

Apalachin Library Association - Board Meeting Agenda

November 18, 2025 @ 6:15 pm

Adoption of Agenda

Approval of Minutes from October meeting

Announcements

1. Next Meeting: December 16 @ 6:15 PM
2. 2026 Upcoming Meeting Dates: January 20, February 17, March 17, April 21, May 19, June 16, July 21, August 18, September 15, October 20, November 17, December 15

Period for Public Expression

Updates

1. Treasurer's Report
2. Maintenance Report
3. Director's Report
4. Facilities Report
5. Friends Report

Old Business

1. Budget
 - \$177,444 = if we pursue same direction as usual
 - \$179,223 = if we use NYS formula (this *does not* include \$5,000 referendum)
2. Slate of Officers for 2026
3. Quotes from Architects/Engineers
 - Chianis Anderson (attached)
 - Delta (attached)
 - Watson (contacted 10/27)
4. Second Review of Long Range Plan 2026-2030
5. Second Review of Pandemic Preparedness Policy
6. Formation of Executive Committee
7. Update on Cleaning
8. Update on Bookkeeping

New Business

1. First Review of Financial Policy
2. Paid Staff Holidays
3. eContent Contribution to FLLS
4. Plans for January Annual Meeting

Executive session a/r

Apalachin Library Association - Board Meeting Minutes

September 16, 2025 @ 6:15 pm

Call to order: 6:15pm by Chealsey Malewicz

In attendance were trustees: Tracy Brunnabend, Stacey Coffey, Sue Legg, Chealsey Malewicz, Jerry Ward, and Director - Tracy Savard

Announcements

- Next meeting: 11/18
- 2025 upcoming meetings: 11/18, 12/16

Agenda/ Minutes

- The October meeting agenda and the September meeting minutes were adopted by the board.

Period for public expression- N/A

1. Treasurer's report- S. Legg reviewed financial reports and budget updates.

- Received NYS aid
- Received \$1800 from town of Owego
- Jordan was notified that he is no longer needed for bookkeeping
- Annual appeal printing \$900 and postage was \$744
- Tax return filed and received confirmation that it was accepted by I.R.S
- Budget will be presented next month
- Still figuring out Baker & Taylor
- Discussed succession planning for the role of the treasurer on the board, noting possible candidates.
- The Trustees expressed great appreciation for the work that Sue does each month as the Treasurer!

2. Maintenance report

- Fixed exterior hole in foundation with concrete patch
- Fixed light in Big Room (needed ballast)
- Fixed door knob on Book Barn
- Inspected Book Barn for reported woodpecker damage
- Removed faux shelf from Book Barn that was a safety hazard

3. Director's report

- Programming Update
 - Total September Programming: 43 programs serving 332 people
- Feel Good Story of the Month
 - Over the course of the last few weeks, I've overheard a woman laughing during a variety of programs she's been participating in. This person is a longstanding patron. Recently, people have been telling her she has such a wonderful laugh, and I overheard her reply that she always used to be

told that, but she hasn't been laughing much over the last few years since her husband had died and how nice it's been to be laughing again.

- In and Around the Library Update
 - We received a shout out on Bob Joseph's Talk Radio 1290 towards the end of the week of 9/12 with praise for the library including: how warm, friendly, and inviting we are; how beautifully decorated the library is
 - We've been dismantling our Books on CD and DVD collections due to very poor in-house circulation stats
 - Missy acquired cornstalks for the library as well as small pumpkins for our Fall Fest pumpkin painting; her daughter will do face painting again for Fall Fest as well
 - Baker & Taylor – our book distributor – is going out of business; I've been scrambling to find another vendor. We officially have an account with Ingram, and of course we can continue purchasing books through Amazon.
- Outreach Update
 - I met with Jackie Stapleton – Director, Educational Television & Public Broadcasting within the Office of Cultural Education at NYSED – on October 6; I have been asked to be part of the review board for NY's 250th celebration
- October Happenings
 - Storytime: Tuesdays and Thursdays | 10:30am
 - Mahjong: Mondays | 2pm-4pm
 - Tech Time with Tina: Tuesdays By Appointment
 - Zen Before Zzzzzs: Tuesdays | 6pm
 - Euchre: Thursdays | 2pm-4pm
 - Senior First Friday Program – Bunco and Lunch: Friday, October 3 | 11am-1pm
 - Pokemon Club: Saturday, October 4 | 11am-1pm
 - Evening Book Club: Thursday, October 9 | 6:30pm Take My Hand by Dolen Perkins-Valdez
 - Afternoon Book Club: Thursday, October 16 | 1pm Maisie Dobbs by Jacqueline Winspear
 - Fall Fest: Saturday, October 18 | 11am-1pm - 102 attendees
 - Jane Austen Movie Club – Becoming Jane: Monday, September 22 | 4pm
 - Local Author Book Launch – Dry the Rain by Richard Leise: Thursday, October 30 | 6pm

4. Old Business

1. Final review of the Whistleblower's Policy.

- Motion to approve Whistleblower's policy. J. Ward, S. Coffey 2nd; all voted in favor.

2. Compensation- maintenance.

- It was suggested via email by Dani to adjust to \$22 starting in January. Sue Legg agreed after the new year we could offer \$22 per hour.

3. Architect's proposal

- Discussed applying for construction aid for architect's proposal as provided by Chianis. Discussed needing multiple quotes. Tracy will look into Floyd Hooker for funding and will reach out to Delta Engineering.
- Architecture proposal tabled until November meeting when all trustees will be in attendance.

New business

1. First review of long-range plan 2026-2030

- We need to publish this by 2026

2. Meeting dates for 2026

- January 20
- February 17
- March 17
- April 21
- May 19
- June 16
- July 21
- August 18
- September 15
- October 20
- November 17
- December 15

Motion to approve all third Tuesday meeting dates. J.Ward, 2nd T. Brunnabend

3. Holiday schedule for 2026

- Thursday, January 1 New Year's Day
- Monday, January 19 Martin Luther King, Jr. Day
- Monday, February 16 Presidents' Day
- Monday, May 25 Memorial Day
- Friday, June 19 Juneteenth
- Saturday, July 4 Independence Day
- Monday, September 7 Labor Day
- Monday, October 12 Indigenous People's Day/Columbus Day
- Wednesday, November 11 Veterans Day [we're closed already]
- Thursday, November 26 Thanksgiving Day
- Friday, November 27 Day After Thanksgiving
- Thursday, December 24 Christmas Eve
- Friday, December 25 Christmas
- Thursday, December 31 New Year's Eve
- TOTAL CLOSED DAYS: 13

4. Slate of officers for 2026

- No vote tonight, gauging interest.

5. Land next door

- Director shared with the board that the library was offered funds for the land next door. We discussed all of the pros and cons of acquiring land. We will not be accepting the donation.

6. Budget and referendum 2026

- a. \$177,444= if we pursue same direction as usual
- b. \$179,223= if we use NYS formula (this does not include \$5,000 referendum)
 - NYLA Membership \$125
 - It was discussed to ask for \$179,223
 - Staff birthdays- looking for funding towards staff birthday celebrations. Discussed asking Friends for money for birthdays. Suggested standard money amount on what they think is appropriate.
 - The library has had no cleaner for nearly 8 weeks. Merry Maids quoted \$220 every four weeks with an initial, deep, clean the first time and then maintenance for the rest of the time. T.Brunnabend offered services, conflict of interest. Stacey suggested a service. Jerry suggested his daughter in law. Also discussed, offering it to staff first at a rate of \$20/hour. If staff does not choose to take it on, and after speaking with Tammy, the job will be advertised at \$20/hour, two hours per week. T.Brunnabend suggested placing the advertisement for a cleaner on NextDoor looking for a personal cleaner. Tabled until next meeting.

7. Formation of executive committee

- Tabled until November's meeting

8. First review of Pandemic Preparedness Policy

- See ideas for changes by Dani via email.

9. Quarterly weeding report For July-August-September

- 223 books on cd and some dvds weeded. We may need to take physical inventory for accurate numbers.

10. Pennysaver Readers' Column

- Misinformation was put in the Pennysaver by readers about the library related to the budget. We would like to put out accurate information. Discussed putting on the postcard before the vote two weeks prior along with bullet points of info and facts about the library.

Meeting adjourned at 8:02pm

APALACHIN LIBRARY ASSOCIATION FINANCIAL REPORT SUMMARY
OCTOBER 2025 Year to Date

INCOME		Annual Budget	Comments:
Donations	6,435.95	14,000.00	
NYS Aid-FLLS	1,376.00	1,437.00	Received 90%
School District	0.00	167,444.00	Received 12/24
Proposed Referendum 2025	0.00	5,000.00	
Tioga County	8,612.00	8,612.00	
Town of Owego	1,807.22	0.00	Summer Reading
Tio Co Sr Citizens	500.00	0.00	Grant large print books
Friends Grants	1,252.02	0.00	
FLLS Summer Reading	989.00	0.00	
Interest	2,224.50	1,800.00	
Misc	5,845.67	250.00	
Library Services	130.92	150.00	
TOTAL	29,173.28	198,693.00	

EXPENSES			
Building Repairs	0.00	4,000.00	
Electric	4,453.63	4,000.00	
Propane	1,250.00	2,000.00	
Property Maintenance	8,885.95	10,000.00	Parking lot fill \$2361
Water/Sewer	394.35	600.00	
Director & Off Ins	1,132.00	1,132.00	
Ins-Com Package	3,248.78	3,300.00	
Bookkeeping	2,692.96	4,700.00	
Annual Appeal & Postage	2,641.79	3,350.00	
Library Supplies	501.25	1,000.00	
Office Supplies	3,502.35	6,000.00	
Small Off Equip	1,924.00	1,000.00	Bulk Buy 2 computers
Phone	916.26	1,450.00	
Book purchases	6,559.63	10,450.00	
Hoopla	2,910.29	3,500.00	
Electronic Services	11,200.00	11,200.00	
Programming	1,571.15	3,500.00	
Friends	1,271.01	0.00	
Tioga Downs - T Mobile	932.85	2,162.00	2023 Grant
Tioga Downs - Senior Program	2,499.50	0.00	2024 Grant
FLLS Senior Program	72.42	0.00	2024 Grant
Hooker Foundation - Kids Art	618.94	0.00	2024 Grant
FLLS Summer Reading	986.00	0.00	
Town Summer Reading	1,807.22	0.00	
Tio Co Sr Citizens	499.82	0.00	
Disability Insurance	655.30	850.00	
Workers Comp	1,081.00	1,300.00	
Salaries	96,795.02	122,200.00	
Other (fees & travel)	1,356.50	900.00	
TOTAL	162,359.97	198,594.00	
NET INCOME	-133,186.69	99.00	

ACCOUNT BALANCES

General checking account	63,587.16	
Grant checking account	0.00	closed 5/25
Money Market account	134,902.81	
Savings account	6.99	
Total	198,496.96	

NYS Report Calculation

331,683.65	Cash Balances 12/31/24
29,173.28	YTD deposits
-162,359.97	YTD expenses
198,496.96	Cash Balances 10/31/25

APALACHIN LIBRARY ASSOCIATION

Proposed 2026 BUDGET

	Oct-25	2025	2026	
INCOME	Actual	Annual Budget	Proposed Budget	Changes
Donations	6,435.95	14,000.00	14,000.00	
NYS Aid-FLLS	1,376.00	1,437.00	1,437.00	
School District	0.00	167,444.00	172,444.00	5000
Proposed Referendum 2026	0.00	5,000.00	6,779.00	1779
Tioga County	8,612.00	8,612.00	8,612.00	
Interest	2,224.50	1,800.00	1,800.00	
Misc	5,845.67	250.00	250.00	
Library Services	130.92	150.00	150.00	
TOTAL		198,693.00	205,472.00	6,779.00
EXPENSES				
Building Repairs	0.00	4,000.00	4,000.00	
Electric	4,453.63	4,000.00	6,000.00	2000
Propane	1,250.00	2,000.00	2,500.00	500
Property Maintenance	8,885.95	10,000.00	10,000.00	
Water/Sewer	394.35	600.00	600.00	
Fees & Registrations	1,097.36	600.00	600.00	
Director & Off Ins	1,132.00	1,132.00	1,350.00	218
Ins-Com Package	3,248.78	3,300.00	3,600.00	300
Bookkeeping	2,692.96	4,700.00	4,000.00	-700
Annual Appeal & Postage	2,641.79	3,350.00	3,200.00	-150
Library Supplies	501.25	1,000.00	1,000.00	
Office Supplies	3,502.35	6,000.00	6,000.00	
Small Off Equip	1,924.00	1,000.00	1,000.00	
Phone	916.26	1,450.00	1,300.00	-150
Book purchases	6,559.63	10,450.00	11,000.00	550
Hoopla	2,910.29	3,500.00	3,500.00	
Electronic Services	11,200.00	11,200.00	11,200.00	
Programming	1,571.15	3,500.00	3,500.00	
Tioga Downs - T Mobile	932.85	2,162.00	0.00	-2162
Disability Insurance	655.30	850.00	850.00	
Workers Comp	1,081.00	1,300.00	1,300.00	
Salaries	96,795.02	122,200.00	126,342.00	4142
Travel	259.14	300.00	300.00	
TOTAL		198,594.00	203,142.00	4548
NET INCOME		99.00	2,330.00	
Proposed Referendum		-5,000.00	-6,779.00	
Net Income		-4,901.00	-4,449.00	

Apalachin Library Board Meeting | Maintenance Report | November 18, 2025

- Removed air conditioners
- Set timer back for parking lot lights
- Cleaned out gutters on pavilion and roof
- Managed boiler issue with Evans Plumbing (heat was not coming on upstairs)

October 2025 Statistics Snapshot

	October 2025	October 2024	October 2023
Adult Collection	581	669	666
Young Adult Collection	57	39	52
Children's Collection	1081	1015	1017
Books on CD	2	24	24
DVD and Games	5	69	48
Physical Circulation TOTAL	1726	1816	1807
Hoopla	128	132	126
Overdrive Digital	485	515	380
Digital Circulation TOTAL	613	647	506
New Cards	10	15	18
Computer Use	37	28	32
Website Pageviews	1162	721	371
Facebook Followers	1560	1428	1,284 (+ 13)
Facebook Post Reach	9,534 people	3,391 people	4,291 people

Programming Update

September Children's Programming | 10 programs, 208 attendees

- Storytime (X sessions): 9 attendees
- Pokemon Club (October 4): 38 attendees

September Adult Programming | 19 programs, 161 attendees

- Mahjong (3 sessions): 36 attendees
- Yoga (4 sessions): 43 attendees
- Tech Appointments: 2 attendees
- Euchre (5 sessions): 38 attendees
- Senior First Friday (1 session): 25 attendees
- Book Club (2nd Thursday): 4 attendees
- Book Club (3rd Thursday): 6 attendees
- Movie Monday (Monday, October 27): 4 attendees

Intergenerational Programming | 1 program, 102 attendees

- Fall Fest (Saturday, October 18): 102 attendees

***Total October Programming: 30 programs serving 509 people**

Feel Good Story of the Month

Cathy Sorber donated to the library and included a note about how pleased she is to see how well we're doing.

In and Around the Library Update

- Annual Appeal was mailed out October 21 – lots of donations are rolling in!
- We're completely set up – with our discount in place – with Ingram!

Outreach Update

- We had the Rural Health Network here to do Medicaid Screenings on November 4

October Happenings

- Storytime: Tuesdays and Thursdays | 10:30am
- Mahjong: Mondays | 2pm-4pm
- Tech Time with Tina: Tuesdays By Appointment
- Zen Before Zzzzzs: Tuesdays | 6pm
- Euchre: Thursdays | 2pm-4pm
- Rural Health Network Medicaid Screening: Tuesday, November 4 | 1-4pm
- A Visit with Laura Ingalls Wilder: Thursday, November 6 | 6pm
- Senior First Friday Program – Book Craft and Lunch: Friday, November 7 | 11am-1pm
- Kids' Art Class – Autumn Tree Scene: Saturday, November 8 | 11am-1pm
- Evening Book Club: Thursday, November 13 | 6:30pm *And Then There Were None* by Agatha Christie
- Afternoon Book Club: Thursday, November 20 | 1pm *The Man Who Died Twice* by Richard Osman
- Jane Austen Movie Club – *Pride and Prejudice*: Monday, November 24 | 4pm

Facilities Committee Report | November 18, 2025

- Met on October 24
- Reviewed and revised Updated Task List
- Created draft of 5-Year Facilities Plan (below)

Year 1 (2026)

Estimated Cost: TBD

- Obtain CAD drawings of building interior
- Obtain ADA compliance review
- Obtain recommendations from architect/engineer company for door and fire alarm vendors
- Replace front door with ADA-compliant door
- Situate Big Room door to push out instead of in
- Build ramp from Big Room porch to sidewalk

Year 2 (2027)

Estimated Cost: TBD

- Obtain space planning recommendations from architect/engineer
- Install electrical updates throughout building in preparation for future updates
- Install mini-splits upstairs

Year 3 (2028)

Estimated Cost: TBD

- Elevator

Year 4 (2029)

Estimated Cost: TBD

- TREX porches

Year 5 (2030)

Estimated Cost: TBD

- Roof

Items to consider for replacement:

- Replace boiler (2032)
- Replace mini-splits (TBD)
- Replace carpet (TBD)
- Update kitchen (TBD)
- Replace toilets and sinks (TBD)
- Update upstairs bathroom (TBD)

Possible Funders:

- Floyd Hooker
- Construction Grant
- Mildred Faulkner Truman Foundation
- Libraries Transforming Communities: Accessible Small and Rural Communities (ALA)

**Apalachin Library Board of Trustees
Slate of Candidates for Officer Positions 2026**

Other Trustees may self-nominate for officer positions or be nominated during the January 20, 2026 meeting. Officer positions will be voted on at the January 21, 2025 meeting. Officer roles are effective from 1/20/2026 - 1/18/2027.

President

Chealsey Malewicz

Vice President

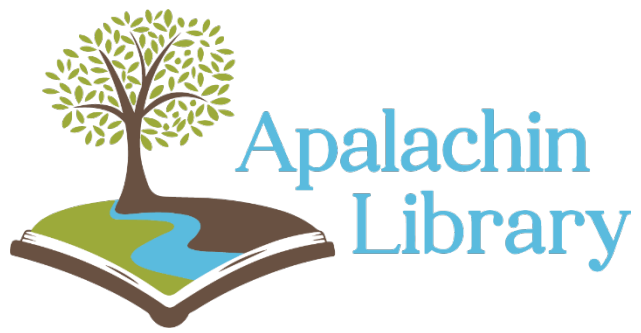
Caylynn Gilbert (?)

Treasurer

Sue Legg

Secretary

Danielle Berchtold



Proposal for Design Services

Apalachin Library Interior & Exterior Study

15 September 2025



31 Front Street, Binghamton, New York 13905
607.772.1701 voice | 607.772.1129 fax | www.chianisanderson.com

Proposal for Design Services

Date: 15 September 2025

Client: Apalachin Library
P.O. Box 163, Apalachin New York, 13732
Client's Representative: Tracy Savard, Director
Apalachinlibrary@gmail.com

Architect: Chianis + Anderson Architects, PLLC
Greg A. Chianis, AIA
31 Front Street
Binghamton, New York 13905

Project: Interior & Exterior Study
719 Main Street
Apalachin, New York 13732

Dear Tracy Savard,

Chianis + Anderson Architects (the Architect) is pleased to offer the following summary of design services and a detailed scope of work for the above referenced Project:

1. Understanding of the Project

Our understanding of the project has been based on the information gathered at our initial electronic Zoom meeting held on 11 August 2025 with Tracy Savard, the Director of the Apalachin Library, and members of the Chianis + Anderson design staff, as well as our general overall knowledge of the building and its surrounding property.

In general terms, it is desire of the Apalachin Library (the Client), located at 719 Main Street in Apalachin, New York to engage Chianis + Anderson Architects (the Architect) to perform a study of both the interior and exterior of the building to help the Client better understand what their facilities contain, their existing condition, the status of the

accessibility of the building, and the present internal layout and potential efficient use of the various space(s).

In order to achieve these overall goals, the Architect is proposing to offer its services to the Client using a step-by-step approach, this work will be accomplished in a few different chronological work tasks. This approach will allow the Client to complete this project in full in time, as their funds become available.

The original building as we understand it was built in the 1850's and has had multiple additions to it over the years. As such, there has been no real official documentation made of the various additions and therefore no as-built floor plans exist of the building that can be used as a basis for any type of study moving forward. The Architect has been made aware of the fact that the building is very un-accessible and is non-ADA compliant in many aspects. So another facet of this project will be to survey the building to determine its compliance with the most current rules and regulations under the Americans with Disabilities Act. The report will offer some solutions for making the building and its surrounding property more accessible.

And lastly, the Architect will survey the building and its existing configuration to better understand its layout and arrangement and then interview the staff to develop an overall architectural program for the building that creates a more efficient and feasible workflow and long-term plan for the library.

We have prepared the following proposal to further define the specific services to be provided by the Architect.

2. Services to be Provided by the Architect

2.1. Pre-Design Phase

As part of this phase of the Project, the Architect will complete the following:

- a. Meet with the Client to develop an understanding of the Project and a summary of goals to be achieved at completion.

Task 1 – Laser Scan and As-Built Documentation

Under this task, the Architect will use high tech, very precise laser scanning technology to three dimensionally model the entire interior of the facility using point cloud technology that is then converted into AutoCAD to be used as a scalable floor plan of the overall facility. This technology is typically accurate to within an 1/8". The end product will provide the Client with a complete set of existing building drawings of each floor level of the building that can then be used for the remainder of the study, or other future work on the building that the library may require. The drawings will also be used as an accurate base for the life safety plans and exit diagrams. As a end product deliverable, the Client will be furnished with a copy of the point cloud file for record purposes.

Task 2 – ADA Compliance Review

Under this task, the Architect will field survey the entire interior of the building as well as the site approach to the building for compliance with the most current rules and regulations under the Americans with Disabilities Act (ADA). The as-built documents prepared under Task 1 will be used as a basis for this task. The deficiencies and shortfalls will be identified and suggested improvements will be recommended within the body of the report. It must be noted that the work included within this report is not intended to serve as a document for construction, but just as an identification of the remediation work that is required to bring the facility into compliance.

Task 3 – Architectural Programming Review

Under this task, the Architect will utilize the as-built documents prepared under Task 1 as a basis for this task and will physically survey the interior of the library as to what space is where and what function it currently serves. The Architect will then conduct a series of interviews with the library staff to better understand the purpose of each space and how those spaces can be improved, rearranged and or re-organized in order to make things more efficient for the future of the library. The Architect will consider the contents of the existing footprint of the building as well as the potential for future

expansion with a potential building addition. The summary of the findings of this task will be presented in both tabular spreadsheet form and colored floorplan(s).

2.2. Schematic Design Phase

As part of this phase of the Project, the Architect will complete the following:

- a. Due to the limited scope, this phase will not be required.

2.3. Design Development Phase

As part of this phase of the Project, the Architect will complete the following:

- a. Due to the limited scope, this phase will not be required.

2.4. Construction Documents Phase

As part of this phase of the Project, the Architect will complete the following:

- a. Due to the limited scope, this phase will not be required.

2.5. Bidding and Negotiation Phase

As part of this phase of the Project, the Architect will complete the following:

- a. Due to the limited scope, this phase will not be required.

2.6. Construction Administration Phase

As part of this phase of the Project, the Architect will complete the following:

- a. Due to the limited scope, this phase will not be required.

3. Deliverables

The following items will be delivered as part of this contract:

Pre-Design Phase

- a. As-built existing conditions drawings to include:
 - a. Floor Plan(s) of all levels of the building
- b. Accessibility Review
- c. Architectural Programming Review

Schematic Design Phase

- a. N/A

Design Development Phase

- a. N/A

Construction Documents Phase

- a. N/A

Bidding and Negotiation Phase

- a. N/A

Construction Administration Phase

- a. N/A

Other

- a. N/A

4. Schedule

The services under the pre design phase listed above will be provided by the Architect, as necessary, until a final scope and set of goals are established. The architect will complete any or all of the tasks outlined above as directed by the client within the timeframe mutually agreed upon.

5. Client Provided Information

The Client will secure the following as needed for the Architect's use:

- a. Listing of, and access to, stakeholders in order to define the use of the space(s) and the goals to be achieved at the completion of the Project.
- b. Definition of the overall project goals and the program requirements to be included within the project.
- c. Definition of special requirements and/or conditions for the Project.
- d. Property survey indicating all boundaries; easements, right of way limits, utilities, topography, and any other items the Architect deems necessary.

- e. Lifts, ladders, scaffolding, etc., and selective demolition for access to all parts of the building, as the Architect deems necessary, to provide an adequate review/survey.
- f. Any and all existing building and/or site documentation including drawings, floor plans, surveys, or other instruments. Both paper copies and digital copies shall be provided if available.
- g. Define Project milestones and anticipated date of substantial completion.

6. Clarifications

The following items are clarifications to this proposal:

- a. Any engineering and/or other services not described in this proposal can be provided as part of a separate agreement.
- b. Detailed structural review of the existing building beyond the area of work.
- c. Application(s), reports, submissions, documentation, or coordination with any historic or governmental agencies.
- d. Cost estimating services.
- e. Extensive field survey, measurements, and documentation of the existing conditions outside of the area of work.

7. Exclusions

The following tasks and services have been excluded from this proposal but are available services that can be provided under a separate contract:

- a. Testing or abatement of any hazardous materials, including but not limited to, asbestos, lead, and/or mold.

8. Compensation

8.1. Fee

Based upon the anticipated duration of the Project, and on projected effort, a summary of the design fees is presented in the following table:

Project Phase	Fee Type	Fee
Laser Scanning as Built Drawings	Fixed Fee	\$6,680.00
ADA Compliance Review	Fixed Fee	\$3,685.00
Architectural Programming Review	Hourly Applied Time	Hourly in Accordance with our Rate Schedule Attached

An initial payment of One Thousand dollars (\$1,000) shall be required to commence our design services. This initial payment shall serve as a good faith effort on the part of the Client and shall be credited to the final invoice.

8.2. Reimbursable Expenses

Reimbursable expenses are in addition to compensation for the phase(s) described above. Reimbursable expenses will be invoiced monthly in accordance with our attached Reimbursable Expense Schedule.

8.3. Terms and Conditions

This proposal will serve as the contract to the Project and includes the following specific terms and conditions:

- a. Work will be invoiced monthly based on work completed and expenses incurred during that period. Payment is due upon receipt of the invoice; invoices not paid within thirty (30) days will incur 1.5% interest per month. If payment is not received within forty-five (45) days of the date of the invoice, all work may cease.

- b. In the event a suit, action, arbitration, or other legal proceeding is commenced as required to collect payment (i.e. Project compensation, reimbursables, etc.), the Architect shall be entitled to all reasonable costs and attorney fees incurred to be paid by the Client.
- c. To the fullest extent permitted by law, our liability for any and all claims, including, without limitation, claims of negligence, errors, omissions, and/or breach of contract, not amounting to a willful or intentional wrong in connection with this Project, if such may occur, as well as claims of contribution and/or indemnification, will be based on the seriousness in character thereof and shall be determined in relation to our fee. In no event, will our liability exceed the less of (i) the actual fee received by the Architect for this Project or (ii) the sum of fifty thousand dollars (\$50,000.00). Further, claims of liability may not be assigned, sold or transferred to a third party.
- d. To the fullest extent permitted by law, any claim of negligence, including, without limitation, claims of negligence, errors, omissions, and/or breach of contract, which pertains to or arises from professional services provided or furnished by the Architect for this Project, including a claim of contribution and/or indemnification, shall be asserted against the Architect within three (3) years of our performance or furnishing of those professional services, Further, claims of liability may not be assigned, sold, or transferred to a third party.
- e. In providing services under this agreement, the Architect will endeavor to perform in a manner consistent with that standard of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances carrying out equivalent services for Projects of similar size, scope, complexity, and location.
- f. This proposal is valid for sixty (60) days.

9. Authorization

Your signature in the space provided below will indicate your understanding of the terms and conditions of this proposal and will serve as our official notice to proceed with the Project. **Please return one (1) signed copy within two (2) weeks of the date listed on this proposal.** Should you have any questions regarding any of the information presented in this proposal, or wish to discuss any item in greater detail, please do not hesitate to contact me.

Thank you in advance for your consideration of Chianis + Anderson Architects. We look forward to working with you towards the successful completion of this Project.

Client's Representative – Signature

Client's Representative – Name and Title

Date



Architect – Signature

Greg A. Chianis, AIA / Partner

Architect – Name and Title

15 September 2025

Date

GAC/mrm

10. Client's Billing Information

For billing purposes only, please complete & return the following:

AP Contact Name: _____

Title: _____

Address: _____

Email: _____

Phone: _____

Preferred Billing Method: ☐ Email ☐ Mail

Attachments

Rate Schedule

Position	Rate (\$/hour)
Partner	\$205.00
Architect	\$160.00
Engineer	\$160.00
Project Manager	\$150.00
Designer I	\$95.00
Designer II	\$85.00
Designer III	\$72.00
Interior Designer	\$115.00
Administrative	\$65.00
Office Manager	\$65.00

Reimbursable Expense Schedule

	Item	Charge
In-House	Printing 30" x 42"	\$0.53/sf
	Printing 15" x 21"	\$0.53/sf
	Printing 8.5" x 11" Black & White	\$0.13/impression
	Printing 8.5" x 11" Color	\$0.25/impression
	Printing 11" x 17" Black & White	\$0.26/impression
	Printing 11" x 17" Color	\$0.50/impression
Outsourced	Printing 30" x 42"	Our Cost Plus 15%
	Printing 15" x 21"	Our Cost Plus 15%
	Printing 8.5" x 11"	Our Cost Plus 15%
Project Related Local and Long-Distance Telephone Calls		No Charge
Mileage Costs Associated with the Project		Standard IRS Business Rate
Project Required Out of Town Travel (Rental car, airfare, lodging, food, etc.)		Our Cost Plus 15%
Regular Postage Expenses		No Charge
Express Mail Service		Our Cost Plus 15%
Surveys and Testing Services		Our Cost Plus 15%
Electronic Drawing File Transfer		\$115.00/sheet
Internet Conferencing		No Charge
Engineering Services		Our Cost Plus 15%

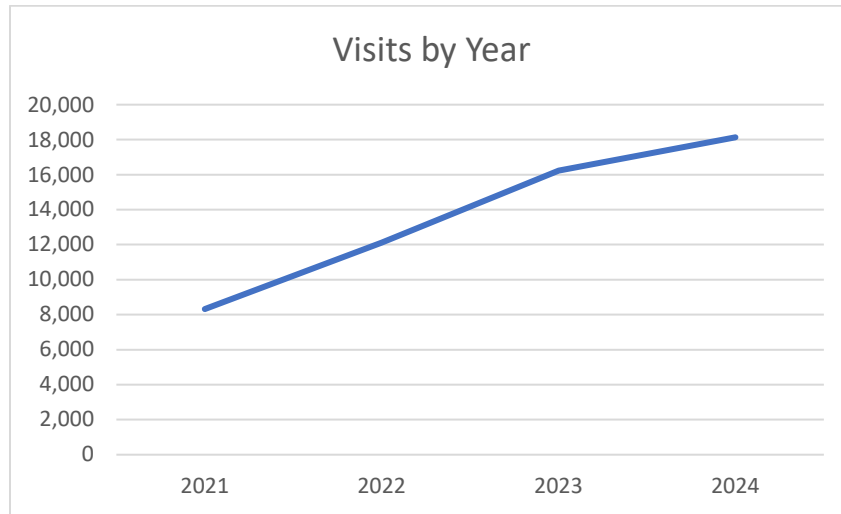
Rates are subject to change with prior notice.

Short Form Contract Agreement		Project Number:		TBD	
		Project Name:		Apalachin Library Exterior Drawings	
		Contract Date:			
Client Info:					
Name:		Apalachin Library		Contact Name: Tracy Savard	
City/State:		Apalachin, NY		Contact email: apalachinlibrary@gmail.com	
Phone:		607-625-3333			
Project Description / Scope of Services:					
This project consists of 3D scanning and drawing the exterior elevations and roof plan for the existing library building located at 719 Main Street in Apalachin, NY.					
Base Assumptions:					
All services not specifically listed in the Scope of Services above are excluded					
No site/civil/landscape design work provided. No hazardous materials are present, and a pre-renovation survey is not required.					
Deliverables:					
☐ Report		☒ Plans		☐ Opinion of Cost	
Deliverable Comment:		Existing Exterior Elevations & Roof Plan			
Schedule & Fee:					
Target Completion: Outdoor work subject to weather		☐ <Target Date>		☒ 8 weeks after receipt of Contract with client signature and date below	
Project Fee:		\$2,500		Fee Type: Lump Sum	
Payment Terms:		Due within 30 days. Invoices unpaid after 60 days may be sent to a collection agency, with Client responsible for all collection costs			
Signatures:					
Client			Delta Engineers, Architects, Land Surveyors, & Landscape Architects, DPC		
Printed Name:			Printed Name: Christopher Lynch		
Title:			Title: Senior Project Manager		
Date:			Date: 10/29/2025		
Signature:			Signature: 		
This proposal is valid for 30 days from the date listed at the top of this Short Form Contract Agreement					

Short Form Contract Agreement		Project Number:		TBD	
		Project Name:		Apalachin Library Existing Drawings	
		Contract Date:			
Client Info:					
Name:		Apalachin Library		Contact Name: Tracy Savard	
City/State:		Apalachin, NY		Contact email: apalachinlibrary@gmail.com	
Phone:		607-625-3333			
Project Description / Scope of Services:					
This project consists of 3D scanning and drawing the floor plans for the existing library building located at 719 Main Street in Apalachin, NY.					
Base Assumptions:					
All services not specifically listed in the Scope of Services above are excluded					
No site/civil/landscape design work provided. No hazardous materials are present, and a pre-renovation survey is not required.					
Deliverables:					
☐ Report		☒ Plans		☐ Opinion of Cost	
Deliverable Comment:		Existing Floor Plans			
Schedule & Fee:					
Target Completion: Outdoor work subject to weather		☐ <Target Date>		☒ 8 weeks after receipt of Contract with client signature and date below	
Project Fee:		\$2,700		Fee Type: Lump Sum	
Payment Terms:		Due within 30 days. Invoices unpaid after 60 days may be sent to a collection agency, with Client responsible for all collection costs			
Signatures:					
Client			Delta Engineers, Architects, Land Surveyors, & Landscape Architects, DPC		
Printed Name:			Printed Name: Christopher Lynch		
Title:			Title: Senior Project Manager		
Date:			Date: 10/29/2025		
Signature:			Signature: 		
This proposal is valid for 30 days from the date listed at the top of this Short Form Contract Agreement					

LONG RANGE PLAN 2026-2030 DRAFT

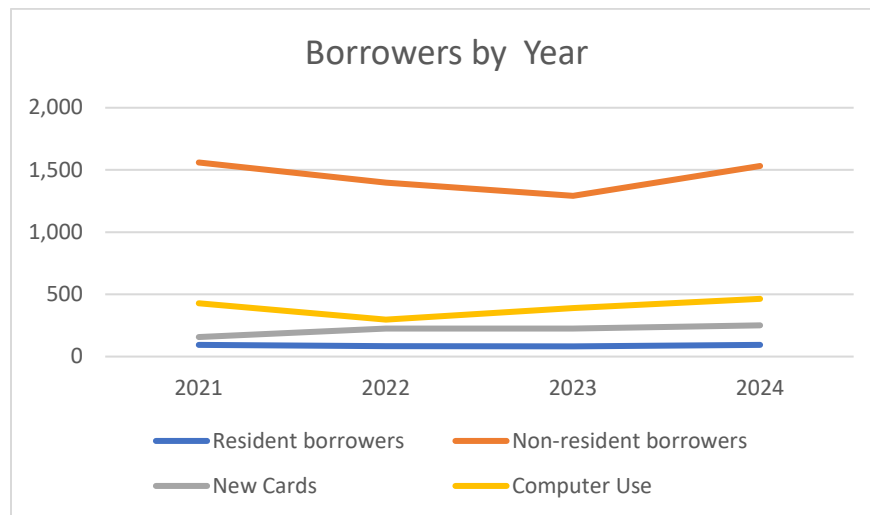
1. Provide information about the community and library to use in decision-making.



118% increase from 2021 to 2024 (reminder: COVID)

33.95% increase from 2022 to 2023

11.73% increase from 2023 to 2024

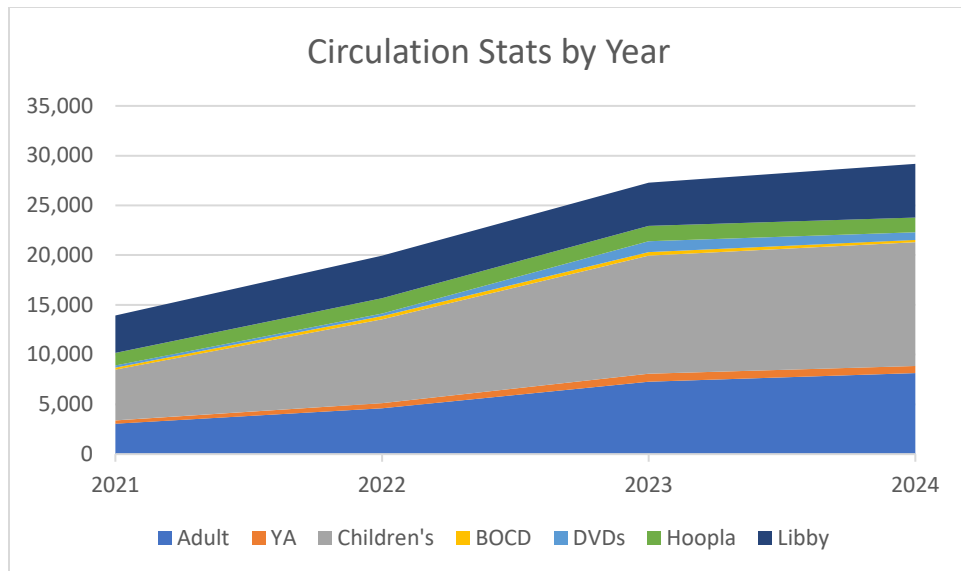


No more than a 12-17% increase or decrease for both types of borrowers

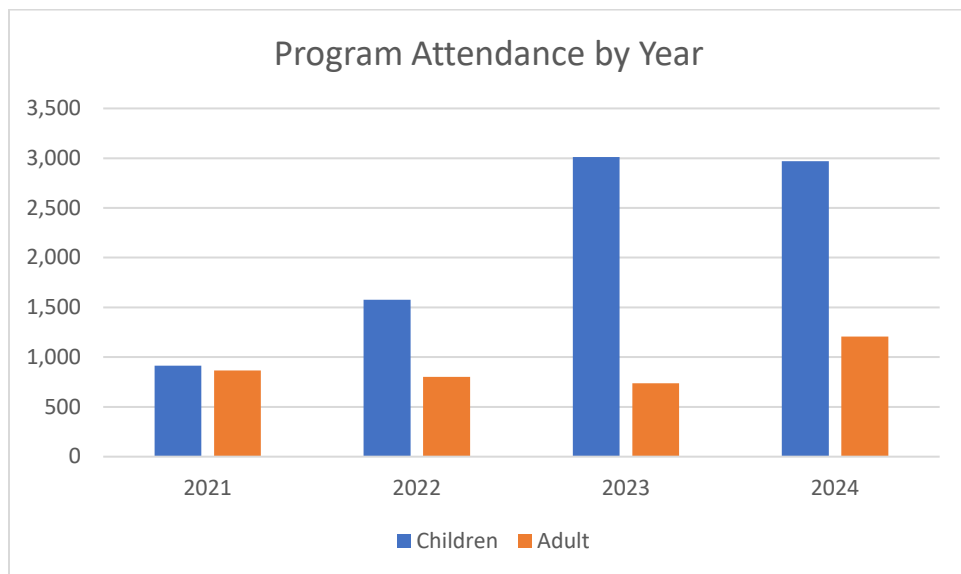
43.31% increase from 2021 to 2022 for new cards

11.06% increase from 2023 to 2024 for new cards

Upwards trend with computer usage since 2022



General trend upwards for all circulation statistics, especially on Libby, with plateauing for Books on CD and DVDs (children's circulation decreased by 1.39% from 2023 to 2024)



General trend upwards for nearly all categories

2. Clarify for board, staff, and community the role of the library in the community.

The Library:

- Provides access to information, resources, services, and programs
- Provides community gathering spaces and a place for social engagement
- Provides safe refuges for unhoused and underserved populations
- Provides meeting spaces
- Provides free access to the Internet
- Provides friendly and helpful human resources
- Promotes information and media literacy
- Helps to boost local economy (free Internet for job searching; help with resumes; tech appointments, etc.)

3. Evaluate the usefulness and quality of specific services and activities (*see below for Measurement and Evaluation*)

Regular Programming

- Mahjong (weekly)
- Storytime (twice-weekly)
- Yoga (weekly)
- Tech Tuesdays (weekly)
- Euchre (weekly)
- Senior First Friday Program (monthly)
- Evening Book Club (monthly)
- Afternoon Book Club (monthly)
- Pokemon Club (bi-monthly)
- Crochet Classes (bi-monthly)
- Art Classes (quarterly)
- American Girl Program (yearly)
- Fall Festival (yearly)
- Children's Tea Party (yearly)
- Seed Workshop (yearly)

- Harry Potter Birthday Party (yearly)
- Family Nights (yearly)
- Stories with Music (yearly)
- AES Field Trips (yearly)

Special Programming (2025 through August)

- Bridgerton Tea Party
- Girl Scout Apron Class
- Indoor Mini Golf
- Belva Lockwood Local History Talk
- Dogman Program
- Alzheimers Presentation
- Yoga Program for Kids with Autism
- Mammo Van
- Erie Canal Immigration Talk
- Book-making Workshop for Kids
- Stuffy Sleepover

Special Programming (2024)

- Ollie and Nola
- Local Author Talk
- Harp Meditation in the Garden
- Mafia Summit Talk
- Invasive Species Talk
- Moth Program
- Service Dog Storytime
- Star Wars Party
- Stuffy Sleepover
- Partners in Parenting
- Knit in Public
- Summer Kickoff
- Tioga Arts Council Art Classes
- Leroy Program
- Stand with Me Dog Program
- Gary Truce Ghost Program

- Grief Program

4. Assist in preparing for change (dropping outdated or unused services, programming, and resources)

- Books on CD
- DVDs
- Gaming
- Dog program

5. Establish priorities for the allocation of resources

- 5-Year Facilities Plan
- Acquire more books featuring diverse characters and/or written by diverse authors
- Seek out grants to supplement budget

6. Document the need for sustainable funding

- Annual school ballot
- Annual appeal and other donations
- Grants
- Tioga County

BOARD VISION: To think outside the book.

ASSESSMENT: Identify usage trends. Compare the library to others with similar budgets and/or service populations.

Library	Population	Visits	Budget	Hours	Staff	Programming
Apalachin	2,632	18,134		35	4 + 1 cleaner + 1 maintenance	275 programs, 5,153 attendees
Berkshire	2,523	5,520	Not reported	25	4	1,784 attendees
Nichols	2,347	Not reported	Not reported	30	1 + 1 volunteer	Not reported
Port Byron	2,114	13,416	\$118,548	33	2	471 programs; 3,952 attendees
Spencer	2,968	Not reported	Not reported	29	2	Not reported
Union Springs	2,227	Not reported	\$100,400	28	2	Not reported

GATHER INPUT FROM COMMUNITY:

- Community survey – what year?
- Program evaluations

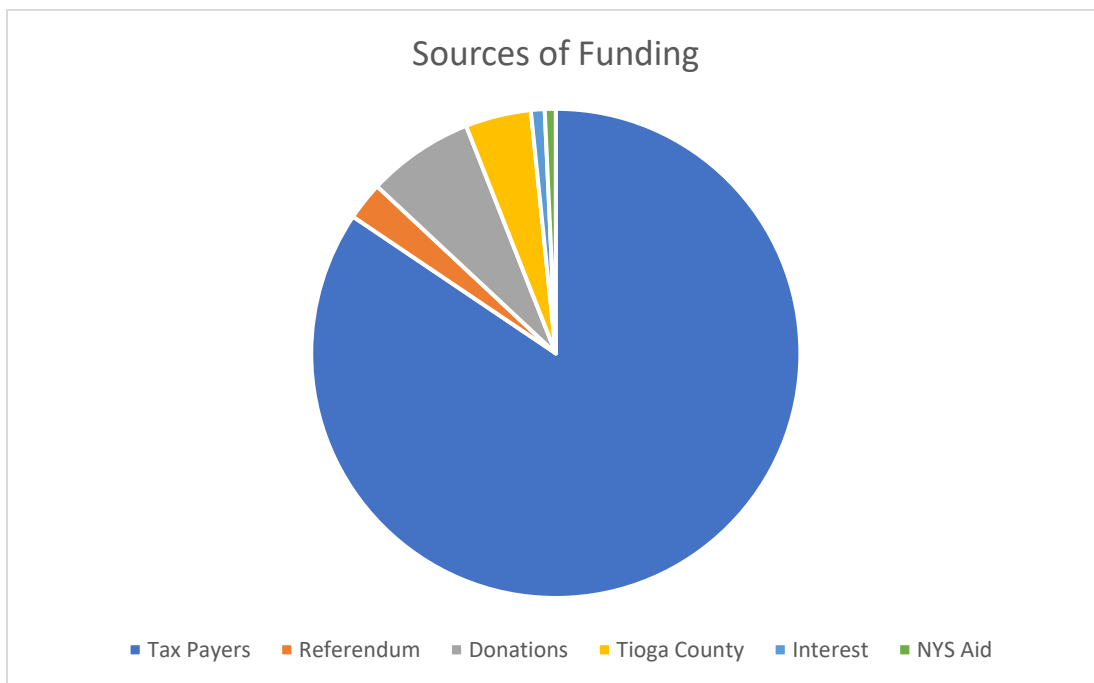
ANALYZE WHAT WAS LEARNED:

- TBD

ASSESS THE LIBRARY'S CAPACITY TO MOVE FORWARD IN FOLLOWING AREAS (See below for Improvements Needed)

- Personnel
 - We currently have five part-time employees, one on-call maintenance person, and 2 per diem library clerks
 - Director: 30 hours/week
 - Children's Librarian: 15 hours/week
 - Administrative Assistant: 26 hours/week
 - Library Clerk: 23 hours/week

- Cleaner: 2 hours/week
 - Maintenance Person: 2 hours/week (average)
 - If we continue to grow, we will need additional staffing
 - How much *can* we grow? Do we have the resources (parking, money to pay additional staff, space inside library for programming) *to* grow?
 - We also need to consider how much we can afford to pay employees to remain competitive with other local opportunities
- Finance
 - Tax payers – 84.44%
 - Donations – 7.06%
 - Tioga County – 4.34%
 - Referendum – 2.52%
 - Interest – 0.91%
 - NYS Aid – 0.72%



- Facility
 - We need to budget more for facilities-related expenses based on the findings and plans of the Facilities Committee and the 5-Year Facilities Plan

- Policy
 - Ensure policies are kept current and wide-ranging
 - 2023
 - 5 policies created
 - 2 policies copied from NYS
 - 2024
 - 3 policies created
 - 6 policies revised
 - 1 policy updated
 - 2 policies copied from NYS
 - 2025
 - 9 policies created
 - 5 policies revised
 - 3 policies still to be proposed by year end (as of October)
- Partnerships
 - Since 2023, the library has worked with the following partners:
 - Program Collaborations
 - Tioga Arts Council
 - Tioga PACT
 - FMK Karate
 - Apalachin Elementary School
 - West Learning Center
 - Erie Canal Museum
 - Cornell Cooperative Extension
 - Tioga County Historian
 - Binghamton Regional Center for Autism (BRCASD)
 - Hidy Ochiai Foundation
 - CK'Sters Fun Park
 - Grants

- FLLS Outreach Mini Grant – Summer Books for Kids (2025)
 - Tioga County Senior Citizens Foundation – Large print books (2025)
 - Floyd Hooker Grant – Art Classes for Kids (2024-2025)
 - Tioga Downs Regional Community Foundation – First Friday program (2024)
 - Tioga Arts Council Art Classes (2024)
 - FLLS Family Literacy Grant – Summer Programming (2024)
 - FLLS Outreach Mini Grant – Senior Sampler Program (2024)
 - Tioga County Senior Citizens Foundation – Large print books (2024)
 - Community Foundation for South Central New York – website (2024)
 - Community Foundation for South Central New York – unsolicited funds (2024)
 - NYS Construction Grant – parking lot (2023)
 - FLLS Family Literacy Grant – Outdoor Backpacks (2023)
 - Tioga County Senior Citizens Foundation – Large print books (2023)
 - Tioga Downs Regional Community Foundation – devices (2023)
- Tabling at Storytime
 - AspireHope NY
 - Tioga PACT
 - Tioga Opportunities
 - Tioga County Early Intervention
 - Southern Tier Independence Center
- Events
 - Apalachin United Methodist Church Annual Carnival (2023, 2024)
 - AES Winter Carnival (2023)
 - Brothers and Sisters for the Cross – UMC (2023)
 - Lions Club Talk (2023)
 - Owego Baptist Church Talk (2024)

- Governance
 - According to Section 1 of the Apalachin Library Association Bylaws, “the governance and administration of the Apalachin Library Association and the Apalachin Library is vested in the Board of Trustees”.
 - Currently, Section 2 of the Bylaws state that Trustees must live in Tioga County. We are in the queue with New York State to **change** “Tioga County” to “New York State”.
 - Currently, Section 4 of the Bylaws state that Trustees shall serve terms of five years. We are in the queue with New York State to **change** “five-year terms” to “three-year terms”.

- Marketing and Public Relations
 - Currently, we use the following print and digital platforms to promote our programs and services:
 - Print
 - In-house newsletter distribution
 - Owego Pennysaver
 - Annual Report to the Community
 - Digital
 - Website
 - Facebook
 - Owego Apalachin Central School District
 - Macaroni Kids
 - Annual Report to the Community
 - Annual Report to NYS

- Measurement and Evaluation

Program Evaluation Rubric

1. Strategic Alignment

Criterion	Excellent (4)	Good (3)	Needs Improvement (2)	Not Evident (1)
Met a community need	Clearly addressed a demonstrated community need	Addressed a known need, but with limited scope or reach	Some evidence of need, but unclear or not fully addressed	No clear evidence the program met a community need
Inclusivity	Designed and delivered with inclusivity at the forefront	Considered inclusivity in design and outreach	Limited efforts toward inclusivity	Not inclusive or lacked consideration for diverse needs
Clear objectives	Objectives were specific, measurable, and well-communicated	Objectives were stated and mostly clear	Objectives were vague or inconsistently communicated	Objectives were unclear or not stated
Delivered on goals	Fully achieved or exceeded all stated goals	Achieved most goals effectively	Partially achieved goals	Did not meet goals

2. Participation

Criterion	Excellent (4)	Good (3)	Needs Improvement (2)	Not Evident (1)
Attendance	Attendance exceeded expectations or capacity	Attendance met expectations	Attendance was lower than expected	Very low or negligible attendance
Repeat attendance	High rate of return participants	Some repeat participants	Few returning attendees	No evidence of repeat attendance
Engagement	Participants were actively engaged and interactive	Moderate engagement observed	Engagement was minimal	Little or no engagement
Requests for additional like-programming	Multiple participants requested similar future programs	Some interest expressed in similar offerings	One or two comments suggesting more	No interest expressed

3. Resource Management

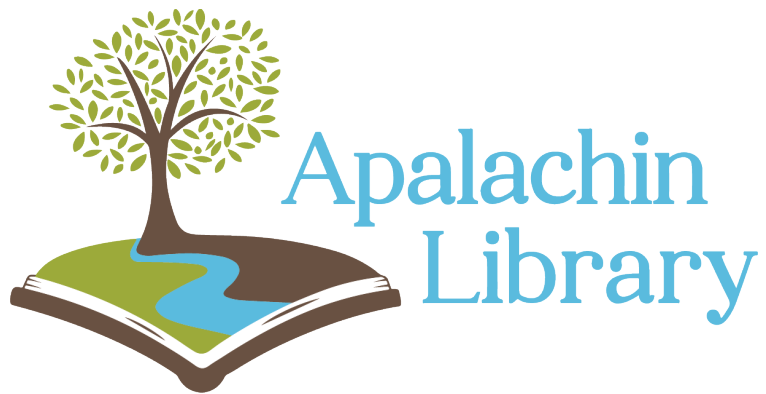
Criterion	Excellent (4)	Good (3)	Needs Improvement (2)	Not Evident (1)
Good use of staff time	Staff time was used efficiently and strategically	Staff time was mostly used well	Some inefficiencies in staffing	Poor use of staff time
Cost-effective	High value relative to cost; leveraged free/low-cost resources	Stayed within budget with good value	Budget was stretched with limited impact	Cost outweighed perceived benefit
Sustainability	Easily replicable and sustainable long-term	Replicable with some adjustments	Difficult to sustain without changes	Not sustainable
Good use of staff skills	Aligned well with staff talents and knowledge	Mostly used staff strengths	Some mismatch with staff skills	Misaligned with staff capabilities
Date and Time of Day	Ideal timing for target audience	Generally, a good time	Timing was suboptimal	Poor timing led to low participation
Adequate promotion	Promotion was timely, clear, and reached the intended audience	Promotion was sufficient but could improve	Limited promotion or unclear messaging	No or ineffective promotion
Space	Space is ideal size; accommodates audience comfortably; fully accessible	Space fits audience adequately; minor crowding; mostly accessible with minor barriers	Space is somewhat small or limits participation; some access issues present	Space is clearly too small or far too large for intended use; lacks basic accessibility features
Timing	Began and ended exactly as scheduled; well-paced; all content covered	Minor deviations; rushed or too slow	Significant delays or early end without clear reason; uneven pacing	Did not adhere to scheduled times; poor pacing; program felt rushed or disjointed

4. Evaluation of Board Members and Volunteers

Criterion	Excellent	Good	Needs Improvement	Not Evident
Attendance: Regularly attends scheduled meetings, programs, or assigned shifts				
Punctuality: Arrives on time and stays for the full duration				
Engagement: actively participates in discussions, events, and decision-making				
Preparedness: reviews materials, agendas, or assignments in advance				
Initiative: demonstrates enthusiasm, takes ownership, and volunteers for tasks				
Dependability: follows through on commitments and completes assignments on time				
Quality of Work: performs duties accurately and with attention to detail				
Collaboration: Works cooperatively with staff, board members, and other volunteers				
Communication: communicates respectfully and effectively				
Confidentiality: respects privacy and confidentiality of library operations and users				
Representation: acts as a positive ambassador for the library in the community				
Adherence to Policy: follows all library policies, bylaws, and code of conduct				
Strategic Contribution: contributes to planning, policy, and long-term vision				
Advocacy: promotes the library's mission and engages in community outreach				
Fiscal Responsibility: understands and supports the library's financial oversight and budgeting				
Continuing Education: pursues opportunities for training, orientation, or library development				

What Improvements Are Needed?

- **Program Design & Planning:**
(e.g., Clarify objectives, increase community input, improve inclusivity strategies)
- **Marketing & Outreach:**
(e.g., Use new channels, start earlier promotion, improve messaging)
- **Scheduling & Logistics:**
(e.g., Consider alternative times/days, adjust length or format)
- **Staffing & Resources:**
(e.g., Provide training, allocate staff differently, reduce reliance on one person)
- **Participant Experience:**
(e.g., More interactive elements, follow-up surveys, additional offerings)



Pandemic Preparedness Policy

Adopted by the Board June 20, 2020; revised TBD

SECOND DRAFT

Purpose

The Apalachin Library is committed to protecting the health and safety of employees, volunteers, and the public while maintaining essential library services.

This policy establishes procedures for responding to a pandemic or public health emergency in New York State, Tioga County, or the Town of Owego. Its goal is to safeguard the Library community while sustaining operations as safely and effectively as possible.

Criteria for Adjusting or Closing Library Operations

The library may modify or suspend public access under any of the following conditions:

- Federal, state, or local government mandates or recommendations to close public facilities.

- Declaration of a local state of emergency or public health emergency.
- Insufficient staffing to operate the library safely.
- Inability to maintain proper cleaning, ventilation, or infection-control practices due to supply shortages or staffing issues.

The Library may also transition to limited, hybrid, or virtual services rather than full closure when circumstances allow.

Employee Policies

Sick Leave

- Employees exhibiting symptoms consistent with the pandemic illness are required to stay home.
- Sick leave policies will be flexible and non-punitive to encourage responsible reporting and isolation.
- The Library will follow all applicable laws and regulations regarding paid sick leave and family medical leave.
- Employees may provide a health attestation rather than a doctor's note if medical documentation is difficult to obtain.

Payroll and Banking

- Payroll will continue through direct deposit.
- If the Library is closed, payroll functions will be managed remotely by the Library Director.
- In the Director's absence, payroll may be managed by a designated Trustee or contracted financial service provider.

Work from Home

- When feasible, employees will be permitted or assigned to work remotely.
- Job responsibilities that can be performed remotely may include digital reference, collection development, website updates, and virtual programming.
- The Finger Lakes Library System will provide technology access, training, and data security guidance to ensure remote work complies with privacy and cybersecurity standards.

Infection Control and Physical Distancing

To reduce exposure and maintain safe operations:

- Seating will be configured to maintain appropriate spacing, as recommended by public health authorities.
- Coat racks and communal storage areas may be temporarily removed.
- Meeting and study rooms and small meeting rooms may be closed, limited in occupancy or converted to alternate uses.
- Public computer access may be limited to ensure adequate spacing and cleaning between sessions.
- Ventilation and air filtration systems will be maintained according to CDC and NYS Department of Health guidance.
- Occupancy limits will be posted and enforced when required.

Programs and Public Meetings

Library programs, group events, and public meetings may be suspended, moved outdoors, or held virtually when:

- The public health threat level increases as determined by public health authorities.
- Social distancing or ventilation cannot be maintained.
- The Library transitions to reduced or virtual operations.

Virtual and hybrid alternatives will be developed whenever feasible. Curbside pickup of physical materials will be offered when possible.

Personal Protective Equipment (PPE)

- The Library will provide masks and gloves to employees, as well as any additional PPE recommended by health authorities.
- Employees will receive training on the proper use, removal, and disposal of PPE in accordance with CDC guidelines.

Cleaning and Air Quality Standards

Enhanced cleaning and ventilation protocols will include:

- Frequent cleaning of high-touch surfaces: doorknobs, railings, phones, keyboards, counters, and light switches.
- Increased attention to ventilation and air filtration, as possible.

- Bathrooms cleaned multiple times daily using EPA-approved disinfectants.
- Disinfection of areas used by employees who become ill prior to reuse.
- Regular emptying of waste receptacles with appropriate protective equipment.

Cleaning and disinfection frequency will follow current CDC and NYS Department of Health recommendations.

Facility and Technology Maintenance During Extended Closure

A schedule will be established for designated employees to:

- Inspect building systems (HVAC, boilers, plumbing) and monitor environmental controls, such as thermostats, etc.
- Retrieve and quarantine returned materials, if required by health guidance.
- Monitor building security and report issues to the Director and/or Board.
- Maintain financial operations including payroll and bill payments.
- Ensure digital systems, website access, and online accounts remain functional and secure.

Essential vendors or contractors may be granted limited, supervised access, as needed.

Communications Plan

Internal Communication

- The Library Director will maintain a current contact list of all employees, volunteers, and trustees, including personal email and phone numbers.
- The Board President or a designated officer will serve as backup contact if the Director is unavailable.
- Updates will be communicated via text, email, or phone, and staff meetings may be conducted via video or phone conferencing.

Public Communication

- Timely updates will be provided through the Library's website, social media, recorded phone messages, and/or physical signage.
- Information will be presented in accessible formats and coordinated with the Finger Lakes Library System to ensure consistent regional messaging.
- Clear instructions will be provided for accessing online resources, digital materials, and virtual programs.

Continuity of Public Services

During closures or reduced operations, the Library will:

- Offer curbside pickup of physical materials.

- Expand access to digital resources, including eBooks, audiobooks, and streaming services when possible.
- Provide virtual reference assistance via email, chat, or phone.
- Extend due dates and delay account suspensions.
- Support digital literacy to help patrons access online library services.
- Cross-train staff to ensure continuity of essential functions and services

After-Action Review

Following any public health emergency or extended closure, the Board of Trustees and Library Director will conduct an **After-Action Review** to:

- Evaluate the effectiveness of the Library's response, communication, and operations.
- Identify lessons learned and areas for improvement.
- Update this policy and related procedures accordingly.

Hello Trustees and Tracy:

Commented [1]: I put some comments in the other document, as well

- Suggestions for how we might structure an Executive Committee.
- If we decide to move forward with this, I think we would need to amend our bylaws at the January meeting.
- We might need to run this by Sarah G. at FLLS, as well...?
- We could use some of this language, but it's probably not formatted the way we want it - just info to get the conversation started.

1. Bylaws Section – Executive Committee

Article X: Executive Committee

Section 1. Composition.

The Executive Committee shall consist of the officers of the Board — President, Vice President, Secretary, and Treasurer — and one additional trustee appointed by the President and approved by the Board. The Library Director shall serve as an **ex officio, non-voting member** of the Committee.

Section 2. Authority and Responsibilities.

The Executive Committee shall have general supervision of the affairs of the Library between meetings of the Board, may act on behalf of the Board in matters requiring immediate attention, and shall make recommendations for consideration by the full Board.

The Executive Committee shall not:

- Amend or repeal the bylaws;
- Approve or adopt the annual budget;
- Hire or remove trustees;
- Appoint or dismiss the Library Director;

- Authorize the sale, lease, or transfer of major library assets;
- Take any action contrary to a decision of the full Board.

Section 3. Meetings.

The Executive Committee shall meet as needed, either in person or virtually, upon call of the President or any two members of the Committee. A majority of the voting members shall constitute a quorum.

Section 4. Reporting.

All actions of the Executive Committee shall be reported to the full Board of Trustees at its next regular meeting and entered into the official minutes.

Section 5. Transparency.

The Executive Committee shall comply with the New York State Open Meetings Law and all applicable regulations governing public access to records and proceedings.

2. Board Policy – Executive Committee Policy

Purpose

The purpose of the Executive Committee is to ensure the continuity of board leadership and timely decision-making between regular meetings of the Board of Trustees. The Committee serves as a resource to the Library Director and the Board President and acts on behalf of the Board only when authorized.

Membership

- President (Chair)
- Vice President
- Treasurer
- Secretary

Commented [2]: This is a suggestion for membership - to be discussed.

- One additional trustee, appointed annually by the President with Board approval
- Library Director (ex officio, non-voting)

Members shall serve one-year terms, concurrent with their officer terms, and may be reappointed.

Responsibilities

The Executive Committee shall:

1. Act on behalf of the Board in time-sensitive matters that cannot reasonably wait for the next regular meeting.
2. Advise the Board President and Library Director on governance and policy matters.
3. Review and make recommendations on financial, personnel, or strategic issues prior to full Board consideration.
4. Assist with preparation of Board meeting agendas.
5. Conduct the annual evaluation of the Library Director and recommend contract or salary adjustments to the Board.
6. Review Board operations, training, and self-evaluation processes.
7. Ensure that any Executive Committee actions are promptly documented and reported to the full Board for review and ratification.

Meetings and Communication

- The Committee meets as needed and may convene via video or phone conference.
- Meetings shall be scheduled with notice to all Committee members and, where applicable, made open to the public.
- Minutes shall be recorded and filed with other official Board records.

Authority and Limitations

The Executive Committee shall not supersede the full Board's authority or make

decisions that materially alter library policy, financial commitments, or governance structure. Its actions are binding only to the extent authorized by the Board or by law.

Accountability

The Executive Committee operates under the Board's oversight and is subject to annual review as part of the Board's committee evaluation process.

Commented [3]: ABSOLUTELY!!

Hello Trustees and Tracy:

- More information/language to get the conversation started.

Apalachin Library Association

Executive Committee Charter

Adopted: [Insert Date]

Reviewed: [Insert Date of Next Review]

Commented [1]: Not sure if we need this, but thinking that this is the "charge" by the Board to create an Exec Committee.... (If I have it correct for how this would be established).

Purpose

The Executive Committee acts on behalf of the Board of Trustees between regular meetings to address matters requiring immediate attention, ensure operational continuity, and support the Library Director and Board President in leadership and governance functions.

The Committee does not replace the full Board but serves as a coordinating and advisory body to maintain responsiveness and accountability.

Authority

The Executive Committee may act on behalf of the Board only when:

- Urgent decisions are needed before the next scheduled Board meeting; and
- Such actions are within the scope of authority delegated by the Board or required by law.

All actions taken by the Executive Committee must be reported to the full Board at its next regular meeting and entered into the official minutes.

The Committee **may not** amend bylaws, approve the annual budget, hire or dismiss the Library Director, remove trustees, or authorize the sale or transfer of major assets.

Membership

Commented [2]: We can determine - this is a suggestion.

- **President (Chair)**
- **Vice President**
- **Treasurer**
- **Secretary**
- **One at-large Trustee**, appointed annually by the President and approved by the Board
- **Library Director**, ex officio (non-voting)

Members serve one-year terms, concurrent with their officer terms, and may be reappointed.

Responsibilities

The Executive Committee shall:

1. Address time-sensitive issues requiring immediate attention.
2. Provide advice and support to the Board President and Library Director.
3. Review financial or personnel matters prior to full Board discussion.
4. Assist with preparation of Board meeting agendas.
5. Conduct the annual evaluation of the Library Director and recommend actions to the full Board.
6. Review board development, training, and self-evaluation processes.
7. Ensure transparency, proper documentation, and timely communication of all Committee actions.

Meetings

- Convened by the President or any two Committee members as needed.

- May be held in person or via teleconference/videoconference.
- Quorum: A majority of voting members.
- Minutes are required and shall be submitted to the Board Secretary for filing.
- Meetings comply with the New York State Open Meetings Law as applicable.

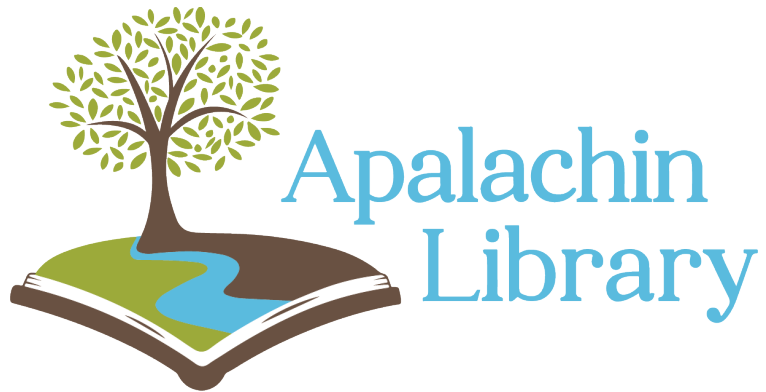
Commented [3]: Not sure if we can do this due to Open Meeting Law, but we can find out.

Accountability and Review

The Board of Trustees retains ultimate responsibility for all governance decisions.

This Charter shall be reviewed at least every **three years** or as part of the Board's regular policy review cycle.

Commented [4]: ABSOLUTELY



Financial Policy

Adopted by the Board in 2020; revised TBD

DRAFT

The Apalachin Library Board of Trustees holds the legal and fiduciary responsibility for overseeing the Library's financial management as stewards of public funds, while the Library Director is responsible for managing daily operations and carrying out related board decisions.

(FYI: Subcategories below were supplied by the Trustee Handbook in the following order; this note will be removed in final policy)

Budget Process

As an association library, the Apalachin Library is required to prepare and adopt a written annual budget that aligns with and supports the Library's mission and goals. . The Library Director, together with the Treasurer, shall lead the budget preparation process, drawing on their knowledge of the Library's programs, services, staffing, and operational costs. The proposed budget must be reviewed and approved by the Board of Trustees.

The approved budget serves as the Library's financial plan for the fiscal year, which runs from January through December, and is intended to be a flexible document. The Board of Trustees retains both the authority and responsibility to amend the budget as needed to respond to unforeseen circumstances, changes in funding, or new opportunities that further the Library's mission. All budget amendments shall be documented in the official minutes of the Board meeting in which they are approved.

Fund Accounting

The Library may establish more than one accounting fund to support specific purposes, as determined by the Board of Trustees. Such funds shall be maintained and reported in a manner that ensures transparency, accountability, and proper stewardship of all financial resources. The Library currently holds monies in the following funds:

- General Operating Fund – supports the day-to-day operations of the Library, including staffing, collections, programs, and services.
- Capital Fund – reserved for major facility improvements, building projects, or the purchase of long-term assets.
- Endowment or Investment Funds – held to provide long-term financial stability and income in accordance with Board-approved investment and spending policies.

Although association libraries are not legally governed by the accounting principles of the New York State Office of the State Comptroller (OSC), the Library recognizes the value of observing such standards, and the Board of Trustees and Library Director shall therefore use OSC accounting principles as best-practice guidelines.

Monies may be transferred into and out of such funds only with formal board approval.

Audit and Control of Funds

Under New York State law, the Board of Trustees holds sole authority over the expenditure of funds appropriated for library purposes. Accordingly, the Board must maintain a clear process for the review and approval of all expenditures. To ensure transparency and accountability, all trustees shall receive a monthly financial statement prepared or approved by the Treasurer.

In compliance with state and federal requirements, the Library shall submit all mandated annual financial reports, including:

- The financial report included in the Annual Report to the New York State Library;
- IRS Form 990, for association libraries registered as 501(c)(3) nonprofit organizations.

These requirements are intended to safeguard the Library's financial integrity, ensure compliance with applicable laws and regulations, and maintain the confidence of the public in the Library's stewardship of its funds.

Procurement

As an association library, the Library is not subject to the competitive bidding statutes or the New York General Municipal Law governing purchases of goods and services valued at \$20,000 or more. However, the Board is encouraged to observe these standards as a best practice whenever possible. As such, all

goods and services shall be procured in a manner that ensures the prudent and economical use of public funds, serves the best interests of taxpayers, and secures the highest quality goods and services at the lowest reasonable cost. Procurement practices shall also be designed to prevent favoritism, extravagance, fraud, and corruption.

The Library recognizes that certain professional services are exempt from the standards set forth above. Professional services generally include those provided by attorneys, engineers, and other individuals or firms offering specialized or technical skills, expertise, or knowledge. Additionally, the procurement of insurance coverage – including health, fire, liability, and workers' compensation – is not subject to competitive bidding. The Library shall select such services and insurance in a manner that ensures quality, cost-effectiveness, and accountability.

If the Library plans to spend \$600 or more throughout the course of the year, a W-9 (Request for Taxpayer Identification Number and Certification) Form must be obtained from the vendor and submitted to the Treasurer for record-keeping.

The Treasurer and Library Director are authorized to sign checks, with a Trustee designated as a third authorized signer if desired. The Treasurer, Library Director, and designated employees may make purchases on behalf of the Apalachin Library, and a tax-exempt certificate must be presented for all transactions to avoid sales tax. Employees who use personal funds for Library purchases must submit an Expense Report (see Appendix A) along with all receipts for reimbursement. The Library will not reimburse sales tax if a tax-exempt certificate was not used.

Employees may purchase up to \$50 for reimbursement with prior authorization from the Library Director. The maintenance employee may purchase up to \$500 (according to 2020 policy) for reimbursement, but the designated Lowe's card should be

used whenever possible. The Library Director may purchase up to \$**TBD** without prior authorization from the Board.

Library Funding

Stable support for library operations, programs, and services is best achieved through secure, reliable public funding, the majority of which is provided by taxpayers through the annual budget vote held each May.

Property Tax Cap

As a publicly funded library, the Library is subject to the New York State Property Tax Cap law, which limits annual tax increases to the lesser of two percent (2%) or the Consumer Price Index (CPI). Each fiscal year, the Library is required to file an online compliance form with the Office of the State Comptroller (OSC) to confirm adherence to the provisions of the law. In circumstances where the proposed tax levy would exceed the cap, the Board of Trustees must formally adopt a tax cap override resolution prior to placing the levy before the voters.

Investment of Funds

Association libraries are not governed by the General Municipal Law and therefore have greater flexibility and discretion in managing their investments.

Capital Projects

Capital projects are defined as significant investments (over \$2,000) in physical assets, including new construction, major

renovations, expansions, or the acquisition of long-term equipment or technology*.

All capital projects shall be consistent with the Library's long-range and strategic plans. The Library Director is responsible for preparing recommendations for each project, including its scope, estimated costs, and anticipated impact on Library operations. Projects will be prioritized according to need, available resources, and the long-term benefit to both the Library and the community.

The Board of Trustees shall review and approve all capital projects before any expenditures are incurred or contracts executed. Such projects may be funded through a combination of sources, including public appropriations, grants (including the State Aid for Library Construction Program administered through the Finger Lakes Library System), and donations.

The Library Director shall oversee all approved capital projects, monitoring timelines, budgets, and quality. Any significant changes in scope or budget must be reported to and approved by the Board. The Library Director shall maintain accurate records and provide regular updates to the Board.

*As an association library, the Library is not subject to prevailing wage requirements for construction projects.

Travel

Employees and trustees may occasionally be required to travel for meetings or training. The Library will reimburse travel at the standard mileage rate, along with parking fees, registration fees, and necessary meals, including those incurred for the Finger Lakes Library System's Annual Meeting. A mileage form (see Appendix B), proof of miles traveled, and all relevant receipts must be submitted for reimbursement.

Appendix A

Expense Report

Name

Date

Supervisor Approval

Date_____

Appendix B

Mileage Form

Name _____

Date _____

			Total (Director will fill in)

Please include proof of mileage.

Supervisor Approval _____

Date_____

Expense Report

Name _____

Date _____

Date of Expense	Program	Store	Item(s)	Total

Supervisor Signature _____

Apalachin Library Association

Financial Policy

The Apalachin Library Association Board of Trustees establishes this policy to protect the assets of the Library and in order to comply with generally accepted auditing standards and the principles of responsible financial management.

- I. **BUDGET:** The Board of Trustees will approve an annual budget. This budget will determine how funds are spent in the coming year. Board approval is necessary in order to spend funds or make financial commitments to projects that have not already been incorporated into the approved budget.
- II. **PERSONNEL:** The Board of Trustees authorizes the Library Director to hire and supervise staff and independent consultants. The Library Director shall keep an accounting of staff hours, benefits and leave time.
- III. **PAYROLL:** Payroll is a contracted service with an area accountant. The Library Director reports all payroll hours to the accountant. The Treasurer signs and distributes the payroll checks. All payroll deductions, state and federal requirements, minimum wage requirements, and tax form filings are the responsibility of the contracted accountant.
- IV. **BANKING:** Visions Federal Credit Union is used as the financial Institution for the Apalachin Library Association.
 - a. The Apalachin Library Association maintains a general checking account and a checking account used specifically for grant funds.
 - b. The Board of Trustees designates the signers on the accounts. There are three persons authorized to sign on all bank accounts, namely the Library Director, Treasurer and a designated Trustee.
 - c. Each month the Library Director and Treasurer obtain the bank statements. The Treasurer reconciles the statements by reviewing all deposits, receipts, payments and electronic/debit purchases. The bank statements along with supporting documentation for all entries are provided to the library accountant.
- V. **ACCOUNTING:** The Library Director is responsible for the day-to-day financial management of the organization.
 - a. Dual control has been instituted by the Library, as no one person should control or perform all key aspect of a transaction or financial event.
 - b. Invoices are reviewed and approved for payment by the Library Director and the Treasurer. The Treasurer disburses funds for payment by check, Visions online bill pay service or electronic debit.
 - c. The Library Director is authorized to make purchases using a Visions debit card. There is one debit card for the general checking account and one debit card for the grant checking account.

- d. The Library Director receives all funds for deposit. The Treasurer is responsible for copying the checks received for deposit and depositing all funds into the bank.
- e. Every month reconciliation reports are prepared by the library accountant. These financial reports are presented by the Treasurer to the Board of Trustees at the monthly meeting.

VI. **PROCUREMENT and PURCHASING:** The Apalachin Library Association will always seek to maximize value and cost-effectiveness in all purchasing and procurement.

- a. The Library Director purchases books, books on CD, DVDs and all other collection materials in accordance with the budget. The Library Director makes purchases of office supplies and library supplies, also in accordance with the budget. All purchases must be backed up with a written receipt and provided to the treasurer.
- b. The Library Director purchases materials from the grant account in accordance with the specifications of the Grantor. Reports are completed by the Library Director as required by the Grantor. Proof of purchases must be provided to the Grantor and Treasurer.
- c. The Maintenance Employee may make purchases of routine repair supplies of up to \$500 per occurrence. He/she may also contract the services of a professional with the approval of the Board of Trustees.
- d. Library Assistants may be given specific funds for purchases directly related to programming. Written receipts must be submitted to the treasurer when the funds are expended.
- e. The Board of Trustees may make purchases under the auspices of the Library Director. A written receipt must be submitted to the Treasurer for reimbursement.

VII. **ENDOWMENTS and INVESTMENTS:** The Apalachin Library Association has an investment as a result of an endowment by Alger. The funds are maintained at Tioga State Bank Investment Services and a quarterly statement is provided. The Board of Trustees is responsible for the financial management of all endowment/investment funds.

VIII. **ASSETS:** It is important to ensure that the assets of the Apalachin Library Association are adequately protected and maintained.

- a. The Library Director shall plan and carry out suitable protection and maintenance of property, building and equipment, in conjunction with the Board of Trustees.
- b. The Library Director shall avoid actions that would expose the organization, its board or its staff to claims of liability.
- c. The Library Director shall protect intellectual property, information and files from unauthorized access, tampering, loss or significant damage.

IX. **FUNDRAISING and GIFTS:** The Apalachin Library Association recognizes the great importance of gifts and donations to its success and growth.

- a. The Apalachin Library Association sends out an annual letter. The letter is informational and appeals to patrons to consider a contribution. Donations can be made in memory or honor of someone. Patrons may also purchase items for donation, with prior approval of the Library Director.

- b. Monetary contributions can come in the form of check, cash, or by PayPal. PayPal can be accessed by using the icon on the library website. The Library Director accepts the donation, keeps a record of the donation and writes a thank you form that is sent to the donor, which can also be used as a receipt. If the monetary gift is for a specific purpose, the Library Director will make such arrangements. The Library Director retrieves the donations from the PayPal website and the funds are electronically deposited to the Library general checking account. The treasurer deposits all incoming funds into the bank.
- c. The Apalachin Library Association does not have the capacity to accept credit card payments. Through the Finger Lakes Library System catalog, a patron may log into their account and process a credit card payment in excess of \$5.00. Finger Lakes Library System forwards the payment to the Apalachin Library Association.
- d. Donations of used books and other items are made using these guidelines:
 - 1. The Apalachin Library Association appreciates donations of new or gently used materials. Items may be added to the library collection if they satisfy the Collection Development Policy criteria, however most donations are given to the Friends Group who sell the items to support library services and programs. It is the responsibility of the Library Director to determine how the donated materials will be utilized.
 - 2. The Apalachin Library Association accepts the following materials:
 - Books (fiction, non-fiction, large print, children's and young adult)
 - Audio Books and books on CD, DVDs and Blu-ray discs
 - Other items of local or historical interest
 - 3. The Apalachin Library Association does not accept the following materials:
 - Encyclopedias, textbooks or VHS tapes
 - Dated materials (such as almanacs, computer books, buying guides or directories)
 - Reader's Digest condensed books
 - 4. All donated materials must be in good condition. The Apalachin Library Association does not accept musty, mildewed, stained or discolored items. All materials must be complete and intact.
 - 5. All materials must be brought to the Apalachin Library Association, donations cannot be picked up from another location.
 - 6. The Apalachin Library Association may give a receipt for tax purposes, but will not appraise or estimate the value of materials.
- X. **TRAVEL and CONFERENCE:** Occasionally staff or trustees need to travel for meetings or training. The Apalachin Library Association pays mileage for these trips as well as parking fees, registration fees and meals as needed, including meals for the Finger Lakes Library System Annual Meeting. Anticipated expenses must be agreed upon by the Library Director and approved by the Board of Trustees prior to commitment. A mileage form must be completed and all pertinent receipts submitted to the Treasurer for reimbursement.

To: Library Directors and Trustees
From: Sarah Glogowski
Date: November 10, 2025
Re: OverDrive Content Contribution FY2026

The Finger Lakes Library System uses OverDrive for its e-book, audiobook, and e-magazine collection. FLLS covers the annual platform fee and contributes funds to purchase shared content. Central Library Services Aid (CLSA) is used to purchase the OverDrive e-magazine collection as well as other OverDrive subscription packages.

We ask that member libraries set aside funds in their collection budget for OverDrive content that is available to all system patrons. We recommend designating either:

- 5% of your total collection expenditures as per your library's 2024 Annual Report, *or*
- \$1 per OverDrive circulation based on your library's 2024 OverDrive audiobook and e-book circulation statistics.

The following chart shows suggested contribution amounts for each library based on both formulas. Ultimately, your library decides how much to contribute. The chart is just a guideline.

There are two ways to direct your OverDrive-designated money:

1. **Contribute** funds to the FLLS OverDrive pool. FLLS selectors use these funds to purchase OverDrive content on your library's behalf. Selectors follow the [FLLS Collection Development Policy](#).
2. **Purchase** OverDrive content through your library's OverDrive Marketplace account. (Your library must have an account and is responsible for selection and billing.)

**Please complete the [2026 OverDrive Contribution Form](#)
by Friday, December 19, 2025.**

Please do not send payment at this time. Your library will be invoiced the amount requested on your form in January 2026. Any payment received prior to invoices being sent out will be held until then.

If you have questions or concerns, please contact me or Heidi Eckerson at heckerson@flls.org.

Sincerely,

Sarah Glogowski

Recommended 2026 Library OverDrive Contribution Amount in Dollars
Based on 2024 Collection Expenditures and 2024 OverDrive Audiobook and Ebook Circulation*

	2024 Total Collection Expenditures (AR Q12.9)	5% of Total Collection Expenditures (minimum recommended)	2024 Overdrive Circulation*
APAL	\$19,749.00	\$987.45	5168
AUB	\$74,988.00	\$3,749.40	13,409
AURO	\$11,659.00	\$582.95	2425
BERK	\$7,345.00	\$367.25	1483
CAN	\$5,035.00	\$251.75	2111
CATO	\$9,607.00	\$480.35	1133
CINC	\$18,327.00	\$916.35	1350
CORT	\$64,767.00	\$3,238.35	13,181
DRY	\$15,744.00	\$787.20	9563
FAIR	\$14,416.00	\$720.80	543
GRO	\$31,763.00	\$1,588.15	3652
HOM	\$39,062.00	\$1,953.10	7192
INT	\$8,734.00	\$436.70	1259
LAN	\$27,215.00	\$1,360.75	7497
LODI	\$9,838.00	\$491.90	1228
MARA	\$5,665.00	\$283.25	2100
MCGR	\$12,620.00	\$631.00	748
MOR	\$16,934.00	\$846.70	2594
NEVA	\$6,811.00	\$340.55	1586
NEW	\$14,597.00	\$729.85	2004
NIC	\$14,267.00	\$713.35	1185
OVID	\$5,842.00	\$292.10	2581
OWE	\$10,615.00	\$530.75	6332
POP	\$16,346.00	\$817.30	1085
PORT	\$10,800.00	\$540.00	738
SENF	\$34,659.00	\$1,732.95	5198
SPE	\$4,700.00	\$235.00	1456
TCPL	\$710,374.00	\$35,518.70	107,781
TRU	\$38,091.00	\$1,904.55	9759
UNS	\$16,839.00	\$841.95	2007
WAT	\$22,870.00	\$1,143.50	3491
WAV	\$23,126.00	\$1,156.30	2734
WEED	\$8,028.00	\$401.40	2767

- Does not include School District checkouts from Public Library Connect