.

The strengths of the Steele Library Reference Department are clear: the great collection, the excellent staff, the genealogy resources, and the Library District web page. The weaknesses mentioned in the report mostly center around staffing levels. Reliance on volunteers and senior employment agencies benefits the library, however the level of staffing is not consistent. He also states that within the next 5-10 years, 60-80% of the staff will be eligible to retire which will challenge the library's ability to maintain a good quality of service. Ms. Collins stated that she believes the board should consider expanding the staff at the Steele Library right away, starting with the part-time Page positions. Mr. Sleeth stated that all Department Heads have been asked to submit

requests for consideration in the 2008 Library District budget, including personnel increases. These requests will be submitted to the Budget & Finance Committee for their review and recommendation.

Mr. Sleeth reviewed the Central Library Development proposal (Document #2007-45). Mr. Sleeth stated that he and Owen Frank worked together on the proposal and attempted to submit a proposal that would be acceptable to the Library District board and to STLS's Central Library Advisory Committee. This proposal, if approved by the board, will be submitted to the Southern Tier Library System via the May 24th meeting of the Central Library Advisory Committee. The proposal addresses the goals of the 2007-2011 STLS Plan of Service regarding Central Book Aid funding, gives training opportunities for STLS member library staff in 2007, gives a proposed CLD and CBA budget for 2007 and lists the costs of providing Central Library services in 2007. Library service on Sundays is included in the proposal because it is an integral component of Central Library Service. Ms. Collins moved, seconded by Ms. Meyer, to approve of the 2007 Central Library Development Proposal as submitted in writing to the board. Motion Carried.

**Executive Committee.** The report of the Executive Committee meeting was presented in writing to the board (Document #2007-46). Mr. Smith stated that in addition to items that have already been discussed, the Committee discussed the need for storage sheds at the Big Flats and West Elmira Libraries. He also stated that in addition to finding a replacement for the 13th District of the Library District board, CCLD is also responsible for finding a board member to represent Chemung County on the Southern Tier Library Board of Trustees. The STLS board has one vacancy now and will have another one at the end of the year. Further, the CCLD board is also responsible for filling one upcoming vacancy on the Steele Memorial Library Foundation board.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2007-47). Mr. Pirozzolo reported that the Committee is working on a similar budget timeline as last year in preparing the proposed 2008 Library District budget. He also reported that following the auditor's recommendation, a committee member (Ms. Fitzgerald) has agreed to open and review CCLD bank statements as received from Chemung Canal Trust Company. Mr. Smith extended his congratulations to the Budget & Finance Committee and to Mr. Sleeth and Ms. Santulli for their good work on the 2006 CCLD audit.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2007-48). Ms. Kather reported that she, Mr. Schwesinger and Sue Oliver of Fagan Engineers met at the Big Flats Library with Hunt Engineers to discuss their bid specifications for the construction project at the library. She stated that Sue Oliver is a wonderful advocate for the library's interests. Everything is on time for the two roof projects and the chiller project will be started in the fall. The bid documents will be approved by Attorney Jim Young and will

then be distributed to the public. An update of Sue Oliver's Existing Conditions Evaluation report is anticipated for the first week in June.

Ms. Collins reported that the time line for the request of funding for State Construction projects for 2008 had been accelerated. The applications and appropriate attachments will need to be submitted to STLS by August 24, 2007. The State deadline is no later than September 14, 2007.

**Personnel Committee.** The report of the Personnel Committee meeting was presented in writing to the board (Document #2007-49). Bookmobile service was discussed.

**Old Business.** The By-Laws of the Chemung County Library District (Document #2007-50). Ms. Collins moved, seconded by Ms. Denkenberger to approve of the revised by-laws (Document #2007-50) as submitted to the board in writing. Motion carried.

Mr. Smith stated that he has spoken to Attorney Jim Young and a deed for the transfer of the Horseheads Free Library building to the Library District is being prepared by a real estate expert to be brought to the board and the Public Library Foundation of Chemung County for their approval.

**New Business.** Ms. Collins stated that she is getting the petitions ready for those board members and residents who are interested in running for the vacancy on the board in their district. July 10, 2007 is the first day that names can be collected on a petition. Twenty-five signatures are required for placement on the election ballot. The deadline for the petitions to be turned in to the CCLD board secretary is September 15, 2007.

**Public Expression.** A group of individuals representing the Twin Tiers Generation Joshua Club were present at the meeting. Ashlynn Meiklejohn, Vice-President of the group spoke on their behalf. The club has been meeting at the Steele Library since July of 2006. Earlier this year, they received a letter from CCLD that stated that according to the Meeting Room Policy, the club was no longer eligible to use the meeting rooms at the library. They are requesting to know which requirement in the policy that the club does not meet. They requested clarification of the policy in March and have not yet received a reply. It was explained that the board has re-evaluated its Meeting Room Policy and has recently amended the policy to remove the phrase "for religious services". This is no longer an issue and the Twin Tiers Generation Joshua Club is eligible once again to use CCLD meeting rooms.

The meeting adjourned at 8:41pm. The next regular meeting of the board will be on Thursday, June 21, 2007 at 7pm at the Big Flats Library.

**CHEMUNG COUNTY LIBRARY DISTRICT**  
Financial Report - MAY 31, 2007

**(DOCUMENT #2007-52)**

Account	2007 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
<b>Income</b>					
Library Fines, Fees & Contributions	\$ 101,110	\$ 39,784	\$ 61,326	39%	
Grants (other than N.Y.S.)	28,750	4,450	24,300	15%	
Foundation Contributions	160,000	20,000	140,000	13%	
Library District Tax Receipts	2,140,001	2,140,001	0	100%	
Interest on Investments	30,000	39,410			
<b>State Aid</b>					
Central Library Development	105,000	0	105,000	0%	
Central Book Aid	71,500	0	71,500	0%	
Local Library Services Aid	41,700	0	41,700	0%	
Other State Aid	1,600	87,930	(86,330)	5496%	
<b>TOTAL INCOME</b>	<b>\$ 2,679,661</b>	<b>\$ 2,331,575</b>	<b>\$ 357,496</b>	<b>87%</b>	<b>42%</b>

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
<b>Expense</b>					
<b>Personnel</b>					
Salaries	\$ 1,102,746	\$ 419,218	\$ 683,528	38%	
Sunday & Holiday Salaries	55,404	16,895	38,509	30%	
Employee Benefits	509,337	187,548	321,789	37%	
<b>Contractual</b>					
Equipment	29,780	13,784	15,996	46%	
Telephone	10,330	3,267	7,063	32%	
Supplies	26,114	12,802	13,312	49%	
Travel & Continuing Education	19,155	4,247	14,908	22%	
Repairs & Maintenance	95,599	20,488	75,111	21%	
Postage	7,839	2,103	5,736	27%	
Library Materials (books, video, etc.)	258,430	109,877	148,553	43%	
Utilities	92,000	20,266	71,734	22%	
Building Cleaning Supplies	4,760	2,674	2,086	56%	
Fuel, Gas & Oil	2,000	842	1,158	42%	
Insurance	27,199	19,241	7,958	71%	
Rent	5,150	1,667	3,483	32%	
Vehicle Operation / Lease	7,000	8,553	(1,553)	122%	
Professional Fees (audit, membership)	50,246	34,201	16,045	68%	
Data Processing Expenses	38,231	10,094	28,137	26%	
Payment of Taxes	4,897	4,517	380	92%	
Library Programming	11,588	8,013	3,575	69%	
Chemung County costs (B&G, vision)	17,085	4,389	12,696	26%	
Capital Improvements	45,000	0	45,000	0%	
Contingency Fund	56,254	0	56,254	0%	
Debt Service	208,517	174,175	34,342	84%	
<b>TOTAL EXPENSE</b>	<b>\$ 2,684,661</b>	<b>\$ 1,078,861</b>	<b>\$ 1,605,800</b>	<b>40%</b>	<b>42%</b>

**Unpaid Bills Detail**

As of June 13, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>A Step Above</b>			
	06/13/2007	volunteer reception	103.00
Total A Step Above			<u>103.00</u>
<b>Acme Pest Control, Inc.</b>			
	06/13/2007	Pest Control @ Steele	21.00
Total Acme Pest Control, Inc.			<u>21.00</u>
<b>AT&amp;T</b>			
	06/13/2007	long dist chg-SML	11.23
Total AT&T			<u>11.23</u>
<b>Baker &amp; Taylor Books</b>			
	06/13/2007	HFL/WE book purchases	485.23
Total Baker & Taylor Books			<u>485.23</u>
<b>Barnes &amp; Noble, Inc.</b>			
	06/13/2007	SML book purchases	44.00
Total Barnes & Noble, Inc.			<u>44.00</u>
<b>BBC Audiobooks America</b>			
	06/13/2007	Audio purchases for Steele	378.51
Total BBC Audiobooks America			<u>378.51</u>
<b>Blackbourn Media Packaging</b>			
	06/13/2007	AV supplies for BF	163.46
Total Blackbourn Media Packaging			<u>163.46</u>
<b>Center Point Large Print</b>			
	06/13/2007	ST large print	155.76
Total Center Point Large Print			<u>155.76</u>
<b>Chemung County Library District</b>			
	06/13/2007	Petty Cash reimbursement - HFL	180.74
Total Chemung County Library District			<u>180.74</u>
<b>Connie Oglivie</b>			
	06/13/2007	Programming supplies/AV purchases-ST	100.67
Total Connie Oglivie			<u>100.67</u>
<b>CyberDark Computing</b>			
	06/13/2007	computer equipment	137.50
Total CyberDark Computing			<u>137.50</u>
<b>Deborah L. Brimmer</b>			
	06/13/2007	Mileage reimbursement-May	172.66
Total Deborah L. Brimmer			<u>172.66</u>
<b>Demco, Inc.</b>			
	06/13/2007	Supplies BF/ST	80.31
Total Demco, Inc.			<u>80.31</u>
<b>Donna Hubbard</b>			



## Unpaid Bills Detail

As of June 13, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	06/13/2007	Hotel reimb-HFL	144.00
Total Donna Hubbard			144.00
<b>Electrified Discounters, Inc.</b>			
	06/13/2007	Dukane lamp for HFL	506.00
Total Electrified Discounters, Inc.			506.00
<b>Elmira Water Board</b>			
	06/13/2007	SML & WE water	123.50
Total Elmira Water Board			123.50
<b>First Transit</b>			
	06/13/2007	Bookmobile fuel - May	224.04
Total First Transit			224.04
<b>Gressco LTD.</b>			
	06/13/2007	DVD security cases for ST	2,243.94
Total Gressco LTD.			2,243.94
<b>Idearc Media Corp.</b>			
	06/13/2007	Phone book ad-monthly fee	15.00
Total Idearc Media Corp.			15.00
<b>Imperial Door Controls, Inc.</b>			
	06/13/2007	maintenance agreement-handicap doors @ ST	1,160.00
Total Imperial Door Controls, Inc.			1,160.00
<b>Info USA Marketing, Inc.</b>			
	06/13/2007	Electronic Reference materials-renewal	7,000.00
Total Info USA Marketing, Inc.			7,000.00
<b>James J. Collins</b>			
	06/13/2007	Patron refund	15.00
Total James J. Collins			15.00
<b>Janet Ackerman</b>			
	06/13/2007	BF mileage reimbursement	29.59
Total Janet Ackerman			29.59
<b>Logic Computer Products</b>			
	06/13/2007	Printer cartridge supplies	201.39
Total Logic Computer Products			201.39
<b>MidWest Tape</b>			
	06/13/2007	DVD/Audio purchases-SML	1,682.09
Total MidWest Tape			1,682.09
<b>Random House, Inc.</b>			
	06/13/2007	AV purchases-ST	1,324.85
Total Random House, Inc.			1,324.85
<b>Sayles &amp; Evans</b>			
	06/13/2007	Legal fees 2/7-4/26	2,076.00

## Unpaid Bills Detail

As of June 13, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Sayles & Evans			2,076.00
<b>SDS of NY</b>			
	06/13/2007	garbage disposal-BF,WE,HFL for May	125.97
Total SDS of NY			125.97
<b>Seneca Data</b>			
	06/13/2007	Printer/ink for Steele	1,160.60
Total Seneca Data			1,160.60
<b>SKJ Facilities Management, Inc.</b>			
	06/13/2007	HFL Janitor services 5/27, 6/3	240.00
Total SKJ Facilities Management, Inc.			240.00
<b>Southern Tier Library System</b>			
	06/13/2007	Processing fees/supplies/Cost Share-all libraries	9,874.59
Total Southern Tier Library System			9,874.59
<b>Staples Business Advantage</b>			
	06/13/2007	Office supplies-all libraries	282.85
Total Staples Business Advantage			282.85
<b>Sunset Printers</b>			
	06/13/2007	time off cards/SRC flyers	281.12
Total Sunset Printers			281.12
<b>The Community Bookstore</b>			
	06/13/2007	NY Times/Wall St-Jan-Apr	398.70
Total The Community Bookstore			398.70
<b>The H. W. Wilson Company Lockbox</b>			
	06/13/2007	ST- electronic Reference database	2,213.50
Total The H. W. Wilson Company Lockbox			2,213.50
<b>Thomson Gale</b>			
	06/13/2007	SML fiction/juvenile purchase	453.82
Total Thomson Gale			453.82
<b>U. S. Postal Service</b>			
	06/13/2007	postage for mailing machine	3,000.00
Total U. S. Postal Service			3,000.00
<b>Unique Management Services, Inc.</b>			
	06/13/2007	collection agency fees-all libraries-May	594.23
Total Unique Management Services, Inc.			594.23
<b>WCM Painting Company LLC</b>			
	06/13/2007	Exterior Paint/Stain @ HFL	1,395.00
Total WCM Painting Company LLC			1,395.00
<b>TOTAL</b>			<b>38,799.85</b>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of June 6, 2007

Executive Committee

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Amazon Credit Plan</b>			
	06/06/2007	Steele AV/JUV purchases	1,726.78
Total Amazon Credit Plan			<u>1,726.78</u>
<b>AT&amp;T</b>			
	06/06/2007	long dist chg-SML & BF	28.38
Total AT&T			<u>28.38</u>
<b>Barnes &amp; Noble, Inc.</b>			
	06/06/2007	SML book purchases	57.49
Total Barnes & Noble, Inc.			<u>57.49</u>
<b>Chemung County Library District</b>			
	06/06/2007	Petty Cash reimbursement - BF	44.15
Total Chemung County Library District			<u>44.15</u>
<b>Cola Thayer</b>			
	06/06/2007	mileage reimbursement	41.23
Total Cola Thayer			<u>41.23</u>
<b>Compumentor</b>			
	06/06/2007	Office 2007 software-all libraries	600.00
Total Compumentor			<u>600.00</u>
<b>Dept.00-01338243</b>			
	06/06/2007	office supplies-HFL	94.70
Total Dept.00-01338243			<u>94.70</u>
<b>Diane Janowski</b>			
	06/06/2007	Book purchase-local author	30.00
Total Diane Janowski			<u>30.00</u>
<b>EBSCO Subscription Services</b>			
	06/06/2007	Magazine subscriptions-ST	572.60
Total EBSCO Subscription Services			<u>572.60</u>
<b>Grey Owl Indian Craft Sales Corp.</b>			
	06/06/2007	BF programming supplies	29.50
Total Grey Owl Indian Craft Sales Corp.			<u>29.50</u>
<b>Ingram Library Services</b>			
	06/06/2007	Library materials-all libraries	8,589.42
Total Ingram Library Services			<u>8,589.42</u>
<b>Janet Ackerman</b>			
	06/06/2007	BF mileage reimbursement	16.39
Total Janet Ackerman			<u>16.39</u>
<b>Nancy Nivison</b>			
	06/06/2007	Puppet show at BF	100.00
Total Nancy Nivison			<u>100.00</u>
<b>Petty Cash-Steele</b>			
	06/06/2007	reimburse PC expenses-SML	476.30
Total Petty Cash-Steele			<u>476.30</u>
<b>Phyllis Rogan</b>			
	06/06/2007	mileage reimbursement	44.80
Total Phyllis Rogan			<u>44.80</u>
<b>ProQuest Information &amp; Learning</b>			
	06/06/2007	Microfilm S-G for March/April	37.30
Total ProQuest Information & Learning			<u>37.30</u>
<b>Reader's Digest</b>			
	06/06/2007	HFL subscription	24.98
Total Reader's Digest			<u>24.98</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of June 6, 2007

Executive Committee

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Rebecca L. Tinker</b>			
	06/06/2007	Patron refund	<u>15.00</u>
Total Rebecca L. Tinker			15.00
<b>Recorded Books</b>			
	06/06/2007	WE purchases	<u>197.80</u>
Total Recorded Books			197.80
<b>Rose Woodard</b>			
	06/06/2007	Reimb for Programming expenses-WE & Vol. Recognitic	<u>507.88</u>
Total Rose Woodard			507.88
<b>SKJ Facilities Management, Inc.</b>			
	06/06/2007	HFL Janitor services 4/15 - 5/20	<u>720.00</u>
Total SKJ Facilities Management, Inc.			720.00
<b>Southern Tier Library System</b>			
	06/06/2007	Processing fees/supplies	<u>836.50</u>
Total Southern Tier Library System			836.50
<b>Staples Business Advantage</b>			
	06/06/2007	Office supplies-all libraries	<u>169.37</u>
Total Staples Business Advantage			169.37
<b>Staples Credit Plan</b>			
	06/06/2007	BF printer-to be reimb/supplies	<u>236.96</u>
Total Staples Credit Plan			236.96
<b>Star Gazette</b>			
	06/06/2007	annual subscription-BF	<u>182.71</u>
Total Star Gazette			182.71
<b>Tales 'n Tunes</b>			
	06/06/2007	June program at all libraries	<u>1,400.00</u>
Total Tales 'n Tunes			1,400.00
<b>The Penworthy Company</b>			
	06/06/2007	ST JUV library materials	<u>1,431.86</u>
Total The Penworthy Company			1,431.86
<b>Time Warner Cable</b>			
	06/06/2007	VPN Service	<u>200.00</u>
Total Time Warner Cable			200.00
<b>Town of VanEtten</b>			
	06/06/2007	Building rental-May/June	<u>833.32</u>
Total Town of VanEtten			833.32
<b>U. S. Postal Service</b>			
	06/06/2007	Summer 07 newsletter mailing fees	<u>998.24</u>
Total U. S. Postal Service			998.24
<b>Upstart</b>			
	06/06/2007	Prog Supply - BF/WE/HFL	<u>509.44</u>
Total Upstart			509.44
<b>Verizon</b>			
	06/06/2007	phone service-ST/WE	<u>869.72</u>
Total Verizon			869.72
<b>Verizon Wireless</b>			
	06/06/2007	BKM cellular service-5/19-6/18	<u>111.65</u>
Total Verizon Wireless			111.65
<b>Village of Horseheads</b>			
	06/06/2007	HFL water bill 1/4-4/3	<u>29.81</u>
Total Village of Horseheads			29.81

Chemung County Library District General Fund  
**Unpaid Bills Detail**  
As of June 6, 2007

Executive Committee

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
TOTAL			<u>21,764.28</u>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of June 6, 2007

Executive Committee

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Abingdon Press</b>			
	06/06/2007	reference material	42.30
Total Abingdon Press			<u>42.30</u>
<b>Diane Janowski</b>			
	06/06/2007	reference material-local author	30.00
Total Diane Janowski			<u>30.00</u>
<b>Ingram Library Services</b>			
	06/06/2007	Non-Fiction book purchases	1,556.99
Total Ingram Library Services			<u>1,556.99</u>
<b>Southern Tier Library System</b>			
	06/06/2007	processing fees-NonFiction & Reference	100.00
Total Southern Tier Library System			<u>100.00</u>
<b>TOTAL</b>			<u><u>1,729.29</u></u>

## Grant Fund

## Unpaid Bills Detail

	<u>As of May 9, 2007</u> <u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
	05/09/2007	Reference materials	315.34
Total Baker & Taylor Books			<u>315.34</u>
<b>Grey House Publishing</b>			
	05/09/2007	Reference Material	203.00
Total Grey House Publishing			<u>203.00</u>
<b>Ingram Library Services</b>			
	05/09/2007	Non-Fiction book purchases	92.72
Total Ingram Library Services			<u>92.72</u>
<b>N.A.D.A. Appraisal Guides</b>			
	05/09/2007	reference materials	315.00
Total N.A.D.A. Appraisal Guides			<u>315.00</u>
<b>National Automobile Dealers Svc. Corp.</b>			
	05/09/2007	Reference material	66.00
Total National Automobile Dealers Svc. Corp.			<u>66.00</u>
<b>TOTAL</b>			<u><u>992.06</u></u>

***(Document #2007-54: Personnel activities since the May 2007 meeting of the Library Board)***

Memo

To: Library District Board of Trustees

From: Jim Sleeth, Library Director

Subject: Personnel activities since the May 2007 meeting of the Library Board

Date: June 14, 2007

May 18<sup>th</sup>, 2007: Wendy Taylor is hired as a temporary Library Page at the Steele Memorial Library. Her appointment concludes September 20<sup>th</sup>, 2007.



# Strengths and Weaknesses of the Big Flats Library in 2007

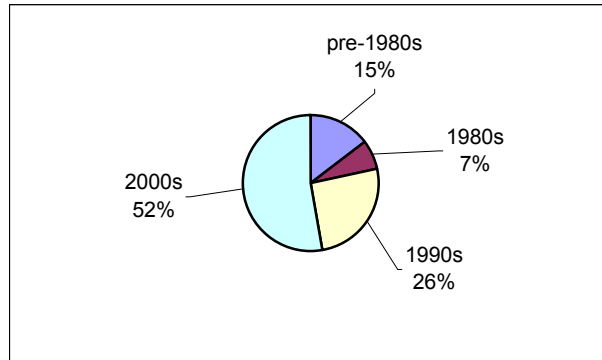
By Lynn Shepson, Brian Harris, Jim Sleeth, & Owen Frank – June 2007  
(Document #2007-55)

## Strengths of the Big Flats Library

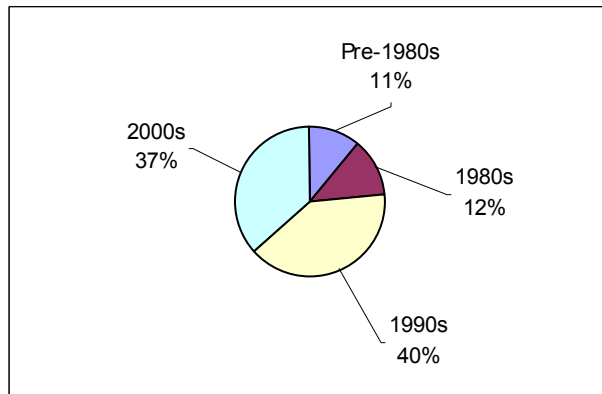
- **Library staff, programming, and use of the collection:**

All staff members at the Big Flats Library – Brian Harris, Janet Ackerman, Dawn Austin, and Cassie Wright – are actively involved in programming. Regular weekly story times conducted from mid-September through mid-May include Tuesday night family story times, Wednesday toddler programs, and Friday preschool story times. The Big Flats Community Center does a lot of adult programming in the Big Flats area, so we concentrate primarily on book related, children's and family programming.

Circulation of newer books to children has long been the Big Flats Library's strong suit. Consistent with other neighborhood libraries experiences, the following chart illustrates that *nearly 80% of the items borrowed from the Big Flats Library were purchased since 1990:*



The *age of the collection* closely mirrors circulation patterns:



- **Community loyalty:**

The Big Flats community treasures their small library, and there's a history to prove it. There are many older residents who remember how hard they worked to donate the land and negotiate with the County to build them a building in which to house their library. The Big Flats Library had existed in a variety of smaller buildings previous to that time. A number of residents, primarily members of the Big Flats Women's Club, have formed a support group named "The Big Flats Library Advocates," whose purpose is to raise money which can be used to assist the Big Flats Library.

### **Weaknesses of the Big Flats Library**

- **Facility:**

*As each of our branch library buildings (of the same vintage) were built, the square footage was reduced. By the time the Big Flats Library was built, the size of the staff room amounted to a room about half the size of a walk in closet, with no place to store discarded books for the Friends of the Library or the Big Flats Library Advocates, seasonal storytelling props, empty boxes for the inevitable malfunctioning computer, and outdoor summer equipment, let alone room for a staff member taking a break, eating lunch, or using the tiny bathroom. While the promised purchase and installation of a storage shed will address some the problem, the Library will still be without handicap access to the only bathroom in the Library.*

*Our storytelling area is a very small, triangular area that is inadequate for even medium size audiences. While programming is one of the key services which attract new borrowers, we have not allocated sufficient space to perform programs that require much movement or have multiple participants. This problem could be remedied with a different shelving layout. Traditional rows of shelving are too space consumptive in such a small building. Low shelving can be abutted in a configuration that would create study spaces, opening up into and doubling as a much larger performance area. This remodeling can be accomplished for a minimal amount of money, though if we were able to simultaneously put down a new carpet, it would greatly improve the looks of the library and address safety issues.*

- **Handicapped access:**

When our neighborhood libraries were built in the 1960s, small bathrooms were included for staff use only. As we added toddler hours and considerably expanded our programming efforts, it became impossible to deny access to the bathroom for children, pregnant women, and the elderly. Our bathrooms are heavily used, but access to the Big Flats Library bathroom is through the

overcrowded staff room, described previously, and just feet from our mechanical room.

While we have lived with these inadequate conditions for some time, we must now address the progressive condition of Principal Library Clerk Brian Harris, the Big Flats Library head. Brian uses a mobility scooter when he is at home and we are anticipating that it may not be long until he needs to use the scooter at work. Modifications to the bathroom and the checkout desk need to be designed in order for Brian to continue to work in his current position.

- **Location:**

When Miniers was the primary grocery store for Big Flats, the Big Flats Library location was perfect. With altered traffic patterns and now a fence between the Library and the grocery store, patron and customer behavior has changed. Further, with the primary residential area on the far side of the Interstate and the school being too far for students to walk to the Library either during or after school, the Library no longer receives much walk-in traffic. The Big Flats Elementary School cites the lack of a sidewalk as the reason students cannot walk from the school to the library.

- **Self-imposed limitations to the collection:**

A number of years ago, we decided that the collections of our smaller libraries would not include music (tape or CD) or video (VHS or DVD), in favor of print collections. The success of the Internet has reduced demand for both adult and juvenile non-fiction print collections. We are in the middle of weeding the adult non-fiction collection to provide the opportunity to field test a collection of DVDs. It is not hard to weed this collection because so many of these books have not circulated in three to five years. In addition, patron and staff ability to place holds on print materials held throughout the library system minimizes the need for warehousing the unused portion of the adult non-fiction collection. There would be problems to solve – the best shelving units would have to be found, theft of an unsecured collection would have to be measured – but if a test were to prove successful in the Big Flats Library, it could be installed at the West Elmira Library as well.

**(Document #2007-56)**

**Report of the June 6, 2007 meeting of the Executive Committee of the Chemung County Library District.**

The following members of the Executive Committee of the Chemung County Library District attended this meeting: Allen (Denny) Smith, Robin Fitzgerald, Sherry Collins. Excused were Dick Pirozzolo and Marleah Denkenberger. Also in attendance were Joan Santulli, Administrative Assistant, and Jim Sleeth, Library Director.

Allen C. Smith, Chair of the Committee, opened the meeting.

The following topics were discussed:

- June 6<sup>th</sup>, 2007 unpaid bills detail was reviewed and approved for payment;
- Mr. Sleeth noted that he received notification from the Board of Regents had formally dissolved the absolute charter of the Steele Memorial Library Association, and that the distribution of its corporate assets fall to the Chemung County Library District;
- A letter from the Big Flats Library thanking the Big Flats Women's Club for its contribution to the Library was shared;
- A \$1,300 contribution from the Big Flats Library Advocates to the Big Flats Library to support Summer Reading Club programs was shared with the Executive Committee;
- The Library District's participation with Assemblyman Tom O'Mara's "summer reading challenge" was announced;
- A May 22<sup>nd</sup>, 2007 article from the Rochester *Democrat & Chronicle* regarding the censoring of the Internet in Monroe County public libraries;
- The June 4<sup>th</sup>, 2007 update on the *Existing Facilities* report from Fagan Engineers giving construction priorities for CCLD-owned buildings was brought to the attention of the Committee. The Building & Grounds Committee will review the report on June 13<sup>th</sup>, then bring to the Board of Trustees at the June 20<sup>th</sup> meeting a list of projects for which grant applications will be made;
- Mr. Sleeth brought to the attention of the Executive Committee the unfortunate fact that the cost of a fire alarm system linking the Big Flats Library with the Big Flats Fire Dept and the West Elmira Library with the West Elmira Fire Dept was substantially more than the funds in the 2007 budget. Following discussion it was decided to ask library staff to install smoke alarms in the two libraries and get an update of costs to be considered in the 2008 budget request;
- It was noted that Shawn Lucas from CSEA has requested a meeting with the Library District to discuss employee shift swapping;
- Mr. Sleeth reviewed a preliminary draft of a report which focused on library staff opinions on various aspects of Bookmobile services – staffing, stops, policies, etc. – with the Executive Committee. Additional information will be compiled and a discussion regarding Bookmobile services will take place at the June 20<sup>th</sup> Board meeting;
- Ms. Collins brought to the meeting a brochure from the State Education Department regarding public library systems that she wished shared with the Board at its next meeting.

Since the next meeting of the Executive Committee of the Chemung County Library District scheduled to be held on July 4<sup>th</sup>, 2007 will not be held on that date, the next meeting of the CCLD Exec Committee will be announced at the June 20<sup>th</sup> meeting of the Board of Trustees. In any event, the meeting will be held in the Petrie Conference Room of the Steele Memorial Library.

**(Document #2007-57)**

**Report of the June 14<sup>th</sup>, 2007 meeting of the Budget & Finance Committee of the Chemung County Library District:**

A meeting of the Budget & Finance Committee of the Chemung County Library District was held on Thursday, June 14<sup>th</sup>, 2007, beginning at 8:15am. Attending the meeting were Robin Fitzgerald, Andrea Ogunwumi, Joan Santulli, and Jim Sleeth. Also attending the meeting was Mark Hagan from Perry & Carroll Insurance.

Robin Fitzgerald opened the meeting at 8:15am.

The following topics were discussed:

- Mark Hagan presented a “summary of insurance coverages” along with proposals to change the current year’s insurance coverage for the Library District. The Committee discussed and accepted a new “statement of values” of CCLD properties and agreed to recommend the addition of flood insurance to CCLD insurance coverages. These items will be brought to the CCLD board for discussion and action at its June 21<sup>st</sup>, 2007 meeting.
- Also discussed with CCLD insurance agent the advisability of seeking competitive bids for the package of CCLD insurance coverages for calendar year 2008.
- The Committee reviewed and approved the May 31<sup>st</sup>, 2007 financial report.
- The Committee reviewed and approved for payment the June 13<sup>th</sup>, 2007 bill sheets for the general and grant funds.
- The Committee discussed whether the Library District should use a credit card, with the consensus of opinion that the Library District should use a credit card by the library administration. Credit limit at \$2,000 was established.
- The preliminary 2008 budget was submitted to the Committee. Since the preliminary budget did not include capital project, equipment, or additional personnel requests it was concluded that these items needed to be added before the budget could be discussed in detail, recognizing that it is possible that the 2008 budget proposal may not be presented to the CCLD board until its August 16<sup>th</sup>, 2007 regular meeting. It was suggested that the August 16<sup>th</sup> board meeting, presently scheduled to be held in Van Etten, be changed to the Steele Memorial Library.

The meeting adjourned at 10:00am.

The next meeting of the Budget & Finance Committee will be held on Thursday, July 12<sup>th</sup>, 2007, in the Petrie Conference Room of the Steele Memorial Library.



# STATEMENT OF VALUES

DATE (MM/DD/YYYY)

6/13/2007

AGENCY PHONE (A/C, No, Ext): (607) 734-4291 FAX (A/C, No): (607) 737-2627	COMPANY <b>Selective Way Insurance Company</b> INSURED/APPLICANT <b>Chemung County Library</b> HEADQUARTERS ADDRESS <b>101 E. Church Street Elmira NY 14901</b>	NAIC CODE: 26301 POLICY NUMBER <b>S1768689</b>	PAGE <b>1 OF 1</b> EFFECTIVE DATE <b>12/31/2006</b>																					
Perry & Carroll, Inc 100 W. Church Street P.O. Box 307 Elmira NY 14902-0307  CODE: 00-11007-0      SUBCODE:  AGENCY CUSTOMER ID <b>00026655</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:10%;">COINS %</th> <th style="width:50%;">APPLICABLE CAUSES OF LOSS</th> <th style="width:40%;">SPECIFIC AVERAGE RATE REQUESTED</th> </tr> <tr> <td><input type="checkbox"/> 80%</td> <td><input type="checkbox"/> BASIC</td> <td><input type="checkbox"/> EARTHQUAKE COV</td> </tr> <tr> <td><input type="checkbox"/> 90%</td> <td><input type="checkbox"/> BROAD</td> <td><input checked="" type="checkbox"/> BLANKET RATE REQUESTED</td> </tr> <tr> <td><input checked="" type="checkbox"/> 100%</td> <td><input checked="" type="checkbox"/> SPECIAL</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/> Agreed Value</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>			COINS %	APPLICABLE CAUSES OF LOSS	SPECIFIC AVERAGE RATE REQUESTED	<input type="checkbox"/> 80%	<input type="checkbox"/> BASIC	<input type="checkbox"/> EARTHQUAKE COV	<input type="checkbox"/> 90%	<input type="checkbox"/> BROAD	<input checked="" type="checkbox"/> BLANKET RATE REQUESTED	<input checked="" type="checkbox"/> 100%	<input checked="" type="checkbox"/> SPECIAL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Agreed Value	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
COINS %	APPLICABLE CAUSES OF LOSS	SPECIFIC AVERAGE RATE REQUESTED																						
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APPLICABLE FORM NUMBERS (Attach completed forms and endorsements that require completion to provide necessary information affecting rates or loss costs)

CLASS CODE	LOC #	BLDG #	DESCRIPTION AND ADDRESS OF PROPERTY	ACV/RC	SUBJECT	100% VALUES	RATE OR LOSS COST	PREMIUM
	1	1	DESC: <b>Steel Memorial Library</b> ADDRESS: <b>101 E. Church St, Elmira, NY 14901</b>	RC	B	8,320,824		
	1	1	DESC:  ADDRESS: 	RC	BPP	1,590,500		
	2	1	DESC: <b>West Elmira Library</b> ADDRESS: <b>1231 W. Water St, Elmira, NY 14905</b>	RC	B	559,019		
	2	1	DESC:  ADDRESS: 	RC	BPP	131,325		
	3	1	DESC: <b>Big Flats Library</b> ADDRESS: <b>78 Canal St, Big Flats, NY 14814</b>	RC	B	505,491		
	3	1	DESC:  ADDRESS: 	RC	BPP	92,125		
	4	1	DESC: <b>Horseheads Free Library</b> ADDRESS: <b>405 S. Main St, Horseheads, NY 14845</b>	RC	BPP	92,560		
	5	1	DESC: <b>VanEtten Library (at town hall)</b> ADDRESS: <b>83 Main St, VanEtten, NY 14889</b>	RC	BPP	16,640		
			DESC:  ADDRESS: 					
			DESC:  ADDRESS: 					
			DESC:  ADDRESS: 					
						\$ 11,308,484	N/A	\$

**INSTRUCTIONS**

- ACV (Actual Cash Value) or RC (Replacement Cost): If other valuation basis applies, provide necessary information.
- SUBJECT:  
 B = Building S = Stock F = Furniture & Fixtures M = Machinery  
 BPP = Your Business Personal Property PPO = Personal Property of Others  
 BI = Business Income R = Rental Income Other - specify
- RATE OR LOSS COST: For class rated property, attach class rate information form or equivalent information for each location. For specifically rated property, attach specific rate or loss cost information if known.

**SIGNATURE**

ALL VALUES AND LOCATION INFORMATION ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF

INSURED'S SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## Chemung County Library District 2007 Coverage Proposals

1. Change blanket limit from \$8,528,000 to \$11,308,484 due to the implementation of the appraisal.
  - \$2,349.95 Annual Additional Premium
  - \$1,286.81 Pro-rated Premium, effective 6/14/2007
  
2. Add Flood and Earthquake coverage
  - \$1,000,000 Annual Aggregate Limit
  - \$25,000 Deductible per Occurrence
  - \$1,000 Annual Premium
  - \$548.00 Pro-rated premium, effective 6/14/2007



**Chemung County Library District  
Summary of Insurance Coverages**

	Selective 2005	Selective 2006
<b>Property</b>		
Premium	7,404.50	7,548.33
Blanket limit, buildings and contents	8,200,000	8,528,000
Deductible	5,000	5,000
"Special" perils, replacement cost valuation, agreed value		
Does not include Horseheads building		
<b>Inland Marine</b>		
Premium	726	632
Valuable Papers at Main branch	600,000	600,000
Valuable Papers at West Elmira	100,000	100,000
Valuable Papers at Big Flats	90,000	90,000
Valuable Papers at Horseheads	150,000	150,000
Valuable Papers at Van Etten	10,000	10,000
<b>General Liability</b>		
Premium	8,855	9,089
Limit, each occurrence	1,000,000	1,000,000
Limit, aggregate each location	3,000,000	3,000,000
Medical payments	5,000	5,000
Employee Benefits Legal Liability	1,000,000	1,000,000
<b>Automobile</b>		
Premium	984	984
1985 Chevy Bookmobile		
Limit, liability	1,000,000	1,000,000
Limit, Uninsured Motorists	1,000,000	1,000,000
Limit, No-Fault	150,000	150,000
Deductibles, comprehensive and collision	1,000	1,000
<b>Public Officials Liability</b>		
Premium	4,438	4,521
Limit, each claim	1,000,000	1,000,000
Limit, aggregate	1,000,000	1,000,000
Deductible, each claim	5,000	5,000
Coverage is similar to Directors & Officers and includes Employment Practices Liability		
<b>Umbrella Liability</b>		
Premium	3,412	3,482
Limit, each occurrence	2,000,000	2,000,000
Limit, aggregate	4,000,000	4,000,000
Provides excess limits over underlying General Liability, Employee Benefits Liability, Automobile Liability and Public Officials Liability		
<b>Crime</b>		
Premium	585	585
Limit, employee dishonesty	25,000	25,000
Excess limit on Director and Admin. Asst.	100,000	100,000
Deductible	1,000	1,000
Non-compensated directors included		
<b>Workers Compensation</b>		
Premium	12,655	13,530
Statutory Benefits		
<b>Disability Benefits</b>		
Statutory Benefits (self-calculated billings to Guardian)		
<b>Total Premium</b>	<b>39,059.50</b>	<b>40,371.33</b>





**(Document #2007-58)**

**Report of the June 13, 2007 meeting of the Building & Grounds Committee of the Chemung County Library District**

A meeting of the Building & Grounds Committee of the Chemung County Library District was held on Wednesday, June 13, 2007, beginning at 3pm. Attending the meeting were Karl Schwesinger, Jan Kather, Claudia Radin, Joan Santulli, and Jim Sleeth.

Karl Schwesinger, chair of the Committee, opened the meeting at 3pm.

The following topics were discussed:

- Report from Fagan Engineers entitled *Revisiting the Prioritization of Recommendations as Noted on the June 2006 – FE Existing Conditions Evaluation Report*.
- Committee discussed and approved the priorities of the Fagan Report and agreed to recommend to the CCLD board the application for State Construction funding for the following projects: (1) At the Horseheads Free Library, combine the HVAC RTU replacement with roof edge guard and the Roof Renovation project into a single proposal totaling \$108,200; (2) At the Big Flats Library, handicapped restroom and interior alterations totaling \$30,000; (3) At the West Elmira Library, handicapped restroom and interior alterations totaling \$30,000; (4) At the Steele Memorial Library, exterior hollow metal door replacement and door hardware upgrades totaling \$14,700.
- Committee discussed the bracket proposed to hang the Read To Me banner of the Family Reading Partnership at the Steele Memorial Library.
- Committee reviewed and approved the staff proposal of new shelving configuration at the Big Flats Library.

The meeting adjourned at 4pm.

The next meeting of the Building & Grounds Committee will be held on Wednesday, July 11<sup>th</sup>, 2007, in the Library Director's office of the Steele Memorial Library.



**FAGAN ENGINEERS • Environmental Consultants**

113 East Chemung Place • Elmira, New York 14904 • (607) 734-2165 • Fax (607) 734-2169

June 4, 2007

Mr. Allen Smith, President  
Chemung County Library District  
Steele Memorial Library  
101 E. Church Street  
Elmira, New York 14901

RE: Revisiting the Prioritization of Recommendations as noted on the  
June 2006 - FE Existing Conditions Evaluation Report

Dear Mr. Smith:

As per your request, Susan Oliver of my staff revisited the subject report and associated prioritized recommendations. Based upon this review, enclosed are four associated Prioritized Preliminary Cost Estimates for the following Library District's properties.

- Steele Memorial Library – 101 W. Church Street, Elmira, NY
- Big Flats Branch – 78 Canal Street, Big Flats, NY
- Horseheads Free Library – 405 S. Main Street, Horseheads, NY
- West Elmira Branch – 1231 W. Water Street, Elmira, NY

Each of the cost estimates reference recommendations as noted in the June 2006 - FE Existing Conditions Evaluation Report. It should be noted miscellaneous small ticket items such as installation of mop sinks are included in interior alterations and are not broken out separately.

Notes have been placed at the bottom of each estimate sheet, which indicates which projects noted in the June 2006 - FE Existing Conditions Evaluation Report have been completed. The West Elmira and Big Flats Libraries have a new category added in which fire-detection / security system upgrades with miscellaneous electrical upgrades are recommended to be incorporated after or during the interior alteration project. Big Flats Library has a daily need for accessibility, in which accessibility alterations have been moved to the number one priority.

The intent of the cost estimates is for budgeting purposes only. A more detailed estimate is to be formed after detailed evaluations or designs have been completed. Also included is Invoice # 7767 for these project updates.

If you should have any questions please do not hesitate to contact Susan Oliver or our office. We look forward to working with the Library District on these future projects.

Sincerely,

**FAGAN ENGINEERS**

Dennis A. Fagan, P.E.

Enclosures

# Big Flats Branch Library Prioritized Preliminary Cost Estimate

June-07

3,720 SF SINGLE LEVEL BUILDING - 1967 CONSTRUCTION

PRIORITY	DESCRIPTION	QUANTITY	UNIT	UNIT COST	SUB-TOTAL COST
1	HANDICAPPED RESTROOM & INTERIOR ALTERATIONS	1	EA	\$30,000	\$30,000
2	FIRE DETECTION / SECURITY SYSTEM & MISC. ELECTRICAL REC.	1	EA	\$16,000	\$16,000
3	HVAC DUCTWORK TELEVISED & CLEAN	1	EA	\$2,000	\$2,000
4	EXTERIOR REPAIRS, STAIN, WATER REPELLENT	2700	SF	\$6	\$16,200
5	ENTRANCE DOOR SYSTEM REPLACEMENT	3	EA	\$3,500	\$10,500
6	ARCH WINDOW GLAZED PANELS & INSULATED GLASS	8	EA	\$2,500	\$20,000
7	HIGH LEVEL WINDOW REPLACEMENT	68	EA	\$400	\$27,200
8	EXTERIOR HOLLOW METAL DOOR REPLACEMENT	1	EA	\$1,000	\$1,000
	<b>SUB-TOTAL</b>				<b>\$122,900</b>
	10% CONTINGENCY				\$12,290
	12% OVERHEAD, PROFIT & BOND				\$16,223
	<b>SUB-TOTAL OF COSTS</b>				<b>\$151,413</b>
	PROFESSIONAL DESIGN AND CONSTRUCTION MANAGEMENT FEES			10%	\$15,141
	<b>TOTAL PROJECT COSTS</b>				<b>\$166,554</b>
	<b>TOTAL PROJECT COSTS PER SQUARE FOOT</b>				<b>\$45</b>

Notes: This year's revisit is based upon review of June 2006's Cost Estimate with the assumption that Parking Lot, Drywell, Curb Repairs and Roof Restoration projects have been completed. Please review the Existing Conditions Evaluation / Capital Assessment June 2006 FE Report for additional information.

# Horseheads Free Library Prioritized Preliminary Cost Estimate

June-07

5,850 SF SINGLE LEVEL BUILDING - 1966 CONSTRUCTION

PRIORITY	DESCRIPTION	QUANTITY	UNIT	UNIT COST	SUB-TOTAL COST
1	HVAC RTU REPLACEMENT W/ ROOD EDGE GUARD	1	EA	\$20,000	\$20,000
2	ROOF RENOVATION	6300	SF	\$14	\$88,200
3	EXT. REPAIRS, CAULK, STAIN, WATER REPELLENT	4800	SF	\$5	\$24,000
4	EXTERIOR HOLLOW METAL DOOR REPLACEMENT	3	EA	\$1,000	\$3,000
5	ALUMINUM FRAME REPAIRS	8	EA	\$1,000	\$8,000
6	WINDOW REPLACEMENT	22	EA	\$500	\$11,000
7	DOOR / ENTRANCE SYSTEM REPLACEMENT	2	EA	\$4,500	\$9,000
8	RAMP, SIDEWALK / PARKING AREAS REPAIRS	1	ALLOWANCE	\$22,000	\$22,000
9	KITCHENETTE UPDATE	1	EA	\$12,000	\$12,000
10	INTERIOR RENOVATIONS - CEILING, LIGHTS & MISC	5850	SF	\$6	\$35,100
	SUB-TOTAL				<b>\$232,300</b>
	10% CONTINGENCY				\$23,230
	12% OVERHEAD, PROFIT & BOND				\$30,664
	SUB-TOTAL OF COSTS				<b>\$286,194</b>
	PROFESSIONAL DESIGN AND CONSTRUCTION MANAGEMENT FEES			10%	\$28,619
	TOTAL PROJECT COSTS				<b>\$314,813</b>
	TOTAL PROJECT COSTS PER SQUARE FOOT				\$54

Notes: This year's revisit is based upon review of June 2006's Cost Estimate with the assumption that none of the recommendation / projects have been completed. Please review the Existing Conditions Evaluation / Capital Assessment June 2006 FE Report for additional information.

# Steele Memorial Library Prioritized Preliminary Cost Estimate

June-07

47,000 SF TWO LEVEL BUILDING - 1978 CONSTRUCTION

PRIORITY	DESCRIPTION	QUANTITY	UNIT	UNIT COST	SUB-TOTAL COST
1	ROOF & PARAPET RENOVATION	27000	SF	\$15	\$405,000
2	EXTERIOR POWER WASH & WATER REPELLENT	25000	SF	\$1	\$25,000
3	EXTERIOR CAULK RENOVATION	15000	LF	\$4	\$60,000
4	PARKING REPAIRS, SITE & LANDSCAPING	1	ALLOWANCE	\$130,000	\$130,000
5	EXTERIOR HOLLOW METAL DOOR REPLACEMENT	6	EA	\$1,200	\$7,200
6	CONTINUED LIGHTING UPGRADES	1	ALLOWANCE	\$10,000	\$10,000
7	DOOR HARDWARE UPGRADES	50	EA	\$150	\$7,500
<b>SUB-TOTAL</b>					<b>\$644,700</b>
10% CONTINGENCY					\$64,470
12% OVERHEAD, PROFIT & BOND					\$85,100
<b>SUB-TOTAL OF COSTS</b>					<b>\$794,270</b>
PROFESSIONAL DESIGN AND CONSTRUCTION MANAGEMENT FEES					\$79,427
					10%
<b>TOTAL PROJECT COSTS</b>					<b>\$873,697</b>
<b>TOTAL PROJECT COSTS PER SQUARE FOOT</b>					<b>\$19</b>

Notes: This year's revisit is based upon review of June 2006's Cost Estimate with the assumption that HVAC Detailed Evaluation and Cooling Tower Projects have been completed. Please review the Existing Conditions Evaluation / Capital Assessment June 2006 FE Report for additional information.

# West Elmira Branch Prioritized Preliminary Library Cost Estimate

June-07

4,400 SF SINGLE LEVEL BUILDING - 1964 CONSTRUCTION

PRIORITY	DESCRIPTION	QUANTITY	UNIT	UNIT COST	SUB-TOTAL COST
1	HVAC DUCTWORK TELEVISED & CLEAN	1	EA	\$2,000	\$2,000
2	EXTERIOR REPAIRS, STAIN, WATER REPELLENT	2700	SF	\$6	\$16,200
3	HANDICAPPED RESTROOM & INTERIOR ALTERATIONS	1	EA	\$30,000	\$30,000
4	FIRE DETECTION / SECURITY SYSTEM & MISC. ELECTRICAL REC.	1	EA	\$16,000	\$16,000
5	EXTERIOR HOLLOW METAL DOOR REPLACEMENT	1	EA	\$1,000	\$1,000
6	ENTRANCE DOOR SYSTEM REPLACEMENT	3	EA	\$3,500	\$10,500
7	HIGH LEVEL WINDOW REPLACEMENT	68	EA	\$400	\$27,200
8	ARCH WINDOW GLAZED PANELS & INSULATED GLASS	8	EA	\$2,500	\$20,000
9	LANDSCAPING, SIDEWALK REPAIRS	1	ALLOWANCE	\$10,000	\$10,000
SUB-TOTAL					<b>\$132,900</b>
10% CONTINGENCY					\$13,290
12% OVERHEAD, PROFIT & BOND					\$17,543
SUB-TOTAL OF COSTS					<b>\$163,733</b>
PROFESSIONAL DESIGN AND CONSTRUCTION MANAGEMENT FEES					\$16,373
TOTAL PROJECT COSTS					<b>\$180,106</b>
TOTAL PROJECT COST PER SQAURE FOOT					\$41

Notes: This year's revisit is based upon review of June 2006's Cost Estimate with the assumption that Glue-Lam Repairs and Roof Restoration Projects have been completed. Please review the Existing Conditions Evaluation / Capital Assessment June 2006 FE Report for additional information.

**(Document #2007-59)**

**Report of the ad hoc Committee on Strategic Planning held on May 24, 2007 in the Petrie Conference Room of the Steele Memorial Library.**

Attending the meeting were CCLD board members Kim Richards, Kristen Meyer, Allen C. Smith, and Library Director Jim Sleeth.

Topics discussed:

- The process for creating the long range plan was discussed.
  - Committee discussed the following: the need for a consultant/ facilitator to walk the committee, board and staff through the process; the need for community and staff surveys; the possibility of holding public meetings to generate further information; ideas about the board retreat; the function of the committee and who (staff or board) would be ultimately responsible for the majority of the work; and the idea of contacting the media to inform them of what we are doing in order to obtain community support for the process. In a series of emails on June 1, 2005 the committee also decided to ask Owen Frank (Steele), Maureen Ferrell (Horseheads) and Lynn Shepson (supervisor of West & Big Flats & Bookmobile & Van Etten) to join the committee to allow for staff participation.
- The possibility and timing of a board retreat dedicated to strategic planning was discussed.
  - Committee decided that it would conduct a series of community surveys between June and November. These surveys would be recorded and analyzed with the information located in the SWOT reports by the time of the local elections. Once the new board is seated, they will receive the processed information and a date will be arranged for the strategic planning board retreat.
- Committee chair Kim Richards made several suggestions for community surveys.
  - Some suggestions include: a series of site specific and non-site specific surveys for the community; a series of site specific and non-site specific surveys for the staff and volunteers; a series of site specific and non-site specific surveys for website and internet users; and the possibility of a self-assessment survey to be used in conjunction with the SWOTs.
- Library Director Jim Sleeth was asked to prepare an RFP for a consultant / facilitator to assist the Library District in the creation of a long range plan.
- Committee members were asked to create a couple of possible survey questions to discuss at the next meeting.

The meeting adjourned at 7:40pm.

The next meeting of the ad hoc Committee on Strategic Planning will be held on Thursday, June 28, 2007, in the Petrie Conference Room of the Steele Memorial Library.

## **Request for Proposals**

### **Consultant for the creation of a five year plan for the Chemung County Library District**

The Chemung County Library District Board of Trustees invites qualified consultants to submit proposals to facilitate the creation of a five year plan (2008-2012) for the Chemung County Library District.

#### Background information and mission

The Chemung County Library District (CCLD) is a not-for-profit organization chartered by the Board of Regents of the State of New York to provide public library services to the residents of Chemung County, New York. The Library District was created by the voters at the November 8, 2005 general election as a successor organization to the Steele Memorial Library Association and the Horseheads Free Library Association. The Library District is governed by a fifteen member Board of Trustees

The Chemung County Library District is comprised of six neighborhood libraries located in Big Flats, Elmira, Horseheads, Van Etten, and West Elmira. The Library District also owns and operates a Bookmobile that provides mobile public library services. Thirty-eight professional and support staff, supplemented with capable and dedicated volunteers, staff these libraries, providing services to approximately 90,000 County residents.

It is the mission of the Chemung County Library District to provide exceptional public library services and programs to our citizens – fulfilling their individual needs for educational, recreational, and cultural information – through contemporary, well-maintained library collections and facilities located throughout Chemung County.

#### Meetings, activities and outcomes

The following activities and outcomes represent one road that the consultant might take in assisting the Chemung County Library District in the creation of its 2008-2012 Long Range Plan. Respondents to this RFP may present alternative approaches for the same result.

First meeting: (Approximately 2-3 hours)

- Activity: Present an orientation to the strategic planning process for the members of the CCLD Board of Trustees and members of the Library District's Planning Committee.
- Activity: Review and confirm (or modify) the current mission of the Library District with members of the Library District's Planning Committee.
- Outcome: The Library Board of Trustees and members of the Library District Planning Committee will understand the strategic planning process and their role in that process.
- Outcome: Members of the CCLD Board and Planning Committee will understand the planning timeline and the activities to be completed during each step in the process.



- Outcome: Members of the CCLD Board will understand the role of the Planning Committee.
- Outcome: The mission of the CCLD will be confirmed or modified.
- Activity: Provide coaching to the director of the Chemung County Library District.
- Outcome: Director will understand his responsibilities in the process.

Second meeting: (Approximately 1-4 hours)

- Activity: Town Hall meeting on the future of public libraries in Chemung County
- Outcome: Members of the CCLD Planning Committee will listen to (and record) the community's ideas on the development of public libraries in Chemung County in the next 5 years.

Third meeting: (Approximately 4 hours)

- Activity: Facilitate a meeting of the Library District Planning Committee.
- Outcome: Planning Committee members will review the mission statement, discuss current conditions in relation to the mission, review the strengths and weaknesses of our neighborhood libraries as they relate to the Library District's mission, and make and prioritize a preliminary list of inadequacies that need to be addressed in the Long Range Plan.
- Outcome: CCLD Library Director charged with writing a first, very preliminary, draft of the Long Range Plan which, when completed, will be circulated to CCLD Planning Committee.

Fourth meeting: (Approximately 4 hours)

- Activity: Facilitate a second meeting of the CCLD Planning Committee.
- Outcome: Planning Committee members will understand the effect of addressing the preliminary list of inadequacies (the first draft of the Long Range Plan) and will select the final list of inadequacies to recommend for action (the second draft of the Long Range Plan). Planning Committee will confirm priorities.
- Activity: Planning Committee members, and Library District department heads meet to review goals, objectives, and responsibilities.
- Outcome: Commitment by Library District department heads to implement the goals, objectives, and responsibilities of the 2008-2012 Long Range Plan.

Fifth and final meeting: (Approximately 1 hour)

- Activity: Consultant and CCLD Planning Committee present the 2008-2012 Long Range Plan to the Board of Trustees of the Chemung County Library District who review, revise, and adopt the Long Range Plan.
- Objective: Commitment by the Board of Trustees to take the steps necessary to implement the 2008-2012 Long Range Plan.

Time frames/deadlines

The consultant / facilitator will commit to completing these meetings on consecutive \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ .

Proposal Information

Please include the following information in your proposal:

A description of your firm, including how long the firm has been in business.

Identify the principals and the staff expected to work on the long range plan. Describe their past experience, including education and training as relates to planning.

Provide a statement of your understanding of the work required and a plan for how the work will be accomplished within the required timeframes.

Provide the estimated number of hours required to provide the requested services.

State the all-inclusive fee for the work to be preformed.

Provide a list of three current clients whom we may contact as references.

Please provide a statement of your equal employment opportunity policy.

Proposal submission

Please submit your proposal to CCLD by 5pm \_\_\_\_\_ .

Please deliver or mail proposals to:

Jim Sleeth, Director  
Chemung County Library District  
101 East Church Street  
Elmira, New York 14901

We expect to make our selection of a consultant / facilitator by \_\_\_\_\_ .

*The Chemung County Library District will award the contract for consultant / facilitator to the individual or firm that we, in our sole discretion, determine has submitted the most responsive and responsible bid, price and other factors considered. CCLD reserves the right to reject any and all responses to this RFP.*