

CHEMUNG COUNTY LIBRARY DISTRICT

Agenda

The February 2006 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, February 16, 2006 at 7pm in the meeting room of the Horseheads Free Library, 405 South Main Street, Horseheads, New York 14845. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Wavle (735-1865), Mrs. Santulli (733-8607), or Mr. Sleeth (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2006-11)
4. Treasurer's report
 - a) Financial report (document #2006-12)
 - b) Report of disbursements (document #2006-13)
5. Correspondence
6. President's report:
 - a) Tour of the Horseheads Free Library (document #2006-14)
 - b) Presentation by Mark Hagan from Perry & Carroll Insurance (document #2006-15)
7. Director's report
 - a) What's going on in our libraries: the 2005 annual report (document #2006-16)
 - b) Personnel activities
 - c) 2005 Central Book Aid report to Southern Tier Library System (document #2006-17)
 - d) Lowman-Winding grant received from the Anderson Foundation (document #2006-18)
8. Committee reports
 - a) Building & Grounds Committee – presentation by Fagan Engineers regarding the proposed study of library buildings (document #2006-19)
 - b) Personnel Committee (2006 Staff Plan – document #2006-20)
 - c) Policies & Bylaws Committee
 - d) Budget & Finance Committee – Business Banker Agreement with CCTC (document #2006-21)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

**Minutes of the January 2006 meeting of the Chemung County Library District Board
(Document #2006-11)**

Minutes of the January 2006 meeting of the Chemung County Library District Board of Trustees. The January meeting was held on Thursday, January 19, 2006 at 7:00pm in the auditorium of the Steele Memorial Library. The meeting was called to order by President Elizabeth Wavle. Present were: Marleah Denkenberger, Robin Fitzgerald, Claudia Radin, Richard Pirozzolo, Joan Hurley, Maria Scotti-Laifer, Jan Kather, Andrea Ogunwumi, Denny Smith, Karl Schwesinger, Julia Lavarney, Ed Marosek, Dan Drake. Sherrill Collins joined the meeting in progress at 7:30pm. Also present were CCLD attorney Jim Young, Administrative Assistant Joan Santulli, and Library Director Jim Sleeth.

Review of the agenda. President Wavle announced that she would like to add an item to the agenda on a deferred compensation program for library employees. This item will become Document #2006-11. There were no objections to this addition.

Minutes. The board reviewed the minutes of the December 2005 meeting of the Library District Board of Trustees (document #2006-1). Ms. Lavarney moved, seconded by Mr. Smith to approve the minutes as submitted to the board in writing. Motion Carried.

Treasurer's Report. Mr. Pirozzolo presented the financial report for January 1, 2006 (document #2006-2). As this is early in the year, there were no transactions to report. Ms. Radin moved, seconded by Ms. Lavarney, to approve the financial report. Motion Carried. Mr. Smith moved, seconded by Ms. Scotti-Laifer, to approve the report of receipts and disbursements (Document #2006-3), giving approval for payment of the invoices as submitted. Motion Carried. Mr. Pirozzolo also reported that the Horseheads Free Library Association is clearing up any 2005 invoices prior to transferring its remaining balance to the Library District.

Correspondence. None

President's report. Ms. Wavle introduced CCLD attorney Jim Young. Mr. Young began by stating that it is a pleasure to work with the Library District Board of Trustees. He stated that he has considerable experience working with libraries and that libraries, in general, do not need a great deal of legal assistance. There may be some start up work answering questions regarding library operations, such as the manner of authorizing payment of bills or the acquisition of real estate currently owned by the County but dedicated to libraries. Mr. Young said he has already met informally with Mr. Sleeth and Mrs. Santulli on these and other issues. Mr. Young stated that by hiring him, the board also has access to the expertise of other attorneys in the offices of Sayles & Evans firm.

Ms Wavle thanked everyone for their enthusiastic response to her request that board members notify her of their interest to serve on specific committees. She envisions that each committee will meet at least once between board meetings and that it is through the committee structure that

much of the work as a board will be accomplished and brought for consideration by the full board at the monthly meetings. She also stated that as President, she will be ex-officio member of each committee, but will only attend meetings as needed.

Mr. Wavle issued her first charge to each committee as follows: The *Policies & Bylaws Committee* will review the bylaws, policies and planning documents for the library district and will consider priorities and establish a schedule for the review of policies. They will also need to begin considering the steps needed to be in place for the 2007 election. The *Personnel Committee* will consider the 2006 library Staff Plan. The *Budget & Finance Committee* will review the library district's Corporate Resolution, consider policies regarding the investment of public funds and will begin work as needed on the 2007 library district budget. The *Buildings & Grounds Committee* is charged with the transfer of ownership of the buildings to the library district and with facilities assessment and a maintenance schedule for the library buildings. She requested that committee members, after the adjournment of this regular meeting, get together to establish a time to meet that is prior to the February board meeting.

Committee membership is as follows. *Policies & Bylaws Committee*: Joan Hurley (Chair), Sherrill Collins, Julia Lavarney, and Edwin Marosek. *Personnel Committee*: Claudia Radin (Chair), Marleah Denkenberger, Denny Smith, Elizabeth Wavle. *Budget & Finance Committee*: Richard A. Pirozzollo (Chair), Robin Fitzgerald, Maria Scotti-Laifer, Andrea Ogunwumi. *Buildings & Grounds Committee*: Karl Schwesinger (Chair), Dan Drake, Jan Kather. *Executive Committee*: Elizabeth Wavle (President), Maria Scotti-Laifer (Vice-president), Richard A. Pirozzollo (Treasurer), Sherrill Collins (Secretary).

Ms. Wavle reviewed the schedule and location of future board meetings, stating that the next meeting will be held at the Horseheads Free Library. She also asked that any documentation that would need to be included in board packets should be received by the Monday of the week prior to the board meeting. The June meeting will be held at the Southern Tier Library System's headquarters in Painted Post. A packet describing the services provided by STLS was given to board members. Ms. Wavle stated that during budget preparation and election times, additional board meetings would be scheduled as needed.

Director's report. Mr. Sleeth referred to the transition memo (document #2006-4) included in the board packet summarizing this work. He highlighted that today the Chemung County Library District employees received their first official paycheck from the district. He also stated that Mark Hagan from Perry & Carroll is scheduled to attend the February meeting of the library board to review the district's current insurance coverage.

Old Business. At the December meeting of the Library District Board, a motion was made to amend the bylaws to specify the meeting dates of the district board. Since the Bylaws state that amendments may be adopted only after being presented at a prior meeting of the Library District Board, Ms. Denkenberger moved, seconded by Ms. Hurley, that the Board adopt the proposed

amendment to the Bylaws (document #2006-5) that establishes the regular meeting of the Library District Board of Trustees on the third Thursday of each month. Motion carried.

New Business. Consideration of the August 2005 Memorandum of Agreement between the Horseheads Free Library and the Steele Memorial Library (document #2006-6). This agreement, originally adopted by the Horseheads and Steele Library Boards in August of 2005, stipulates that the allocation of Chemung County Public Library District revenues be structured so that 13.7% of the revenues are used for the operation of the Horseheads Free Library and 86.3% of the revenues be used for the operation of the Steele Library, the Big Flats Library, the West Elmira Library, the Bookmobile and the VanEtten Reading Center and that any change in the allocation cited above will require a vote comprised of 12 of the 15 Library District Board members. Ms. Radin moved, seconded by Ms. Scotti-Laifer that this Memorandum of Agreement be accepted as the policy of the Chemung County Library District. Motion Carried.

Establishing the library district's newspaper and bank of record. The official newspaper is the paper where library district legal notices will be printed. Mr. Smith moved, seconded by Mr. Drake to name the *Star Gazette* as the official newspaper of the Chemung County Library District. Motion Carried. Ms. Lavarney moved, seconded by Ms. Ogunwumi to name the Chemung Canal Trust Company as the official bank of the Chemung County Library District. Motion Carried.

Appointments (document #2006-7). Ms. Wavle stated that there are currently vacant positions at the library and other vacancies are expected to occur as we move forward. This policy defines the policy of the Library District board and specifies procedures to follow in filling personnel vacancies. Mr. Drake moved, seconded by Mr. Smith, to approve the proposal document as submitted to the board. Motion Carried.

Resolution approving participation in the New York State and Local Employees' Retirement System and Resolution Providing a 1/60th Pension Under a Non-Contributory Plan, Section 75-c ...and Resolution providing for an allowance of unused sick leave credits under Section 41(j) (documents #2006- 8, 9, and 10) For the Chemung County Library District to participate in the New York State and Local Retirement Systems, the board must approve these three documents as provided by the State of New York. Mr. Smith moved, seconded by Ms. Scotti-Laifer to adopt the three following resolutions:

BE IT RESOLVED, that the governing board of the Chemung County Library District does hereby elect to participate as an employer in the New York State and Local Employees Retirement System and approves inclusion of its officers and employees in such system, in accordance with any and all of the laws governing such participation as set forth in the Retirement and Social Security Law, as presently or hereafter amended, together with any administrative rule, regulation or directive governing same; and

BE IT RESOLVED, that the governing board of the Chemung County Library District does hereby elect to provide the additional pension benefits of Section 75-c; Section 75-e; Section 75-g and Section 75-8 of the Retirement and Social Security Law, as presently or hereafter amended; and

BE IT RESOLVED, that the governing board of the Chemung County Library District does hereby elect to provide the additional pension benefits of Section 41(j) of the Retirement and Social Security law, as presently or hereafter amended; and

BE IT FURTHER RESOLVED, that this resolution should take effect immediately.
Motion Carried.

Adoption of the State of New York Deferred Compensation Plan. One employee benefit yet to be offered library staff is a deferred compensation plan. The New York State Deferred Compensation Plan is similar to the 457(b) plan previously offered library staff through their employment by Chemung County. This Plan, sponsored by the Office of the Comptroller of the State of New York, allows employees to set aside a portion of their salary to save for their retirement needs. There is no cost to the Library District and the modest cost to employees, \$14 per year, has been waived in current years. Mr. Pirozzolo moved, seconded by Ms. Denkenberger to adopt the State of New York Deferred Compensation Plan for the voluntary participation of all eligible employees of the Library District. Motion Carried.

Public Expression. None

Ms. Hurley reported that the New York State Association of Library Boards meets five times per year and works on behalf of library boards. She will keep the board informed of any meetings that would be of special interest to them.

Following a time of introductions of each person at the meeting, the meeting was adjourned at 7:35pm. Committees then met together to establish a time for their committee to meet prior to the next board meeting. The next regular meeting of the board will be on Thursday, February 16, 2006 at 7pm at the Horseheads Free Library.

Horseheads Free Library **2006 Fact Sheet (document #2006-14)**

History - The Horseheads Free Library was founded in 1944 by Ruth B. Leet and other members of the Horseheads Woman's Club. After the donated collection outgrew two rooms over Brown's Drug Store in Hanover Square, it was moved to the second floor of the old Fire Station Annex on John Street (1949-1961). Upon receiving its charter as a free association library in 1958, an official affiliation with Steele Library and Chemung County began and a salaried librarian was hired. Successive homes were found within the Hanover Square Marine Midland Bank (1961-1962) and in the new Village Hall (1962-1967). Architects Fudge and Underhill planned the current building, named after Mrs. Leet, and it was built by McLane Construction. William A. Danaher, Jr., was Board President during most of the fundraising and formative years of the library. The Library was previously chartered to serve the Village and Town of Horseheads and the Towns of Erin, Veteran and Catlin, and it became a member library of the newly created Chemung County Library District on January 1, 2006.

Remodeling - Having concluded that a building expansion was not feasible, the Board of Trustees authorized an exterior facelift in 1997 that was then upgraded to include a major interior renovation with considerable assistance from Chemung County. Structural changes included altering the size of the meeting room and creating a public restroom with handicapped accessibility. The final portion of the remodeling was completed in 2000. A local area network including newly purchased computer workstations in place of terminals was finished in 2002.

Square footage - 5,544 square feet

Size and nature of the collection - In addition to over 54,000 books, there are videos, compact discs, DVDs, CD-ROMs, magazines, books on tape, media sets, electronic databases and Books Plus kits bringing the total collection size to 63,000+. The Library also has a web page at www.horseheads.lib.ny.us.

Ongoing expenses - The Horseheads Free Library will require approximately \$327,729 to provide services in 2006 with \$36,756 being expended on new materials. The Library receives funding from both the Library District and from the Public Library Foundation of Chemung County.

Staffing - One full-time Librarian III; one full-time Principal Library Clerk; one full-time Senior Library Clerk; two part-time Senior Library Clerks; one part-time Senior Library Page. A cadre of 134 volunteers who contributed over 1,813 hours to the Library in 2005 provides additional staffing!

Annual circulation - In 2005, the circulation for all formats was 118,912. This included

over 6,320 patron sessions on the Library's Internet computers. The Library also conducted 206 programs for patrons of all ages with a total attendance of 7,255 with many local civic groups using the Library's meeting throughout the year.

Hours of operation - 58 hours a week in the Fall, Winter and Spring; 55 hours a week during the Summer.

Special features - Children's programming including preschool and toddler story hours, tours for classes and other groups, weekly family night storytelling sessions, craft programs for children and adults, Summer Reading Club activities and other special events are all offered by the Library. Internet access via high-speed cable modem, a CD-ROM network and word processing stations are available for public use. A meeting room is available for community group use.

Goals - The Library's goals are to create support for the construction of a new and more spacious library, to assure adequate staffing levels, to continue to provide new materials for all our patrons, and to continue offering library programs for library patrons.

**Presentation to the Chemung County Library District Board of Trustees
(document 2006-16)**

A copy of this document – the annual report of library department heads to the Board of Trustees of the Chemung County Library District – is available by request from Jim Sleeth, Library Director. Please visit or call at 101 East Church Street, Elmira, New York 14901. Mr. Sleeth's telephone number is 733-8611.



Steele Memorial Library

101 East Church Street • Elmira, New York 14901-2740

Phone: 607-733-9173 • Fax: 607-733-9176

www.steele.lib.ny.us

January 31, 2006

Ristiina Wigg, Director
Southern Tier Library System
9424 Scott Road
Painted Post, New York 14870

Dear Ms. Wigg:

Attached you will find copies of invoices representing purchases and payments made with Central Book Aid funds during the calendar year 2005. Aside from the actual invoices (chronologically arranged through the year), here is an accounting of revenues and expenditures:

Fund balance 12/31/2004	\$ 78
Annual appropriation	\$ 71,500
Total revenues	\$ 71,578
Reference materials	\$ 42,035
Non-fiction materials	\$ 32,076
Total expenses	\$ 74,112
Fund balance 12/31/2005	\$ (2,534)

If you have any questions, please give me a call at 733-8607.

Sincerely,

Joan Santulli, Administrative Assistant

Cc: Kristen Meyer, President
Steele Memorial Library Board of Trustees

The Anderson Foundation, Inc.
Post Office Box 1522
Elmira, New York 14902

January 31, 2006

(Document #2006-18)

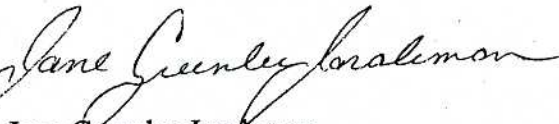
Mr. Jim Sleethe, Director
Steele Memorial Library
101 East Church Street
Elmira, NY 14901

Dear Jim:

The Anderson Foundation is pleased to continue our support of the Steele Memorial Library. We have approved a grant of \$20,000 to the A. Marshall Lowman / Charles A. Winding Literature Fund. A check is enclosed. As in the past, this grant is not restricted to conventional books. Rather, this grant may be used to acquire books, "talking" books, films, videos, CDs, DVDs or any other materials for both adult & juvenile patrons that are deemed appropriate by the Director.

On a personal note, I am very excited by the changes that have occurred regarding the establishment of the Chemung County Library District. It is reassuring to know that our community will continue to have access to literature through our local libraries. I applaud all involved.

Sincerely,



Jane Greenlee Joralemon
President



February 6, 2006

Ms. Elizabeth Wavle, President
Chemung County Library District
Steele Memorial Library
101 E. Church Street
Elmira, NY 14901

Dear Ms. Wavle:

Congratulations on your election as President of the Library District's Board of Directors. As a strong supporter of the proposed formation of the Library District, I couldn't be more pleased with the outcome of last year's voting results.

Via the attached proposal, I am offering my company's services to assist your Board with the long-term planning process. Specifically, I'm proposing that the District authorize Fagan Engineers to conduct a capital assessment of the Library's properties. A clear understanding will certainly help the Board identify and prioritize maintenance issues, repair items and long-term capital improvement projects.

Lastly, Fagan Engineers is well qualified to perform these services. We have been providing similar services for the County's Building and Grounds Department on an ongoing basis, including projects at the Steele Memorial Library (i.e. panel stabilization project, restroom renovation design/build services). I've also included, for your review, copies of two profiles for recently completed local projects – Saint Mary's Church and Woodbrook Adult Home.

Please contact either Susan Oliver, or myself should you have any questions or comments regarding the enclosed proposal. We look forward to working with you.

Sincerely,

FAGAN ENGINEERS

Dennis A. Fagan, P.E.

Encl.



February 6, 2005

Ms. Elizabeth Wavle, President
Chemung County Library District
Steele Memorial Library
101 E. Church Street
Elmira, NY 14901

RE: Engineering Services Proposal Regarding Existing Conditions Evaluation / Capital Assessment of the Chemung County Library District Properties

Dear Ms. Wavle:

Congratulations on the approval and inception of the Chemung County Library District. We realize the importance of emplacing a long-term vision/master plan and are pleased to submit this proposal for engineering services to complete an existing conditions evaluation/capital assessment determination for the four library properties referenced as follows:

- 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

The existing conditions evaluation scope of services included herein is intended to review structural and electrical-mechanical systems to determine which require maintenance or modifications for proper and reasonable long-term use of the facility.

SCOPE OF WORK

1. Review construction documents of original construction and/or renovations in reference to conducting an on-site existing conditions evaluation of the subject property including an evaluation of the following items:
 - Structural integrity of building;
 - Condition of building interiors;
 - Condition of building exteriors;
 - Electrical, mechanical, water, heating, air conditioning and other utility systems;
 - Foundation and anchorage system integrity; and
 - Site and structure drainage control systems.

2. The inspection will be limited to readily accessible areas. The individual who has been in charge of maintenance for each building should be available for a facility tour and to supply information on maintenance items previously performed. Should the existing conditions evaluation indicate potential problems requiring further investigation or testing, a recommended Phase II scope of work will be submitted to you.
3. Fagan Engineers will prepare a written report describing the inspection findings, including identification of deficient items, prioritize problems and recommend solutions.
4. Fagan Engineers will present the findings to the Library Board or Building and Grounds Committee.

ADDITIONAL WORK NOT INCLUDED

The following is additional scope of work items not included into the proposed fee:

1. Testing and/or identification of hazardous materials;
2. Electronic Testing of Electrical-Mechanical Systems;
3. Destructive testing; and
4. Corrective measure design services.

FEES

Fagan Engineers proposes to complete the above-mentioned services on a time and materials basis estimated at \$8,000 (\$2,000 for each facility). Payment will be due and payable upon receipt of the written report. Any invoice remaining unpaid beyond 30 calendar days of its submission to you will accrue interest at the rate of 1½ percent compounded monthly on the unpaid balance.

SCHEDULE

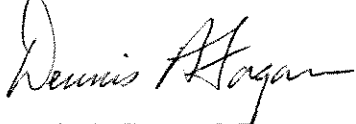
Upon acceptance of this proposal, Fagan Engineers will commence work on this project on a mutually agreed upon schedule. Please note Fagan Engineers will schedule / conduct an on-site inspection with the existing conditions report submitted to you within fifteen working days, after the final inspection.

Should this proposal for engineering services be acceptable, please sign the acceptance section below, which will constitute an agreement between us. Please return one executed copy of the Agreement for our files.

Thank you for the opportunity to submit this proposal, and we look forward to working with you on this project.

Sincerely,

FAGAN ENGINEERS



Dennis A. Fagan, P.E.

CC: James Sleeth, Director

AGREEMENT ACCEPTANCE SECTION


CHEMUNG COUNTY LIBRARY DISTRICT

FAGAN ENGINEERS

ACCEPTED BY: _____

TITLE: _____

DATE: _____



Principal

2/6/06

ATTACHMENT #1

FAGAN ENGINEERS

EMPLOYEE HOURLY RATE SHEET

Principal	\$115.00
Project Manager I/Senior Engineer I	\$ 92.50
Const. Supv./Proj. Mgr. II/Sr. Engr. II/Surveyor I	\$ 80.00
Staff Engr./Senior Field Engr./Proj. Mgr. III	\$ 72.50
Designer/Draftsperson I	\$ 67.00
Field Engineer/Technician I	\$ 62.00
Surveyor II /Draftsperson II	\$ 60.00
Construction Inspector	\$ 57.00
Technician II	\$ 52.00
Clerical	\$ 38.00
Jr. Technician	\$ 38.00
Computer-Aided Drafting	\$ 62.00
Expert Witness Testimony	1.5 x above rates
Survey Crew	\$115.00

NOTE: HOURLY RATES BILLED TO NEAREST 1/4 HOUR

EXPENSES

Mileage	\$ 0.42 Per Mile
Reproductions	\$ 0.10 Per Copy
Blueprints	\$ 1.50 Per Sheet
Fax Transmissions	\$ 1.00 Per Page
Electronic Distance Meter	\$ 50.00/Hour
PID Meter	\$ 25.00/Hour; \$100/Day
Vapor Extraction Equipment	\$ 25.00/Hour
Soils Moisture/Density Test	\$ 25.00/Test

Other routine costs such as meals, lodging, telephone charges, postage, express mailings etc. will be billed at cost. Subcontracts will be billed with a 10% markup.

Effective January 2006

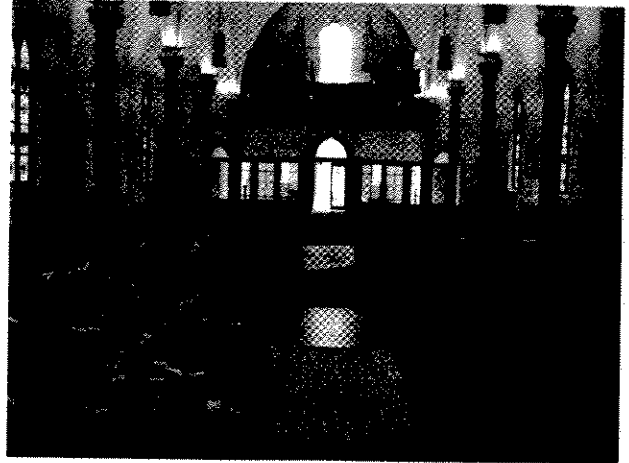
PROJECT: St. Mary's Church Renovation Campaign Project
LOCATION: 224 Franklin Street, Elmira, NY 14904
DESCRIPTION: St Mary's Church renovation project consisted of following restoration/renovation elements:

Exterior:

- Roofs (Flat: membrane; pitched: architectural asphalt shingles), Steeple Tower, Gutters and Downspouts, and Subsurface Stormwater Disposal System.

Interior:

- Masonry repairs and Painting, Flooring (tile and carpeting).
- Electrical and Heating Systems (including attic insulation).
- Lighting and Sound Systems.
- New handicap accessible Bathroom and new Choir Loft Stairway.
- Renovated Tabernacle and Stations of the Cross.
- New circular Altar and new Pews in an arc configuration.
- Enlarged Narthex with new glass wall under the Choir Loft.
- Renovated Vestibules and Side Entries.



Fagan Engineers provided design, bid administration and construction inspection services for all exterior project components.

Fagan Engineers provided Owner's Representative Project Management services inclusive of the following:



- Design Review and Building Committee Meeting Attendance
- Project Coordination Between the Church Personnel, Design Professionals, Contractors, and Interior Designer
- Quality Control Inspection Services and Progress Payment Evaluations

SERVICES: Exterior Roof/Drainage Design; Clerk of the Works For All Interior Renovation Work.

CLIENT: St. Mary's Church

PROJECT COST: \$1.2 Million

DATES: Exterior Design Work Started in January 2003; Construction Completed June 2004. Interior Design Review began in January 2005; Interior Construction Completion Scheduled for August 2005



PROJECT: Woodbrook Adult Home Expansion Project

LOCATION: 1250 Maple Avenue, Southport, New York

DESCRIPTION:

Woodbrook's facility expansion project consisted of a 14,000sf single level addition and 10,000sf of alterations consisting of the following:

- Main Entrance, Covered porch, Vestibule Entrance Way
- Landscaped and Exterior Courtyard, and Front Lawn Areas
- Expanded Drive Access, Parking, Handicapped Parking and Drainage Systems
- Eleven Resident Suites, Resident Laundry Tub Room, and Resident Lounge Areas
- Octagon Atrium with Clearstory Windows, General Store, Ice Cream Parlor and Beauty Salon
- Administration Offices, Conference Room, Board Room
- Formal Grand Parlor, Interior Courtyard, Activities Room, Recreational Room, Formal Dining Room, Medical Wellness Room and Examination Room



Fagan Engineers provided Owner's Representative Project Management services inclusive of the following:

- Design Compliance and Quality Inspection Services
- Project Coordination Between the Owner, Town of Southport Building Department / Fire Department, Contractor, Department of Health, Architect and Engineer, and Interior Designer
- Progress Payment Evaluations
- Conducted Job Meetings
- Final Punch List



SERVICES: Site Design, Clerk of the Works and Construction Services

CLIENT: Woodbrook Adult Home

PROJECT COST: \$3,500,000

PROJECT DATE: Started in the Fall of 2003; Completed in the Winter of 2004



2006 Chemung County Library District Staff Plan

February 2006 (document #2006-20)

Guiding principles:

1. There should be a career path for all library staff;
2. We should reward tenure;
3. Clerical staff at West Elmira, Big Flats, and Van Etten who work most independently should be assigned a higher grade position, while clerical staff in the Steele Memorial Library should not be so assigned;
4. We should recognize that two positions are reserved for management;
5. When the opportunity to hire new library staff presents itself, we should seek out individuals with technical expertise in computers, networking, and the development of public library services through the Internet;
6. We should keep in mind the 1999 Staff Plan, rectify the negative effects on library staff of the 2003 reduction in force, and begin to address the cumulative impact of 20 years of staff reductions in all our libraries;
7. There are odds and ends to resolve when the opportunity presents itself;
8. How will the recommendations be paid for? and
9. There are many personnel needs to consider in the future.

1. Career ladder for library staff.

Leaving aside management positions, this career path is available to all staff members upon appointment:

Position	Grade	Entry point / promotional	Educational requirement for appointment
Library Page	1	Entry point	High School
Senior Library Page	1	Promotional	High School
Library Clerk	3	Entry point	High School
Courier	3	Entry point	High School
Senior Library Clerk	4	Promotional	High School
Bookmobile Driver	7	Entry point	High School
Principal Library Clerk	8	Promotional	High School
Library Assistant	11	Entry point or promotional	Bachelor's Degree
Librarian 1	12	Entry point or promotional	Master's Degree
Librarian 2	13	Promotional	Master's Degree
Librarian 3	14	Promotional	Master's Degree
Administrative Assistant	A	Entry point or promotional	Associate's Degree
Library Director 4	A	Entry point or promotional	Master's Degree

2. In the following ways we will reward tenure:

- As is illustrated with the attached “Schedule D-1” of the CSEA / County of Chemung labor management agreement, step increases are given at regular intervals, and this schedule is updated annually to take into account inflation.
- Library Pages may be promoted to Senior Library Page when vacancies occur.
- Library Clerk may be promoted to Senior Library Clerk when vacancies occur.
- Librarian 1 may be promoted to Librarian 2 when vacancies occur.
- When higher level staff resign or retire from their positions, every effort will be made to promote from within the staff through promotional civil service exams.

3. Clerical staff at West Elmira, Big Flats, and Van Etten who work most independently should be assigned a higher grade position, while clerical staff in the Steele Memorial Library should not be so assigned.

While nearly every individual working at the library needs to be able to work independently, those in West Elmira, Big Flats, and Van Etten assume the most responsibility. The individual most responsible for the day-to-day operations of these libraries, therefore, deserves a higher grade than those individuals supervised closely by professional librarians. Therefore, the position of Principal Library Clerk, grade 8, should be assigned to Big Flats, West Elmira, and Van Etten (part time) but not the Steele Memorial Library where the position of Senior Library Clerk should be the highest on the clerical ladder. Individuals who climb the ladder to Senior Library Clerk will be eligible for promotion to Principal Library Clerk and assignment to Big Flats, West Elmira, or Van Etten.

4. We should recognize that two positions are reserved for management.

While every supervisory position at the library involves the allocation and management of public resources, just two positions – Administrative Assistant-Library and Library Director 4 – should be considered management confidential.

The Administrative Assistant-Library manages the confidential personnel files for all library employees; maintains financial accounts, including substantial amounts of cash receipts; works closely with the library director, auditor, and treasurer and president of the library board on financial and board-related matters; maintains confidential communication with other community based organizations and the District Library Board of Trustees; participates in creation and implementation of long-range plans; responds to library staff, the library director, the Southern Tier Library System, and State of New York as needed.

While the Administrative Assistant may be an entry opportunity for some highly talented and energetic individual, it's likely that the individual will be promoted through the ranks according to the following career path:

Library Clerk → Senior Library Clerk → Administrative Assistant-Library

Library Director 4 – responsible for leadership in the provision of traditional and new library services; selects and coordinates the professional staff; assigns and evaluates personnel and financial resources to provide and improve library services; coordinates the creation and implementation of the library's long-range plan; interacts with other community based organizations; coordinates the drafting of library policies presented to the District Library Board of Trustees; takes the lead in implementing new or revised library policies; works with the larger library community, especially including the Southern Tier Library System and its member libraries.

While the Administrative Assistant-Library may be a promotional opportunity, the history of the Library demonstrates that the individual recruited to be library director has not come from the library's professional ranks. If the library director did come from the ranks of the Library, the career path would most likely look like this:

Librarian 1 → Librarian 2 → Librarian 3 → Library Director 4

5. When the opportunity to hire new library staff presents itself, we should seek out individuals with technical expertise in computers, networking, and the development of public library services through the Internet.

While the library is reliant upon computers and networks to accomplish our daily routines and answer the public's questions, position titles within the library have not changed substantially. When hiring new staff, selecting individuals with these skills should become our highest priority, starting with the position of Technology Consultant. A first draft of a job description for Technology Consultant is attached to this 2006 Staff Plan, and *we recommend that the Library proceed to fill this position*. Next, public library services to residents through the Internet needs to be developed. In addition to continuous improvement of the library's web presence, a plan for the digitization of local history and genealogy resources need to be created and implemented. This program would extend the resources of the Steele Memorial Library by placing them on an electronic platform, accessible to the entire library district and library system through the Internet.

6. We should keep in mind the 1999 Staff Plan, rectify the negative effects on library staff of the 2003 reduction in force, and begin to address the cumulative impact of 20 years of staff reductions in all our libraries;

The 1999 Staff Plan had one innovative feature – automatic promotions after 2 and 5 years of tenure – that was not, it turned out, in accord with the provisions of civil service law. Nevertheless, several staff did receive these promotions when that plan was put in place before this knowledge was obtained. This situation was exacerbated with the 2003 reduction in force, when some individuals were either laid off or retreated to lower level job titles. When the opportunity arises, we should restore affected staff (three individuals) with their previous position titles.

Further, the cumulative impact of 20 years of staff reductions has had an impact as well. The following table summarizes these losses at our libraries:

	Professional	Clerical	Total	Result
Big Flats Library		Connelly (pt); Austin (pt) rehired later	.5 fte	
Steele Memorial Library	Fielding (Admin); Murray; Bossard (recreated Library Clerk position); Atkinson; Collins (replaced with two Library Clerks)	Seeley; Barber; Clark; Anderson (pt); McMillan (pt); Johns (Admin); Andruzzi (pt); Cress (pt); Cicora; Korchynski; Peters; Ipri (pt); McKinney (pt); McKinney 2 (pt)	15.5 fte	Eliminated Technical Services; eliminated delivery; eliminated public relations dept; reduced circulation and reference and youth services staff; eliminated two administrative posts.
Bookmobile / Outreach Services	Lockhart;	Rozell; Wheeland;	3 fte	Moved department from HRC to Southside; eliminated separate collection to draw upon; instituted one-person Bookmobile; moved home of service to Steele
Southside Library	Hammer;	Molter (reassigned to Hhds); Weideman (pt) (reassigned to West Elmira)	2.5 fte	Closed library.
West Elmira Library		Compton	.5 fte	
Elmira Heights Library		Schrauth (pt)	.5 fte	Closed library.
Horseheads Free Library	Collins (replaced with Principal Library Clerk)	Dowling (pt) (reassigned to Steele)	.5 fte	Downgraded a position from professional to clerical
Totals	7 professionals (fte)	16 clericals (fte)	23 fte positions	Closed libraries & reduced services.

7. There are odds and ends to resolve when the opportunity presents itself.

Chemung County, the Steele Memorial Library, or the new Library District has never employed the part time staff member of the Van Etten Library. Upon the retirement of the current Town of Van Etten employee assigned to the library, the Library District should work with that Town to fully incorporate the Van Etten Library into the Library District fold.

Years ago the library had a delivery van and employed a delivery driver. The individual who filled this position was classified as Courier. When the service was eliminated in favor of joining the Southern Tier Library System's delivery service, the Courier became the custodian at the Steele Memorial Library. Upon retirement of the current Courier, the position of Courier should be reclassified as Custodian.

8. How will the recommendations be paid for?

Currently there are 1.5 vacancies (one part time Library Page and one full time Library Clerk) at the Steele Library. The total savings to the personnel budget is \$30,543 in 2006. We anticipate the retirement of a Librarian 3 at the end of March 2006. The difference in annual personnel costs between a long-tenured Librarian 3 and a brand new Librarian 1 is \$17,959. Therefore, a total of \$48,502 (salary & fringe benefit costs) is available for the proposed Technology Coordinator. If the Technology Coordinator were assigned a Grade 11, in line with the Library Assistant, with an entry level salary of \$15.76 / hour, and with fringe benefits estimated to be 47.3% of salary, the total annual cost would be \$45,268. Because the position would be filled only 9 months, the first year cost is \$33,951.

When this occurs, we should follow the general principles of this staff plan and (1) reward tenure and promote from within the organization and (2) seek to hire in individuals with skills in current technology, such as web page development and a sound understanding of PCs and networking technology.

9. There are many personnel needs to consider in the future.

Our libraries have experienced significant personnel reductions for many years, as illustrated by a previous table. While it is natural for the library staff to seek to reverse these losses, the 2006 library district budget does not contain funding for new positions. This plan intends to address the best way to use current funding for personnel in 2006, not in future years. If and when new funding becomes available, a discussion of removing staffing inadequacies in any of our neighborhood libraries will take place.

Under this scheme, the primary responsibilities of West Elmira, Big Flats, and Van Etten libraries would include:

- Introduce children to the world of libraries through programs, books for preschoolers, and through partnerships with local elementary schools. If we were to couch this in a phrase suitable to the American Library Association, we would call our neighborhood libraries the "preschoolers door to learning."
- For adults, Big Flats, West Elmira, and Van Etten libraries offer popular reading materials through a collection of contemporary fiction, biography, and popular non-fiction complemented with magazines, newspapers, and smaller collections of audio video materials (like books on tape). This satisfies the individual looking for neighborhood library services. The American Library Association might call each of our neighborhood libraries a "popular materials center."
- Finally, West Elmira, Big Flats, and Van Etten libraries offer electronic access to information for individuals of all ages, through the Internet workstations.

A job description for individuals assigned to Big Flats, West Elmira, and Van Etten libraries would highlight:

Position	Primary duties
Library Clerk	Provide public service to neighborhood library patrons; charge & discharge materials and all other circulation-related routines; program planning; storytelling to kids; advice on good books and other materials to read; informing public school students and teachers about neighborhood library services; supervision of volunteers
Senior Library Clerk	Provide public service to neighborhood library patrons; charge & discharge materials and all other circulation-related routines; program planning; storytelling to kids; advice on good books and other materials to read for adults; informing public school students and teachers about neighborhood library services; supervision of clerical staff and volunteers
Principal Library Clerk	Provide public service to neighborhood library patrons; charge & discharge materials and all other circulation-related routines; program planning; storytelling to kids; advice on good books and other materials to read; informing public school students and teachers about neighborhood library services; supervision and training of clerical staff and volunteers; weeding of old or unused books from the library shelves; selecting new materials for the collection; overall supervision of neighborhood library
Librarian 3	Communicating with neighborhood library staff about needs of each neighborhood library; advocating for each neighborhood library's needs; selection of new library materials; supervision of each library's most senior clerical staff member; supervising the overall direction of library services at each neighborhood library & communicating those needs to the library administration; report writing

Under this scheme, the primary responsibilities of the Horseheads Free Library includes:

- Introduce children to the world of libraries through programs, books for preschoolers, and through partnerships with local elementary schools. If we were to couch this in a phrase suitable to the American Library Association, we would call our neighborhood libraries the "preschoolers door to learning."
- For adults, the Horseheads Free Library offers popular reading, listening, and viewing through a collection of contemporary fiction, non-fiction, and audio-video materials. The American Library Association might call this neighborhood library a “popular materials center.”
- For both children and adults, the Horseheads Free Library offers professional assistance in the use of electronic databases and individual and group training in the use of the Internet to gather useful and accurate information. Again, the American Library Association might call this neighborhood library an “intermediate reference center.”

A job description for individuals assigned to the Horseheads Free Library would highlight:

Position	Primary duties
Senior Library Page	Provides public service from circulation & customer service desks; shelves adult and juvenile materials as needed; completes the STLS send item list; trains and works with volunteer adopt-a-shelvers; assists clerical and professional staff with special projects, including programs; assists with delivery; troubleshoots copier, computers, and other machinery when necessary; assists opening and closing the library.
Senior Library Clerks	Provides public service from circulation & customer service desks; assists overseeing the use of the library’s meeting room; trains, assigns tasks, and supervises library volunteers; instructs patrons in basic Internet use, including one-on-one training sessions; maintains the Books Plus and magazine collections; provides basic reference & reader’s advisory assistance; assists with delivery and mail sorting; updates database as necessary; troubleshoots copier, computers, and other machinery when necessary; opens and closes the library.
Principal Library Clerk	Selects, acquires, and completes collection development for juvenile materials; provides juvenile reference & reader’s advisory services; provides youth services programming, including story hours, craft programs, film programs, & special events; represents the library to the community; provides public service from circulation & customer service desks; assists overseeing the use of the library’s meeting room; conducts tours; instructs the public in the use of computers and database searching; troubleshoots copier, computers, and other machinery when necessary; opens and closes the library.
Librarian 3	Provides overall supervision and coordination of public services; trains, supervises, schedules, and issues job assignments to library staff; represents the library to the community, including the Friends and the Foundation; selects, acquires, and completes collection development for adult materials; opens & closes the library; provides public service from circulation & customer service desks; instructs the public in the use of computers and database searching; conducts tours and programs; oversees the use of the library’s meeting room.

Under this scheme, the primary responsibilities of Steele Memorial Library includes:

All the responsibilities of the West Elmira, Big Flats, Van Etten, and Horseheads Free libraries; provide professional reference services for County residents completing school reports, making business decisions, making consumer choices, and answering other informational needs; collect, organize, and make available an extensive collection of fiction, non-fiction, audio, video, magazine, newspaper, and electronic materials for children and adults; provide resources and reference assistance for genealogy researchers; for home users of electronic library resources, provide a guide to the resources of the Internet through the Library District's web page; back-up reference and interlibrary loan to the member libraries of the Southern Tier Library System

A job description for individual assigned at Steele would highlight:

Position	Primary duties
Library Page	General circulation routines; shelving; assist patrons in finding library materials; and, in some departments, assists in programming.
Senior Library Page	All the duties of Library Page; train Library Pages and volunteers keeping the shelves in order.
Library Clerk	All the duties of Pages; works through complex clerical tasks such as the collection agency and typing orders for new library materials for multiple departments; assists patrons from public service desks; trains new Pages and clerical staff members.
Senior Library Clerk	All the duties of Library Clerk; under the direction of librarians, supervises the work of Pages and clerical staff at the circulation or microforms public service desk.
Library Assistant	All the duties of clerical staff; assists patrons from the reference and other public service desks; conducts programs for children and adults; supervises a department such as circulation or microforms; adjusts staff schedules when necessary.
Librarian 1	Assists patrons from the reference and other public service desks to use print and electronic resources; may maintain the library web page; may provide a comprehensive program of library services to youth; may coordinate interlibrary loan services; may be responsible for purchase decisions in a major component of the collection, such as fiction or non-fiction or audio video or children's materials; supervises clerical staff and volunteers; schedules library staff; planning & report writing; works as a team member with both clerical and professional staff.
Librarian 2	All the duties of Librarian 1; may supervise professional librarians conducting functions such as youth services, circulation, audio video, genealogy, and interlibrary loan; mentors new librarians to develop skills, creativity, and a team orientation.
Librarian 3	All the duties of Librarian 1 and 2; supervises a major department or library; coordinates the work of professional supervisors planning library services; allocates personnel and financial resources among functional units; creates and implements strategic goals; may create and implement a public relations and publicity program which includes working with community agencies and groups.

TECHNOLOGY COORDINATOR

Department: Library

Classification:

Labor Grade:

Adopted:

By:

DISTINGUISHING FEATURES OF THE CLASS:

TYPICAL WORK ACTIVITIES: The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.

Support:

- Provides general PC hardware and software support for end users;
- Interacts between software and end users researching and solving simple and complex software and procedural problems;
- Interacts with public library system technology staff on hardware and software issues;
- Assists in the integration of technology applications;
- Acts as liaison between vendors and library staff when troubleshooting;
- Configures department workstations and network servers;
- Diagnoses and solves network, system hardware, software, and operator problems.

Information Planning / Development

- Produces reports using specialized software for library departments;
- Collects and submits statistical data relative to services and programs to supervisors;
- Maintains records and produces reports as requested by supervisors;
- Analyzes computer processing requirements to plan a system that will provide capabilities required for projected workloads;
- Plans and implements recommendations for system upgrades;
- Installs hardware and peripheral components, loads software packages such as operating systems, word processing, or spreadsheet programs into computers.

Management of IT resources

- Provides maintenance in a timely manner in response to user requests;
- Inventories, collects, and distributes computer software to appropriate workstations;
- Maintains an inventory of computer / technology related equipment;
- Researches, tests, evaluates, and recommends data communications hardware and software.

Training, schedule of work on public service desks

- Provides one-on-one and group training on specialized computer software applications;
- Works beside clerical and professional staff at public service desks such as the main library circulation, customer service, information, and reference desk.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

MINIMUM QUALIFICATIONS:

Once fully implemented, the Library District staff would be comprised of the following position titles:

Position	Grade	Entry point / promotional	Educational requirement for appointment
Library Page	1	Entry point	High School
Senior Library Page	1	Promotional	High School
Library Clerk	3	Entry point	High School
Custodian	3	Entry point	High School
Senior Library Clerk	4	Promotional	High School
Bookmobile Driver	7	Entry point	High School
Principal Library Clerk	8	Promotional	High School
Technology Coordinator	11	Entry point or promotional	Associate's Degree
Library Assistant	11	Entry point or promotional	Bachelor's Degree
Librarian 1	12	Entry point or promotional	Master's Degree
Librarian 2	13	Promotional	Master's Degree
Librarian 3	14	Promotional	Master's Degree
Administrative Assistant	A	Entry point or promotional	Associate's Degree
Library Director 4	A	Entry point or promotional	Master's Degree

**Presentation to the Chemung County Library District Board of Trustees
(document 2006-21)**

A copy of this document – the Business Banker Agreement between the Chemung County Library District and the Chemung Canal Trust Company – is available by request from Jim Sleeth, Library Director. Please visit or call at 101 East Church Street, Elmira, New York 14901. Mr. Sleeth's telephone number is 733-8611.