



The Chemung County Library District, with neighborhood libraries in Big Flats, the Bookmobile, Elmira, Horseheads, Van Etten, West Elmira, and on the web at www.cclid.lib.ny.us

Agenda

The July 2019 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday July 18, 2019 at 6:00 pm at the **Van Etten Village Office, 6 Gee Street, Van Etten, NY 14889**. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Kappanadze (607-259-2646), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2019-37)
4. Treasurer's report
 - a) Financial report (document 2019-38)
 - b) Report of Unpaid Bills Detail (document 2019-39)
5. Correspondence
6. President's report
7. Director's Report
 - Consent Item: Approval of Personnel Actions for June (Appendix C).**
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
 - Consent Item: Approval of change to Teen Computer Policy.**
Resolved that the CCLD Board of Trustees approve the change to computer policy as submitted.
8. Committee reports:
 - a) Executive Committee (Kappanadze)
 - 1) Report of the Committee meeting (document 2019-40)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2019-41)**Consent Item: Approval of CCLD 2020 Budget.**
Resolved that the CCLD Board of Trustees approve the CCLD 2020 Budget as submitted.
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2019-42)
 - d) Personnel Committee (Dworkin)
 - e) Election and Continuity Committee (Rogan)
 - f) Advocacy Committee
9. Executive Session
10. Old business
11. New business
12. Period for public expression
13. Adjournment

(Minutes of the JUNE 20, 2019 meeting of the Chemung County Library District Board of Trustees. Document #2019-37)

The meeting was called to order at 6:00pm by President Marge Kappanadze. Present were [see sign-in sheet] Excused were Bonnie Chollet and Jessica Roberts. Also present were [new board members], and Ron Shaw from the Library District's Administration.

Motion to amend agenda: Ms. Smith moved a motion to amend the June 2019 meeting agenda, which referenced the May 2019 board meeting and personnel actions instead of the June 2019 board meeting and personnel actions. Ms. Hayes seconded the motion. VOTE: Unanimously Approved.

Minutes: The minutes of the May 2019 meeting (Document #2019-31) were presented for board review. Vote to accept the minutes as presented in writing. VOTE: Unanimously Approved.

Financial Report. The May 31, 2019 Financial Report (Document #2019-32) was presented for board review. Mr. Schamel moved, seconded by Ms. Hayes, to accept the Financial Report dated 5/31/19 as presented in writing. VOTE: Unanimously Approved.

Report of Unpaid Bills (Document #2019-33). Mr. Schamel moved, seconded by Ms. Dworkin, that the board authorize the payment of the unpaid bills dated 6/11/19 for the General Fund - \$45,060.21 as distributed in writing. VOTE: Unanimously Approved.

Correspondence. Mr. Shaw reported that the Junior League of Greater Elmira-Corning expressed thanks to the Horseheads Library for its help with the Diaper Drive; that the pre-kindergarten program at St. Mary Our Mother Catholic Church, Horseheads, sent a thank-you card to the Bookmobile; and that a picture of the Bookmobile was included in the recently published Chemung County Head Start booklet.

President's Report. President Kappanadze presented the following item:

CONSENT ITEM: Memorandum of Agreement regarding Holidays. Resolved by Ms. Dworkin, seconded by Ms. Hayes that the CCLD Board of Trustees approves to approve the MOA as submitted. VOTE: Unanimously Approved.

Director's Report. Mr. Shaw reported that the Big Flats Library's float took first place in the annual Big Flats parade, which went on in spite of pouring rain.

Mr. Shaw reported that he has contacted F.A.S.T. to get an estimate for additional security cameras at Steele, as well as repositioning existing ones.

Mr. Shaw met with Michael Collins, the Elmira City Manager, to discuss concerns about the promenade next to Steele. Mr. Shaw gave Mr. Collins information from library staff and patrons regarding incidents on the promenade, and spoke of the need for a police presence. Mr. Shaw also reminded Mr. Collins of the grant that the city obtained to place seating and tables on the promenade.

Ms. Shaw asked if the board would like the July 2019 board meeting to take place in the new Van Etten Library location. The board was in favor of this.

Ms. Shaw met with the Van Etten Town Board regarding the VE Library's upcoming move. He was told that this will take place within a year, as soon as the old town building is sold. All town offices

and the VE Library will move to the Village Hall. Steele and CCLD will provide staff to help box up books prior to the move. Computer hookups at the new location will be done by Steele staff.

The Southern Tier Library System will hold a cost-share discussion in July. Projected rates are 0% in 2020, less than 4% in 2021, and less than 4% in 2022.

The Drag Story Time event at Steele went well. It was well-attended by parents and children of all ages. Mr. Shaw received several e-mail complaints about the event, each of which he has replied to. Before the event, there was a post on Craigslist calling for a peaceful protest at the event. Mr. Shaw asked that the Elmira Police be present, and one officer was present in the building during the event. Steele may do another Drag Story Time in the fall. Ms. Dworkin suggested that Steele schedule additional future presentations from Deaf, bilingual, etc., people.

Ms. Kappanadze asked that the Non-Discrimination and Anti-Harassment Policy (see below) be posted ASAP (Mr. Shaw said that it would be done tomorrow) and reminded the board of the need for official complaint officers to be designated from among the library staff. Discussion ensued.

CONSENT ITEM: Approval of the Personnel Actions for June (Appendix C). Resolved by Ms. Larnard, seconded by Mr. Blandford that the CCLD Board of Trustees approves the Personnel actions as submitted. VOTE: Unanimously Approved.

CONSENT ITEM: Approval of the Non-Discrimination and Anti-Harassment Policy. Resolved by Mr. Schamel, seconded by Ms. Hayes that the CCLD Board of Trustees approves Policy 251 as submitted. VOTE: Unanimously Approved.

Resolved by Ms. Rogan move, and seconded by Ms. Dworkin, that the board thank Kate Dreifuss [sp?] for her 21 years of excellent service as a library staff member. VOTE: Unanimously Approved.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2019-34). Ms. Kappanadze requested that board members reply “Yes” or “No” to her e-mails asking if they could attend upcoming Executive Committee meetings in order to have a quorum.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2019-35). Mr. Schamel reported that Joan Santulli will present the budget at the July 2019 board meeting.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2019-36). Mr. Shaw reported that a door for the small room in the Teen Space was installed today, and that a power strip and acoustic tiles will be installed in the small room.

There was no update on the boiler project at the West Elmira Library.

A member of the community has offered to install a ramp to the shed at the Horseheads Library at no cost. This will make it easier for library staff to move things into and out of the shed, especially in the winter.

CONSENT ITEM: Approval of Al Baselli's offer to install a ramp to the Horseheads Library shed. Resolved by Mr. Schlesinger, seconded by Ms. Hayes that the CCLD Board of Trustees approves Mr. Baselli's offer as submitted. VOTE: Unanimously Approved.

Mr. Shaw has received cost proposals for the exterior sign at Steele, and recommended that the board accept AJH Designs' proposal.

CONSENT ITEM: Approval of AJH Designs' proposal to install an electronic sign outside the Steele Library. Resolved by Mr. Schlesinger, seconded by Mr. Blandford that the CCLD Board of Trustees approves AJH Designs' proposal as submitted. VOTE: Unanimously Approved.

Mr. Shaw has also received proposals for the Steele staff room renovation, and recommended that the board accept Bob Butcher's proposal.

CONSENT ITEM: Approval of Bob Butcher's proposal to manage the Steele staff room renovation project. Resolved by Ms. Dworkin, seconded by Ms. Hayes that the CCLD Board of Trustees approves Bob Butcher's proposal as submitted. VOTE: Unanimously Approved.

Election & Continuity Committee. Ms. Rogan asked that the board appoint Kevin Hansen to replace Will Wehling in the 4th District. Ms. Silvernail moved, seconded by Ms. Rogan, to appoint Kevin Hansen as the CCLD Board Trustee for the 4th District. VOTE: Unanimously Approved. Mr. Hansen will be sworn in at the July board meeting.

Rich Lasko has agreed to run as the candidate for the 8th District in the November 2019 elections, replacing Ms. Kappanadze.

Sue Cook at the Chemung County Board of Elections has proposed a replacement for Tim Blandford's seat in the 13th District.

Lillian White has found a possible candidate for her seat in the 9th District.

Personnel Committee. Discussion of a salary increase for Ron Shaw was deferred to executive session. Ms. Kappanadze mentioned that the CCLD Board is required to do a self-evaluation; Ms. Dworkin replied that she would start working on this.

Old Business. None.

New Business. Mr. Shaw updated the board on the progress of the CCLD strategic plan. He met with Jenny Matthews, who will take the board's suggestions back to the Strategic Plan Committee. We'll then schedule a meeting for board members and the Strategic Plan Committee.

Ms. Dworkin asked whether there was a library presence at local Juneteenth or Pride celebrations. Mr. Shaw said that there was no official presence at either event, although several employees attended Pride.

Personnel Committee. Ms. Kappanadze moved, seconded by Mr. Schamel, to move into Executive Session to discuss personnel matters. [Specifically, issues related to Drag Queen Story Time and to Ron Shaw's salary increase. VOTE: Unanimously Approved. Ms. Dworkin moved, seconded by Ms. Larnard to come out of Executive Session. VOTE: Unanimously Approved.

Ms. Dworkin moved, seconded by Ms. Silvernail that the CCLD Board of Trustees give Ron Shaw, Executive Director, CCLD, a 2% salary increase. VOTE: 10 Yea, 3 Nay, 0 Abstentions.

The meeting was adjourned at 7:25pm. The next regular meeting of the board will be held on Thursday, July 18th, 2019 at 6:00pm at the [Van Etten Village Hall, 83 Main St, Van Etten, NY 14889](#).

Respectfully submitted,

Martha Smith, Secretary of the Board

CCLD Trustee, 14th District

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2019-38)

Financial Report - JUNE 30, 2019

Income	2019 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,875	\$ 27,470	\$ 40,405	40.47%		
Grants (other than N.Y.S.)	\$ -	\$ 56,160				Bullet Aid \$15,000; Friends of HH \$9,761; CCLD Friends \$16,000; Comm Found \$2,000; HF \$496; ARTS \$3,400 & M. FAIRE \$7,703 for M. Faire (STL&GCC, CmOG, CCTC); Chess T \$200; Corning Inc \$1,000
Foundation Contributions	\$ 200,000	\$ 33,097	166,903	17%		SML Foundation 1st Qtr distribution; HH Found \$13,097 FINAL for 2019
Library District Tax Receipts	\$ 3,009,492	\$ 3,009,492	0	100%		
PILOT Funds	\$ 54,000	\$ 58,752				
Interest on Investments	\$ 6,000	\$ 3,970	2,031	66%		
State Aid						
Central Library Development	\$ 99,272		99,272	0%		
Central Book Aid	\$ 67,599		67,599	0%		
Local Library Services Aid	\$ 37,000		37,000	0%		
Other State Aid						
TOTAL INCOME	\$ 3,541,238	\$ 3,188,941	\$ 413,209	90%	50%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,625,978	\$ 797,492	\$ 828,486	49%		
Overtime & Holiday Salaries	24,508	\$ 5,742	18,766	23%		
Employee Benefits						
FICA	126,202	\$ 64,395	\$ 61,807	51%		
NY State Retirement	259,000	\$ 125,528	\$ 133,472	48%		
Medical & Dental	482,818	\$ 228,772	\$ 254,046	47%		
Other (Disability, Wk. Comp, Unemp)	19,940	\$ 20,532	\$ (592)	103%		
Subtotal - Personnel Expenses	2,538,446	1,242,461	\$ 1,295,985	49%	50%	
Contractual						
Equipment	45,367	\$ 11,353	34,014	25%		Grants \$7,714
Telephone	13,565	\$ 9,204	4,361	68%		
Supplies	50,200	\$ 20,961	29,239	42%		Total \$9,160=Gifts \$270; HH Found \$3,106; HH Friends \$842; CCLD FR \$41; Grant\$3,447; MWT \$144; M.Faire \$154; SML Found \$1,156
Travel & Continuing Education	14,915	\$ 4,610	10,305	31%		Grants \$533
Repairs & Maintenance	24,415	\$ 17,499	6,916	72%		
Postage	2,000	\$ 1,943	57	97%		
Library Materials (books, video, etc.)	364,116	\$ 126,365	237,751	35%		Total \$12,573=Gifts \$4,226; Grants \$5,288; SML Found \$2,028; HH Friends\$1,211
Utilities	58,200	\$ 25,955	32,245	45%		
Building Cleaning Supplies	13,325	\$ 7,109	6,216	53%		
Fuel, Gas & Oil (Bookmobile)	2,800	\$ 1,267	1,533	45%		
Insurance	31,130	\$ 32,302	(1,172)	104%		
Vehicle Operation / Maintenance	7,000	\$ 370	6,630	5%		
Professional Fees (audit, engineer/legal fees)	23,075	\$ 13,892	9,183	60%		Audit \$7,700
Data Processing Expenses (Cost Share)	127,725	\$ 64,341	63,384	50%		
Payment of Taxes	5,080	\$ 5,040	40	99%		
Library Programming	36,889	\$ 37,826	(937)	103%		Total \$15,611=Grant \$4,357; FR of CCLD\$1,940; HH FR \$2,499; M. Faire \$6,696; Mktng \$119
Chemung County costs (B&G, vision)	13,000	\$ 6,447	6,553	50%		
Capital Improvements STATE CONST see below	25,000	\$ 14,065	10,935	56%		Bolan \$11,725
Contingency Fund	52,890	\$ -	52,890	0%		
Subtotal Expenses	\$ 3,449,138	\$ 1,643,011	\$ 1,806,127	48%	50%	
2018/19 (teen) State Construction Projects		\$ 331,870				
TOTAL EXPENSES	\$ 3,449,138	\$ 1,974,881				

**Chemung County Library District General Fund
Unpaid Bills Detail
As of July 18, 2019**

Document # 2019-39

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	07/18/2019	8/8 From the Sea - St	250.00
Total Aleta Yarrow			250.00
Andy Daigle			
Bill	07/18/2019	concert at St - 7/23 pd by Friends of CCLD	450.00
Total Andy Daigle			450.00
Caroline Poppendeck			
Bill	07/18/2019	Mileage reimb 4/30-6/28	43.21
Total Caroline Poppendeck			43.21
Centurion Technologies			
Bill	07/18/2019	Smartshield License	10.00
Total Centurion Technologies			10.00
Connie Oglivie			
Bill	07/09/2019	EBook Selectors Luncheon	17.73
Total Connie Oglivie			17.73
EBSCO Information Services			
Bill	07/09/2019	Magazine subscriptions 2019 - all libraries	6,091.53
Total EBSCO Information Services			6,091.53
ELM USA, Inc.			
Bill	07/18/2019	Pads for Disc Cleaning machine	60.95
Total ELM USA, Inc.			60.95
Elmira Water Board			
Bill	07/18/2019	Water bill St - 4/26-6/24	212.52
Total Elmira Water Board			212.52
Filomena Jack			
Bill	07/18/2019	8/2 Acrylic Painting at Steele	250.00
Total Filomena Jack			250.00
Fire Alarm Service Technology, Inc.			
Bill	07/09/2019	HH annual fire alarm monitoring	300.00
Bill	07/18/2019	ST annual fire alarm/ basic security monitoring	1,128.00
Total Fire Alarm Service Technology, Inc.			1,428.00
First Transit, Inc			
Bill	07/18/2019	BKM fuel 5/26-6/29 & Radiator/headlight/AC repair	2,358.43
Total First Transit, Inc			2,358.43
Horseheads Printing			
Bill	07/18/2019	HH Summer programs 6/19	194.55
Bill	07/18/2019	HH Summer programs 6/19	194.55
Total Horseheads Printing			389.10
Imperial Door Controls, Inc.			
Bill	07/18/2019	handicap door repair BF not covered by maint agmt	16.74
Total Imperial Door Controls, Inc.			16.74
James Warren			
Bill	07/18/2019	7/30 Performance at BF	350.00
Total James Warren			350.00
JanWay Company USA, Inc.			
Bill	07/18/2019	Supply of ear buds - all libraries	1,101.16
Total JanWay Company USA, Inc.			1,101.16
Jennifer Sekella			

Chemung County Library District General Fund
Unpaid Bills Detail
As of July 18, 2019

Type	Date	Memo	Open Balance
Bill	07/18/2019	7/1, 7/8, 7/17, 7/22 - various programs WE - \$300 paid by Quick Arts Grant	500.00
Total Jennifer Sekella			500.00
Kopernik Observatory and Science Center			
Bill	07/18/2019	Program at WE 7/22	247.50
Total Kopernik Observatory and Science Center			247.50
LTA			
Bill	07/18/2019	Membership-Trustees Association	325.00
Total LTA			325.00
Mark Margeson			
Bill	07/18/2019	HFL mowing 5/30-6/27	350.00
Total Mark Margeson			350.00
Mengel Metzger & Barr			
Bill	07/18/2019	2019 audit final payment	2,300.00
Total Mengel Metzger & Barr			2,300.00
Michelle Erickson			
Bill	07/09/2019	Program supplies VE June	179.88
Total Michelle Erickson			179.88
Noah's Ark Animal Workshop, Inc.			
Bill	07/18/2019	BF Space Alien program 8/7	574.50
Total Noah's Ark Animal Workshop, Inc.			574.50
Peter Fletcher			
Bill	07/18/2019	Concert ST 7/30 pd by Friends of CCLD	400.00
Total Peter Fletcher			400.00
Quicker Printer			
Bill	07/18/2019	Summer Teen Events Brochures	89.00
Total Quicker Printer			89.00
Sayles & Evans			
Bill	07/18/2019	Attorney fees - General Svc. 4/1-5/31	851.00
Total Sayles & Evans			851.00
Sciencetellers			
Bill	07/18/2019	7/22 program -ST, 7/31 program HH	730.00
Total Sciencetellers			730.00
Tanglewood			
Bill	07/18/2019	Teen program 8/1	125.00
Total Tanglewood			125.00
The Leader			
Bill	07/18/2019	Annual subscription St	385.56
Total The Leader			385.56
Unique Management Services, Inc.			
Bill	07/18/2019	collection notices-June	223.75
Total Unique Management Services, Inc.			223.75
Wegmans Food Markets Inc.			
Bill	07/18/2019	Adult SRC at St	98.41
Total Wegmans Food Markets Inc.			98.41
TOTAL			20,408.97

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of July 3, 2019

*Paid @
Exec Comm.*

Type	Date	Memo	Open Balance
Baker & Taylor Books			
Bill	07/03/2019	Reference materials	269.79
Total Baker & Taylor Books			269.79
Information Today, Inc.			
Bill	07/03/2019	reference material	404.53
Total Information Today, Inc.			404.53
Ingram Library Services			
Bill	07/03/2019	Non-Fiction purchases - JUNE	925.43
Total Ingram Library Services			925.43
Matthew Bender & Co., Inc.			
Bill	07/03/2019	Reference Material	1,853.28
Total Matthew Bender & Co., Inc.			1,853.28
Midwest Tape, LLC			
Bill	07/03/2019	CBA educational DVDs	66.07
Total Midwest Tape, LLC			66.07
N.A.D.A. Appraisal Guides			
Bill	07/03/2019	reference materials	520.00
Total N.A.D.A. Appraisal Guides			520.00
TOTAL			4,039.10

**Chemung County Library District General Fund
Unpaid Bills Detail
As of July 3, 2019**

*Paid @
Exec. Comm.*

Type	Date	Memo	Open Balance
911 Power Tool			
Bill	07/03/2019	Cleaned and lubed sewing machines for ...	375.00
Total 911 Power Tool			375.00
Aleta Yarrow			
Bill	07/03/2019	7/11 Imaginary Clouds at ST	235.00
Total Aleta Yarrow			235.00
Amanda Farley			
Bill	07/03/2019	reimb ST JUV prog supplies	90.72
Total Amanda Farley			90.72
Amazon Credit Plan			
Bill	07/03/2019	Purchases all libraries 5/9-6/7	2,953.24
Total Amazon Credit Plan			2,953.24
American Button Machines			
Bill	07/03/2019	Button Machine supplies	292.35
Total American Button Machines			292.35
Baker & Taylor Books			
Bill	07/03/2019	Book purchase Steele JUV 6/5-6/20	1,625.06
Total Baker & Taylor Books			1,625.06
Blackstone Publishing			
Bill	07/03/2019	Audiobooks purchase - ST June	133.98
Total Blackstone Publishing			133.98
Bright Star Children's Theatre, LLC			
Bill	07/03/2019	7/24 program at HH	495.00
Total Bright Star Children's Theatre, LLC			495.00
Bryan Boynton			
Bill	07/03/2019	Meals for IT conference - 6/19	54.00
Total Bryan Boynton			54.00
CCLD Petty Cash			
Bill	07/03/2019	Petty Cash BF/WE/STJuv	510.92
Total CCLD Petty Cash			510.92
Chemung Canal Trust Company			
Bill	07/03/2019	Credit card - IT conf hotel/T. Lab supply/...	3,819.59
Total Chemung Canal Trust Company			3,819.59
Cris Johnson			
Bill	07/03/2019	7/16 prog at BF	250.00
Bill	07/03/2019	7/15 prog at ST	250.00
Total Cris Johnson			500.00
Doris Jean Metzger			
Bill	07/03/2019	reimb Teen prog supplies	179.47
Total Doris Jean Metzger			179.47
Elmira Water Board			
Bill	07/03/2019	Water bill - WE 4/17-6/17	36.96
Total Elmira Water Board			36.96
Filomena Jack			
Bill	07/03/2019	7/8 Moon Watercolor prog at Steele pd w...	250.00
Total Filomena Jack			250.00
Fire Alarm Service Technology, Inc.			

Chemung County Library District General Fund
Unpaid Bills Detail
 As of July 3, 2019

*Paid @
Exec Comm.*

Type	Date	Memo	Open Balance
Bill	07/03/2019	ST annual fire alarm inspection	217.00
Total Fire Alarm Service Technology, Inc.			217.00
Glenice Peel			
Bill	07/03/2019	Mileage 6/3-6/27	97.15
Total Glenice Peel			97.15
Ingram Library Services			
Bill	07/03/2019	Library Materials all libraries JUNE	9,113.17
Total Ingram Library Services			9,113.17
Jamex, Inc.			
Bill	07/03/2019	copier machine card supply	920.70
Total Jamex, Inc.			920.70
Jeffrey Mathews			
Bill	07/03/2019	Steele Juv program supplies/mileage 5/9...	137.50
Total Jeffrey Mathews			137.50
Joe Lopresto			
Bill	07/03/2019	Concert Doubletake 7/16 pd by Friends ...	350.00
Total Joe Lopresto			350.00
Karen Curren			
Bill	07/03/2019	7/15 Gourd Birdhouse prog at HH	300.00
Total Karen Curren			300.00
Kopernik Observatory and Science Center			
Bill	07/03/2019	Program at WE 7/8/19	247.50
Total Kopernik Observatory and Science Center			247.50
Kopernik.Observatory and Science Center			
Bill	07/03/2019	VanEtten program 7/17	215.00
Total Kopernik.Observatory and Science Center			215.00
Library Ideas LLC			
Bill	07/03/2019	Library Materials for HH pd by Friends	94.75
Total Library Ideas LLC			94.75
lynda.com/Linkedin Corp			
Bill	07/03/2019	Subscription 7/19-7/20	7,000.00
Total lynda.com/Linkedin Corp			7,000.00
MidWest Tape			
Bill	07/03/2019	DVD/Audio purchases - ST/HH	4,118.85
Total MidWest Tape			4,118.85
Penguin Random House, LLC			
Bill	07/03/2019	Audiobks 5/30-6/6	431.25
Total Penguin Random House, LLC			431.25
Rainy Toad Gaming (Troy Naida)			
Bill	07/03/2019	ST Teen game night 6/25	50.00
Total Rainy Toad Gaming (Troy Naida)			50.00
Reliable Computer Products			
Bill	07/03/2019	printer toners for ST/WE/VE	1,301.23
Total Reliable Computer Products			1,301.23
Robert Rogers Puppet Company			
Bill	07/03/2019	7/23 prog at BF	395.00

Chemung County Library District General Fund
Unpaid Bills Detail
 As of July 3, 2019

*Paid @
Exec Comm.*

Type	Date	Memo	Open Balance
Total Robert Rogers Puppet Company			395.00
Ronald Shaw Bill	07/03/2019	Mileage reimb 3/21-6/13 plus expenses	119.11
Total Ronald Shaw			119.11
SmileMakers Bill	07/03/2019	Program supplies - WE	58.68
Total SmileMakers			58.68
Southern Tier Library System Bill	07/03/2019	Cont Ed day 6/28 at CCC- Lib Dist share...	348.13
Total Southern Tier Library System			348.13
Staples Credit Plan Bill	07/03/2019	AD supply	38.82
Total Staples Credit Plan			38.82
Star-Gazette Bill	07/03/2019	BF annual subscription for 2019	620.14
Total Star-Gazette			620.14
SUPERCLEAN Carpet Service Bill	07/03/2019	HH -Carpet cleaning	875.00
Total SUPERCLEAN Carpet Service			875.00
Tanglewood Bill	07/03/2019	ST Juv program 7/2	75.00
Total Tanglewood			75.00
TechSoup Bill	07/03/2019	Quickbooks software	50.00
Total TechSoup			50.00
The Storycrafters Bill	07/03/2019	7/16 prog at HH	580.00
Total The Storycrafters			580.00
W. B. Mason Co, Inc. Bill	07/03/2019	binders for geneal/tape/paper	411.38
Total W. B. Mason Co, Inc.			411.38
Xerox Corporation Bill	07/03/2019	Maintenance agmt for past due and ann...	545.01
Total Xerox Corporation			545.01
TOTAL			40,261.66

Document #2019-40

Report of the July 3rd, 2019 meeting of the Executive Committee of the Chemung County Library District:

The meeting came to order at 6:00pm. Attending the meeting from the Executive Committee were Phyllis Rogan and Martha Smith (Jack Schamel arrived at the end of the meeting); and Joan Santulli and Ronald Shaw, CCLD management. Other board members in attendance were Rachel Dworkin, Ann Hayes, Lillian White, Pat Silvernail, Bonnie Chollet, Lee Saginario and Karl Schwesinger. New board member Kevin Hansen was in attendance but did not vote as he has not yet been sworn in.

UNPAID BILLS: Ms. Santulli submitted the Unpaid Bill List dated 7/3/19 for the Grant Fund - \$4,039.10 and the General Fund - \$40,261.66. Ms. Dworkin moved, seconded by Mr. Schwesinger to approve payment of the bills as submitted in writing. VOTE: Unanimously Approved.

Vice President Rogan reminded board members that the next meeting will be held at the Van Etten VILLAGE Hall.

Director Ron Shaw gave the following reports:

**At the STLS Continuing Ed day, 18 staff members took the Sexual Harassment Prevention Training. There are very few more who need the training. CCLD will need to schedule this training for our many volunteers.

**The Drag King/Queen Storytime held at the Steele Library on June 14th had 85 people in attendance. Most of the comments regarding the event were positive.

**The July Labor/Management meeting was cancelled. Mr. Shaw will forward the list of board members who signed up for the remaining months of 2019.

**Internet Policy. Teen Librarian, Doris Metzger, is requesting a change to CCLD's Internet policy to allow Teens to use the computers in the Teen Space without needing parental permission to access things like FaceBook. The adjustment to the policy will be written up and forwarded to the board for its consideration.

**Regarding personnel, four part-time pages have been hired to replace people who have either resigned or have been promoted. Also, one Page position has not been replaced, instead Mr. Shaw plans to upgrade that position to a Clerk position for the Steele Juv staff.

**Mr. Shaw has met with the City Manager, Mike Collins, regarding the issues CCLD has with the Promenade. The City plans to provide garbage cans. Mr. Collins has requested a more prominent police presence in the area as well. Regarding the request for CCLD to receive a copy of the grant request for the upgrades the City made to the Promenade, Mr. Shaw was informed that this request will need to be made under the F.O.I.L. laws.

The meeting adjourned at 6:16pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, August 7th, 2019 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Following the meeting new trustee Mr. Kevin Hansen took his Oath of Office.

Document #2019-41

Report of the July 10th, 2019 meeting of the Budget & Finance Committee of the Chemung County Library District.

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

Ms. Santulli presented the June 30th, 2019 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the Unpaid Bills Detail dated 7/18/19 for the General Fund - \$20,408.97. The bill list includes the annual invoice for magazine subscriptions for all libraries and recent repairs to the Bookmobile. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

The Committee approved the proposed 2020 Library District Budget with a 3.51% increase to the tax receipts. The proposed budget will be forwarded to the full board for review and approval. August 1st is deadline to submit the tax information to the Chemung County Board of Elections in order for it to be included on the November General Election ballot.

The meeting adjourned at 8:05am. The next meeting of the Budget & Finance Committee will be held on Wednesday, August 14th, 2019 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Report of the July 3rd, 2019 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:35pm. Present were Mr. Schwesinger, Ms. Smith and Ms. Saginario. Also attending were Joan Santulli and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Outdoor Sign. Mr. Shaw has spoken with Andy Harding regarding the sign. They went through the estimate to determine which local companies might be able to meet requirements and went outside and looked at set back distance, existing electrical, internet cable/wireless, etc.

Teen Section. The electricians will be coming in to add electrical to the west wall (estimate \$2,800). Quotes for acoustic tiles have been requested from two companies, Sedgwick in Corning (\$4,868) and Norva Nievelle (\$6,696). The Committee was able to view a sample of the tile. There are funds still available from the Teen Space grants to pay for these additional expenditures.

Renovation of the Staff Room/Kitchen area. Mr. Shaw will be meeting with Bob Butcher next week regarding this project.

West Elmira Library. The furnaces for West Elmira are on the County Buildings & Grounds list of things to do. They plan to schedule this project for mid September because once it is started, there will not be any heating or cooling until the project is finished.

Bookmobile. On June 11th the Bookmobile's check engine/stop engine light came on and it was taken back to the garage where they found it needed a VGT Actuator. The VGT actuator moves either vanes or sliding sleeve inside the turbocharger which increase or decreases exhaust gases driving the turbine wheel which in turn increases or decreases turbo burst based on engine operating conditions. It has been replaced at a cost of \$1151.00.

Boiler at Steele. Mr. Shaw has been notified that the Southern Tier Library System (STLS) has more funding to distribute for New York State Construction grants. He plans to submit a grant request for a new boiler at the Steele Library. The estimate for this project is \$315,780 of which CCLD will be required to match 25%. The Library District has already set aside funds for future construction projects which will cover our share. If this request is granted, the project would start next year.

Van Eten Library. The July board meeting will be held at the new location for the library. Mr. Shaw will send out the address to board members.

Horseheads Library. Al Baccile Paving has been notified of the board's approval for installation of the ramp. They will start at their earliest convenience.

The meeting adjourned at 5:55pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, August 7th, 2019 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

2020 Chemung County Library District Budget - FIRST draft for B & F

Revenues	Library District	State of New York	Grants, fees, & more	2020 Total	Total 2019 Budget	% change
Library – fines & fees & contributions	\$ 57,025	\$ -	\$ 3,000	\$ 60,025	\$ 67,875	88.4%
Grants (but not the State of New York)	\$ -	\$ -	\$ -	\$ -	\$ -	-
Foundation contributions	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	100.0%
Interest income	\$ 8,000	\$ -	\$ -	\$ 8,000	\$ 6,000	133.3%
Library district tax receipts	\$ 3,115,115	\$ -	\$ -	\$ 3,115,115	\$ 3,009,492	103.51%
PILOT funds	\$ 70,000	\$ -	\$ -	\$ 70,000	\$ 54,000	129.6%
State Aid						
Central Library Development	\$ -	\$ 99,272	\$ -	\$ 99,272	\$ 99,272	100.0%
Central Book Aid	\$ -	\$ 67,599	\$ -	\$ 67,599	\$ 67,599	100.0%
Local Library Services Aid	\$ -	\$ 39,546	\$ -	\$ 39,546	\$ 37,000	106.9%
Other State Aid	\$ -	\$ -	\$ -	\$ -	\$ -	-
Interfund transfer	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total revenues	\$ 3,250,140	\$ 206,417	\$ 203,000	\$ 3,659,557	\$ 3,541,238	103.3%
Expenditures				2020 Total	Total 2019 Budget	
Salaries	\$ 1,495,556	\$ 90,000	\$ -	\$ 1,675,556	\$ 1,625,978	103.0%
Overtime and Holiday Salaries	\$ 22,619	\$ -	\$ -	\$ 22,619	\$ 24,508	92.3%
FICA	\$ 129,910	\$ -	\$ -	\$ 129,910	\$ 126,202	102.9%
NY State Retirement	\$ 267,967	\$ -	\$ -	\$ 267,967	\$ 259,000	103.5%
Medical & dental	\$ 518,495	\$ -	\$ -	\$ 518,495	\$ 482,818	107.39%
Other employee costs (disability, unemployment, workers comp)	\$ 17,979	\$ -	\$ -	\$ 17,979	\$ 19,940	90.2%
Payroll subtotal	\$ 2,452,527	\$ 90,000	\$ -	\$ 2,632,527	\$ 2,538,446	103.7%
Equipment	\$ 62,310	\$ -	\$ -	\$ 62,310	\$ 45,367	137.3%
Telephone	\$ 14,800	\$ -	\$ -	\$ 14,800	\$ 13,565	109.1%
Supplies	\$ 46,800	\$ -	\$ 1,900	\$ 48,700	\$ 50,200	97.0%
Travel and continuing education	\$ 12,915	\$ -	\$ -	\$ 12,915	\$ 14,915	86.6%
Repairs and maintenance	\$ 27,010	\$ -	\$ -	\$ 27,010	\$ 24,415	110.6%
Postage	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ 2,000	100.0%
Library materials (books, video, etc.)	\$ 190,170	\$ 76,871	\$ 108,000	\$ 375,041	\$ 364,116	103.0%
Utilities	\$ 60,200	\$ -	\$ -	\$ 60,200	\$ 58,200	103.4%
Building cleaning supplies	\$ 13,700	\$ -	\$ -	\$ 13,700	\$ 13,325	102.8%
Fuel, gas, and oil	\$ 3,100	\$ -	\$ -	\$ 3,100	\$ 2,800	110.7%
Insurance	\$ 33,577	\$ -	\$ -	\$ 33,577	\$ 31,130	107.9%
Vehicle operational / lease	\$ 7,000	\$ -	\$ -	\$ 7,000	\$ 7,000	100.0%
Professional fees (auditing, memberships, legal fees, newsletter, etc.)	\$ 22,175	\$ -	\$ -	\$ 22,175	\$ 23,075	96.1%
Data Processing Expenses	\$ 92,135	\$ 39,546	\$ -	\$ 131,681	\$ 127,725	103.1%
Payment of taxes	\$ 5,080	\$ -	\$ -	\$ 5,080	\$ 5,080	100.0%
Library programming	\$ 37,997	\$ -	\$ -	\$ 37,997	\$ 36,889	103.0%
Chemung County costs (B&G, vision, etc.)	\$ 14,000	\$ -	\$ -	\$ 14,000	\$ 13,000	107.7%
Capital improvements	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ 25,000	40.0%
Contingency	\$ 52,643	\$ -	\$ -	\$ 52,643	\$ 52,890	99.5%
Subtotal contractual fees	\$ 707,612	\$ 116,417	\$ 109,900	\$ 933,929	\$ 910,692	102.6%
Debt service	\$ -	\$ -	\$ -	\$ -	\$ -	-
Grand total	\$ 3,250,139	\$ 206,417	\$ 109,900	\$ 3,566,456	\$ 3,449,138	103.4%
Net:	\$ (0)	\$ -	\$ 93,100	\$ 93,100	\$ 92,100	

****NOTE:** The 2% increase would be \$60,190. Payroll alone increases by \$94,081 - using all of the increase allowed by the tax cap

Library Administration

Revenues	Library District	State of New York	Grants, fees, & more	2020 Total	2019 Total	Difference
Library -- fines & fees & contributions				\$ -	\$ -	
Grants (but not the State of New York)				\$ -	\$ -	
Foundation contributions				\$ -	\$ -	
Interest income	\$ 8,000			\$ 8,000	\$ 6,000	133.3%
Library district tax receipts	\$ 263,122			\$ 263,122	\$ 321,134	81.9%
PILOT funds	\$ 70,000			\$ 70,000	\$ 54,000	129.6%
State Aid				\$ -	\$ -	
Central Library Development				\$ -	\$ -	
Central Book Aid				\$ -	\$ -	
Local Library Services Aid				\$ -	\$ -	
Other State Aid				\$ -	\$ -	
Interfund transfer				\$ -	\$ -	
Total revenues	\$ 341,122	\$ -	\$ -	\$ 341,122	\$ 381,134	89.5%
Expenditures						
Salaries	\$ 140,370			\$ 140,370	\$ 166,049	84.5%
Overtime and Holiday Salaries	\$ -			\$ -	\$ -	
FICA	\$ 10,738			\$ 10,738	\$ 12,703	84.5%
NY State Retirement	\$ 21,840			\$ 21,840	\$ 26,070	83.8%
Medical & dental (staff share deducted)	\$ 118,589			\$ 118,589	\$ 115,147	103.0%
Other employee costs (disability, unemployment, work)	\$ 738			\$ 738	\$ 1,219	60.5%
Payroll subtotal	\$ 292,275		\$ -	\$ 292,275	\$ 321,188	91.0%
Equipment	\$ 6,605			\$ 6,605	\$ 5,330	
Telephone (incl. IT cell phone)	\$ 2,500			\$ 2,500	\$ 1,215	
Supplies	\$ 1,000			\$ 1,000	\$ 1,000	100.0%
Travel and continuing education	\$ 5,540			\$ 5,540	\$ 5,540	100.0%
Repairs and maintenance	\$ 100			\$ 100	\$ 100	
Postage	\$ 100			\$ 100	\$ 100	100.0%
Library materials (books, video, etc.)				\$ -	\$ -	
Utilities				\$ -	\$ -	
Building cleaning supplies				\$ -	\$ -	
Fuel, gas, and oil				\$ -	\$ -	
Insurance	\$ 482			\$ 482	\$ 430	112.1%
Vehicle operational / lease				\$ -	\$ -	
Professional fees (auditing, memberships, legal fees, etc.)	\$ 18,675			\$ 18,675	\$ 16,175	115.5%
Data Processing Expenses				\$ -	\$ -	
Payment of taxes				\$ -	\$ -	
Library programming				\$ -	\$ -	
Chemung County costs (B&G, vision, etc.)				\$ -	\$ -	
Capital improvements	\$ 10,000			\$ 10,000	\$ 25,000	
Contingency 8%	\$ 3,845			\$ 3,845	\$ 5,056	76.0%
Subtotal contractual fees	\$ 48,847	\$ -	\$ -	\$ 48,847	\$ 59,946	81.5%
Debt service	\$ -	\$ -	\$ -	\$ -	\$ -	
Departmental total	\$ 341,122	\$ -	\$ -	\$ 341,122	\$ 381,134	89.5%
Net:	\$ (0)	\$ -	\$ -	\$ (0)	\$ (0)	

Big Flats Library

Revenues	Library District	State of New York	Grants, fees, & more	2020 Total	2019 Total	Difference
Library -- fines & fees & contributions	\$ 3,475			\$ 3,475	\$ 3,475	100.0%
Grants (but not the State of New York)				\$ -	\$ -	
Foundation contributions			\$ 12,307	\$ 12,307	\$ 12,307	
Interest income				\$ -	\$ -	
Library district tax receipts	\$ 222,892			\$ 222,892	\$ 213,099	104.6%
PILOT funds						
State Aid				\$ -	\$ -	
Central Library Development				\$ -	\$ -	
Central Book Aid				\$ -	\$ -	
Local Library Services Aid				\$ -	\$ -	
Other State Aid				\$ -	\$ -	
Interfund transfer				\$ -	\$ -	
Total revenues	\$ 226,367	\$ -	\$ 12,307	\$ 238,674	\$ 228,881	104.3%
Expenditures						
Salaries	\$ 124,511			\$ 124,511	\$ 118,742	104.9%
Overtime and Holiday Salaries	\$ 2,477			\$ 2,477	\$ 2,428	
FICA	\$ 9,715			\$ 9,715	\$ 9,270	104.8%
NY State Retirement	\$ 20,064			\$ 20,064	\$ 19,024	105.5%
Medical & dental	\$ 16,351			\$ 16,351	\$ 15,189	107.6%
Other employee costs (disability, unemployment)	\$ 1,369			\$ 1,369	\$ 1,429	95.8%
Payroll subtotal	\$ 174,486	\$ -	\$ -	\$ 174,486	\$ 166,082	105.1%
Equipment	\$ 1,730			\$ 1,730	\$ 400	
Telephone	\$ 700			\$ 700	\$ 700	100.0%
Supplies	\$ 2,000			\$ 2,000	\$ 2,000	100.0%
Travel and continuing education	\$ 1,145			\$ 1,145	\$ 2,045	56.0%
Repairs and maintenance	\$ 2,960			\$ 2,960	\$ 2,180	135.8%
Postage	\$ 150			\$ 150	\$ 150	100.0%
Library materials (books, AV) Foundation 3%	\$ 12,889		\$ 12,307	\$ 25,196	\$ 24,462	103.0%
Utilities	\$ 6,000			\$ 6,000	\$ 6,000	100.0%
Building cleaning supplies	\$ 1,500			\$ 1,500	\$ 1,800	83.3%
Fuel, gas, and oil				\$ -	\$ -	
Insurance	\$ 2,314			\$ 2,314	\$ 2,635	87.8%
Vehicle operational / lease				\$ -	\$ -	
Professional fees (auditing, memberships, legal)	\$ 350			\$ 350	\$ 715	49.0%
Data Processing Expenses	\$ 10,320			\$ 10,320	\$ 10,072	102.5%
Payment of taxes	\$ 30			\$ 30	\$ 30	100.0%
Library programming 3% inc	\$ 5,350			\$ 5,350	\$ 5,192	103.0%
Chemung County costs (B&G, vision, etc.)	\$ 600			\$ 600	\$ 500	120.0%
Capital improvements	\$ -			\$ -	\$ -	
Contingency 8%	\$ 3,843			\$ 3,843	\$ 3,918	98.1%
Subtotal contractual fees	\$ 51,881	\$ -	\$ 12,307	\$ 64,188	\$ 62,799	102.2%
Debt service	\$ -	\$ -	\$ -	\$ -	\$ -	
Departmental total	\$ 226,367	\$ -	\$ 12,307	\$ 238,674	\$ 228,881	104.3%
Net:	\$ (0)	\$ -	\$ -	\$ (0)	\$ (0)	

Bookmobile

Revenues	Library District	State of New York	Grants, fees, & more	2020 Total	2019 Total	Difference
Library -- fines & fees & contributions	\$ 100			\$ 100	\$ 100	100.0%
Grants (but not the State of New York)				\$ -	\$ -	
Foundation contributions			\$ 3,819	\$ 3,819	\$ 3,819	
Interest income				\$ -	\$ -	
Library district tax receipts	\$ 152,898			\$ 152,898	\$ 156,377	97.8%
PILOT funds						
State Aid				\$ -	\$ -	
Central Library Development				\$ -	\$ -	
Central Book Aid				\$ -	\$ -	
Local Library Services Aid				\$ -	\$ -	
Other State Aid				\$ -	\$ -	
Interfund transfer				\$ -	\$ -	
Total revenues	\$ 152,998	\$ -	\$ 3,819	\$ 156,817	\$ 160,296	97.8%
Expenditures						
Salaries	\$ 79,004			\$ 79,004	\$ 76,165	103.7%
Overtime and Holiday Salaries	\$ 826			\$ 826	\$ 809	
FICA	\$ 6,107			\$ 6,107	\$ 5,889	103.7%
NY State Retirement	\$ 12,613			\$ 12,613	\$ 12,085	104.4%
Medical & dental	\$ 23,272			\$ 23,272	\$ 27,797	83.7%
Other employee costs (disability, unemployment)	\$ 1,094			\$ 1,094	\$ 1,175	93.1%
Payroll subtotal	\$ 122,916	\$ -	\$ -	\$ 122,916	\$ 123,920	99.2%
Equipment	\$ -			\$ -	\$ 2,000	
Telephone	\$ 3,500			\$ 3,500	\$ 3,500	100.0%
Supplies	\$ 200			\$ 200	\$ 200	100.0%
Travel and continuing education	\$ 195			\$ 195	\$ 1,195	16.3%
Repairs and maintenance	\$ 125			\$ 125	\$ 125	100.0%
Postage	\$ -			\$ -	\$ 50	0.0%
Library materials (books, video, etc.) 3% inc	\$ 4,000		\$ 3,819	\$ 7,819	\$ 7,592	103.0%
Utilities				\$ -	\$ -	
Building cleaning supplies				\$ -	\$ -	
Fuel, gas, and oil	\$ 3,100			\$ 3,100	\$ 2,800	110.7%
Insurance	\$ 2,690			\$ 2,690	\$ 2,600	103.5%
Vehicle operational / maintenance	\$ 7,000			\$ 7,000	\$ 7,000	100.0%
Professional fees (auditing, memberships, legal)	\$ 100			\$ 100	\$ 160	62.5%
Data Processing Expenses	\$ 4,939			\$ 4,939	\$ 4,795	103.0%
Payment of taxes				\$ -	\$ -	
Library programming 3% inc	\$ 2,005			\$ 2,005	\$ 1,947	103.0%
Chemung County costs (B&G, vision, etc.)	\$ -			\$ -	\$ -	
Capital improvements				\$ -	\$ -	
Contingency	\$ 2,228			\$ 2,228	\$ 2,412	92.4%
Subtotal contractual fees	\$ 30,082	\$ -	\$ 3,819	\$ 33,901	\$ 36,376	93.2%
Debt service	\$ -	\$ -	\$ -	\$ -	\$ -	
Departmental total	\$ 152,998	\$ -	\$ 3,819	\$ 156,817	\$ 160,296	97.8%
Net:	\$ 0	\$ -	\$ -	\$ 0	\$ 0	

Horseheads Free Library

Revenues	Library District	State of New York	Grants, fees, & more	2020 Total	2019 Total	Difference
Library -- fines & fees & contributions	\$ 11,000			\$ 11,000	\$ 13,150	83.7%
Grants (but not the State of New York)				\$ -	\$ -	
Foundation contributions			\$ 120,000	\$ 120,000	\$ 120,000	100.0%
Interest income				\$ -	\$ -	
Library district tax receipts	\$ 424,654			\$ 424,654	\$ 394,626	107.6%
PILOT funds						
State Aid				\$ -	\$ -	
Central Library Development				\$ -	\$ -	
Central Book Aid				\$ -	\$ -	
Local Library Services Aid				\$ -	\$ -	
Other State Aid				\$ -	\$ -	
Interfund transfer				\$ -	\$ -	
Total revenues	\$ 435,654	\$ -	\$ 120,000	\$ 555,654	\$ 527,776	105.3%
Expenditures						
Salaries	\$ 204,247			\$ 204,247	\$ 185,753	110.0%
Overtime and Holiday Salaries	\$ 3,302			\$ 3,302	\$ 3,238	
FICA	\$ 15,878			\$ 15,878	\$ 14,458	109.8%
NY State Retirement	\$ 32,798			\$ 32,798	\$ 29,672	110.5%
Medical & dental	\$ 61,436			\$ 61,436	\$ 57,144	107.5%
Other employee costs (disability, unemployment)	\$ 2,441			\$ 2,441	\$ 2,564	95.2%
Payroll subtotal	\$ 320,102	\$ -	\$ -	\$ 320,102	\$ 292,829	109.3%
Equipment	\$ 3,156			\$ 3,156	\$ 2,249	140.3%
Telephone	\$ 1,200			\$ 1,200	\$ 1,200	100.0%
Supplies	\$ 16,200		\$ 1,900	\$ 18,100	\$ 19,600	92.3%
Travel and continuing education	\$ 745			\$ 745	\$ 745	100.0%
Repairs and maintenance	\$ 5,540			\$ 5,540	\$ 5,770	96.0%
Postage	\$ 500			\$ 500	\$ 500	100.0%
Library materials (books, video, etc.) 3% inc	\$ 25,515		\$ 25,000	\$ 50,515	\$ 49,043	103.0%
Utilities	\$ 9,000			\$ 9,000	\$ 9,000	100.0%
Building cleaning supplies	\$ 4,500			\$ 4,500	\$ 5,000	90.0%
Fuel, gas, and oil				\$ -	\$ -	
Insurance	\$ 2,491			\$ 2,491	\$ 2,400	103.8%
Vehicle operational / lease				\$ -	\$ -	
Professional fees (auditing, memberships, legal)	\$ 600			\$ 600	\$ 2,100	28.6%
Data Processing Expenses	\$ 28,593			\$ 28,593	\$ 27,813	102.8%
Payment of taxes	\$ 300			\$ 300	\$ 300	100.0%
Library programming 3% inc	\$ 7,352			\$ 7,352	\$ 7,138	103.0%
Chemung County costs (B&G, vision, etc.)	\$ 1,300			\$ 1,300	\$ 1,000	130.0%
Capital improvements	\$ -			\$ -	\$ -	
Contingency	\$ 8,560			\$ 8,560	\$ 8,989	95.2%
Subtotal contractual fees	\$ 115,552	\$ -	\$ 26,900	\$ 142,452	\$ 142,847	99.7%
Debt service	\$ -	\$ -	\$ -	\$ -	\$ -	
Departmental total	\$ 435,654	\$ -	\$ 26,900	\$ 462,554	\$ 435,676	106.2%
Net:	\$ 0	\$ -	\$ 93,100	\$ 93,100	\$ 92,100	

Steele Memorial Library

Revenues	Library District	State of New York	Grants, fees, & more	2020 Total	2019 Total	Difference
Library -- fines & fees & contributions	\$ 40,000			\$ 40,000	\$ 45,500	87.9%
Grants (but not the State of New York)				\$ -	\$ -	
Foundation contributions			\$ 51,213	\$ 51,213	\$ 51,213	100.0%
Interest income				\$ -	\$ -	
Library district tax receipts	\$ 1,772,237			\$ 1,772,237	\$ 1,670,870	106.1%
PILOT funds						
State Aid				\$ -	\$ -	
Central Library Development		\$ 99,272		\$ 99,272	\$ 99,272	100.0%
Central Book Aid		\$ 67,599		\$ 67,599	\$ 67,599	100.0%
Local Library Services Aid		\$ 39,546		\$ 39,546	\$ 37,000	106.9%
Other State Aid		\$ -		\$ -	\$ -	
Interfund transfer				\$ -	\$ -	
Total revenues	\$ 1,812,237	\$ 206,417	\$ 51,213	\$ 2,069,867	\$ 1,971,454	105.0%
Expenditures						
Salaries	\$ 898,691	\$ 90,000		\$ 988,691	\$ 949,241	104.2%
Overtime and Holiday Salaries	\$ 12,712			\$ 12,712	\$ 14,796	85.9%
FICA	\$ 76,607			\$ 76,607	\$ 73,749	103.9%
NY State Retirement	\$ 158,210			\$ 158,210	\$ 151,354	104.5%
Medical & dental	\$ 265,373			\$ 265,373	\$ 238,889	111.1%
Other employee costs (disability, unemployment)	\$ 10,715			\$ 10,715	\$ 11,871	90.3%
Payroll subtotal	\$ 1,422,309	\$ 90,000	\$ -	\$ 1,512,309	\$ 1,439,900	105.0%
Equipment Including MakerSpace items	\$ 41,636			\$ 41,636	\$ 33,673	123.6%
Telephone (incl elevator phone)	\$ 6,500			\$ 6,500	\$ 6,500	100.0%
Supplies	\$ 25,000			\$ 25,000	\$ 25,000	100.0%
Travel and continuing education	\$ 3,700			\$ 3,700	\$ 3,800	97.4%
Repairs and maintenance	\$ 15,975			\$ 15,975	\$ 14,550	109.8%
Postage	\$ 1,100			\$ 1,100	\$ 1,000	110.0%
Library materials (books, video, etc.) 3% inc	\$ 131,977	\$ 76,871	\$ 51,213	\$ 260,061	\$ 252,486	103.0%
Utilities	\$ 39,000			\$ 39,000	\$ 37,000	105.4%
Building cleaning supplies	\$ 6,200			\$ 6,200	\$ 5,000	124.0%
Fuel, gas, and oil				\$ -	\$ -	
Insurance	\$ 23,401			\$ 23,401	\$ 20,980	111.5%
Vehicle operational / lease				\$ -	\$ -	
Professional fees (auditing, memberships, legal)	\$ 2,000			\$ 2,000	\$ 3,100	64.5%
Data Processing Expenses	\$ 33,855	\$ 39,546		\$ 73,401	\$ 70,966	103.4%
Payment of taxes	\$ 4,600			\$ 4,600	\$ 4,600	100.0%
Library programming Juv \$5775 + \$4200K for Ac	\$ 14,600			\$ 14,600	\$ 14,175	103.0%
Chemung County costs (B&G, vision, etc.)	\$ 11,500			\$ 11,500	\$ 11,000	104.5%
Capital improvements				\$ -	\$ -	
Contingency	\$ 28,884			\$ 28,884	\$ 27,724	104.2%
Subtotal contractual fees	\$ 389,928	\$ 116,417	\$ 51,213	\$ 557,558	\$ 531,554	104.9%
Debt service pd off in 2016		\$ -	\$ -	\$ -	\$ -	#DIV/0!
Departmental total	\$ 1,812,237	\$ 206,417	\$ 51,213	\$ 2,069,867	\$ 1,971,454	105.0%
Net:	\$ (0)	\$ -	\$ -	\$ (0)	\$ -	

Van Etten Library

Revenues	Library District	State of New York	Grants, fees, & more	2020 Total	2019 Total	Difference
Library – fines & fees & contributions	\$ 450		\$ 3,000	\$ 3,450	\$ 3,425	100.7%
Grants (but not the State of New York)				\$ -	\$ -	
Foundation contributions			\$ 354	\$ 354	\$ 354	
Interest income				\$ -	\$ -	
Library district tax receipts	\$ 57,741			\$ 57,741	\$ 51,704	111.7%
PILOT funds						
State Aid				\$ -	\$ -	
Central Library Development				\$ -	\$ -	
Central Book Aid				\$ -	\$ -	
Local Library Services Aid				\$ -	\$ -	
Other State Aid				\$ -	\$ -	
Interfund transfer				\$ -	\$ -	
Total revenues	\$ 58,191	\$ -	\$ 3,354	\$ 61,545	\$ 55,483	110.9%
Expenditures						
Salaries	\$ 27,298			\$ 27,298	\$ 25,129	108.6%
Overtime and Holiday Salaries	\$ 826			\$ 826	\$ 809	
FICA	\$ 2,151			\$ 2,151	\$ 1,922	111.9%
NY State Retirement	\$ 4,444			\$ 4,444	\$ 3,945	112.6%
Medical & dental	\$ 11,121			\$ 11,121	\$ 7,778	143.0%
Other employee costs (disability, unemployment)	\$ 268			\$ 268	\$ 271	98.8%
Payroll subtotal	\$ 46,107	\$ -	\$ -	\$ 46,107	\$ 39,854	115.7%
Equipment	\$ 799			\$ 799	\$ 1,215	
Telephone				\$ -	\$ -	
Supplies	\$ 400			\$ 400	\$ 400	100.0%
Travel and continuing education	\$ 945			\$ 945	\$ 945	100.0%
Repairs and maintenance	\$ 100			\$ 100	\$ 100	100.0%
Postage	\$ -			\$ -	\$ 50	
Library materials (books, video, etc.) 3% inc	\$ 2,900		\$ 3,354	\$ 6,254	\$ 6,071	103.0%
Utilities				\$ -	\$ -	
Building cleaning supplies	\$ -			\$ -	\$ 25	
Fuel, gas, and oil				\$ -	\$ -	
Insurance	\$ 275			\$ 275	\$ 260	105.8%
Vehicle operational / lease				\$ -	\$ -	
Professional fees (auditing, memberships, legal)	\$ 100			\$ 100	\$ 110	90.9%
Data Processing Expenses	\$ 2,996			\$ 2,996	\$ 2,928	102.3%
Payment of taxes				\$ -	\$ -	
Library programming 3% inc	\$ 2,674			\$ 2,674	\$ 2,596	103.0%
Chemung County costs (B&G, vision, etc.)	\$ -			\$ -	\$ -	
Capital improvements				\$ -	\$ -	
Contingency	\$ 895			\$ 895	\$ 929	96.3%
Subtotal contractual fees	\$ 12,084	\$ -	\$ 3,354	\$ 15,438	\$ 15,629	98.8%
Debt service	\$ -	\$ -	\$ -	\$ -	\$ -	
Departmental total	\$ 58,191	\$ -	\$ 3,354	\$ 61,545	\$ 55,483	110.9%
Net:	\$ (0)	\$ -	\$ -	\$ (0)	\$ -	

West Elmira Library

Revenues	Library District	State of New York	Grants, fees, & more	2020 Total	2019 Total	Difference
Library -- fines & fees & contributions	\$ 2,000			\$ 2,000	\$ 2,225	89.9%
Grants (but not the State of New York)				\$ -	\$ -	
Foundation contributions			\$ 12,307	\$ 12,307	\$ 12,307	
Interest income				\$ -	\$ -	
Library district tax receipts	\$ 221,571			\$ 221,571	\$ 201,682	109.9%
PILOT funds						
State Aid				\$ -	\$ -	
Central Library Development				\$ -	\$ -	
Central Book Aid				\$ -	\$ -	
Local Library Services Aid				\$ -	\$ -	
Other State Aid				\$ -	\$ -	
Interfund transfer				\$ -	\$ -	
Total revenues	\$ 223,571	\$ -	\$ 12,307	\$ 235,878	\$ 216,214	109.1%
Expenditures						
Salaries	\$ 111,435			\$ 111,435	\$ 104,899	106.2%
Overtime and Holiday Salaries	\$ 2,477			\$ 2,477	\$ 2,428	
FICA	\$ 8,714			\$ 8,714	\$ 8,211	106.1%
NY State Retirement	\$ 17,998			\$ 17,998	\$ 16,850	106.8%
Medical & dental	\$ 22,353			\$ 22,353	\$ 20,874	107.1%
Other employee costs (disability, unemployment)	\$ 1,355			\$ 1,355	\$ 1,411	96.0%
Payroll subtotal	\$ 164,333	\$ -	\$ -	\$ 164,333	\$ 154,673	106.2%
Equipment	\$ 8,384			\$ 8,384	\$ 500	
Telephone	\$ 400			\$ 400	\$ 450	88.9%
Supplies	\$ 2,000			\$ 2,000	\$ 2,000	100.0%
Travel and continuing education	\$ 645			\$ 645	\$ 645	100.0%
Repairs and maintenance	\$ 2,210			\$ 2,210	\$ 1,590	139.0%
Postage	\$ 150			\$ 150	\$ 150	100.0%
Library materials (books, video, etc.) 3% inc	\$ 12,889		\$ 12,307	\$ 25,196	\$ 24,462	103.0%
Utilities	\$ 6,200			\$ 6,200	\$ 6,200	100.0%
Building cleaning supplies	\$ 1,500			\$ 1,500	\$ 1,500	100.0%
Fuel, gas, and oil				\$ -	\$ -	
Insurance	\$ 1,924			\$ 1,924	\$ 1,825	105.4%
Vehicle operational / lease				\$ -	\$ -	
Professional fees (auditing, memberships, legal)	\$ 350			\$ 350	\$ 715	49.0%
Data Processing Expenses	\$ 11,432			\$ 11,432	\$ 11,151	102.5%
Payment of taxes	\$ 150			\$ 150	\$ 150	100.0%
Library programming 3% inc	\$ 6,016			\$ 6,016	\$ 5,841	103.0%
Chemung County costs (B&G, vision, etc.)	\$ 600			\$ 600	\$ 500	120.0%
Capital improvements				\$ -	\$ -	
Contingency	\$ 4,388			\$ 4,388	\$ 3,862	113.6%
Subtotal contractual fees	\$ 59,238	\$ -	\$ 12,307	\$ 71,545	\$ 61,541	116.3%
Debt service	\$ -	\$ -	\$ -	\$ -	\$ -	
Departmental total	\$ 223,571	\$ -	\$ 12,307	\$ 235,878	\$ 216,214	109.1%
Net:	\$ 0	\$ -	\$ -	\$ 0	\$ 0	

Travel & Continuing Education Detail

2020

Administration

	Activity		Cost
Director	ALA/PLA/NYLA conference attendance	\$	1,000
Director	Travel among libraries	\$	900
Director	Travel to STLS and NYLA meetings	\$	250
Director	Insurance reimbursement	\$	195
vacant	Insurance reimbursement	\$	195
vacant	travel - banking / misc trips to libraries	\$	200
vacant	HRATT conference & workshops	\$	300
Board	Board education / retreat	\$	-
All staff	Staff continuing education workshop	\$	2,500
	Subtotal	\$	5,540

Big Flats Library

	Activity		Cost
Staff	Travel to STLS sponsored workshops	\$	250
Staff	Youth Services conference / children's literature	\$	-
IT Staff	Travel among libraries for troubleshooting, etc	\$	300
Glenice	Travel among libraries	\$	400
Glenice	Insurance reimbursement	\$	195
	Subtotal	\$	1,145

Bookmobile

	Activity		Cost
Staff	Annual Bookmobile conference	\$	-
Staff	Youth Services conference / children's literature	\$	-
Kim	Insurance reimbursement	\$	195
	Subtotal	\$	195

Horseheads Free Library

	Activity		Cost
Staff	Travel to STLS sponsored workshops	\$	250
Staff	Youth Services conference / children's literature	\$	-
Staff	NYLA attendance @ \$1000	\$	-
IT Staff	Travel among libraries for troubleshooting, etc	\$	300
Owen	Insurance reimbursement	\$	195
	Subtotal	\$	745

Steele Memorial Library

	Activity		Cost
Staff	Travel to STLS sponsored workshops	\$	600
Staff	PLA conference attendance	\$	-
Librarian/Staff	Youth Services conference DJM	\$	600
Staff	Children's literature workshops	\$	200
Staff	Career Track Workshops	\$	-
IT staff	Information technology workshops	\$	2,000
Staff	SCRLC workshops	\$	300
	Subtotal	\$	3,700

Van Etten Library		Activity	Cost
Michelle E	Travel to STLS sponsored workshops	\$	250
Michelle E	Insurance reimbursement	\$	195
IT Staff	Travel among libraries for troubleshooting, etc	\$	400
Owen	Travel to / from Van Etten Library	\$	100
	Subtotal	\$	945

West Elmira Library		Activity	Cost
Staff	Travel to STLS sponsored workshops	\$	250
Staff	Youth Services conference / children's literature	\$	-
IT Staff	Travel among libraries for troubleshooting, etc	\$	200
Michelle B	Insurance reimbursement	\$	195
	Subtotal	\$	645

	Activity	Cost
Administration	Travel between libraries, NYLA, STLS	\$ 5,540
Big Flats	Travel to STLS workshops, storytelling workshops	\$ 1,145
Bookmobile	Travel to Bookmobile conference, lit workshops	\$ 195
Horseheads	Travel to NYLA, coursework, NYSLAA, SCRLC	\$ 745
Steele	NYLA, to STLS, coursework, SCRLC	\$ 3,700
Van Etten	Travel to & from Steele and Horseheads	\$ 945
West Elmira	Coursework, lit workshops, STLS	\$ 645
Total CE costs		\$ 12,915

		2020	EQUIPMENT DETAIL		Each		
Horseheads Free Library	Reme Hall Air Purification Sytem/extra repl. Cell	Will help to eliminate staleness/dryness to the air during winter months	\$ 561	\$ 561			
Horseheads Free Library	3 Desktop Computers	New staff computers to bring the computers at Horseheads Library up to date. All computers need to be done at one time for consistency & imaging and for Win 10 requirements	\$ 865	\$ 2,595			
							\$ 3,156
West Elmira Library	(2) Desktop Computers	New staff computers to bring the computers at West Elmira Library up to date. All computers need to be done at one time for consistency & imaging and for Win 10 requirements	\$ 865	\$ 1,730			
West Elmira Library	(10) New Window Blinds	Need to replace the curmet old dangerous plastic blinds. New blinds will eliminate loose cords and still allow sun-blocking to windows. Will help with overall aesthetics of the branch.	\$ 6,395	\$ 6,395			
West Elmira Library	Single sided bike rack	Need it in the front of the building to stop children from leaving their bikes in the middle of the sidewalk	\$ 259	\$ 259			
							\$ 8,384
Van Etten Library	Surround Sound for movies	Would replace the current, outdated and blown speakers. Would include new systm with all updated parts	\$ 350	\$ 350			
Van Etten Library	Mobile Server Cabinet	Would hold all the components of the server and networking equipment which are currently open to the public. Would be able to be locked	\$ 449	\$ 449			
							\$ 799
Big Flats Library	(2) Desktop Computers	New staff computers to bring the computers at West Elmira Library up to date. All computers need to be done at one time for consistency & imaging and for Win 10 requirements	\$ 865	\$ 1,730			
							\$ 1,730
Steele Memorial Library	Desks for Circulation office	Since taking over processing, staff need a functional, updated space for the various tasks involved with book and AV processing. A corner shaped unit would be a much better use of space in the small office	\$ 1,825	\$ 1,825			
Steele Memorial Library	New Bibliotheca/3M Security Gate	The current security gate has reached its maximum service life and needs to be replaced. A standard upgraded unit will be purchased	\$ 15,000	\$ 15,000			
Steele Memorial Library	Server Space rent from STLS (4) VM's at \$25/month each	Instead of purchasing a new server and back up server at \$8,000 each, we will rent space in the form of 4 Virtual Machines (VM's) from STLS on their server. This will give us 2 servers (patron & staff) and 2 backup servers. STLS backs up these servers nightly and will provide a temperature-controlled room which CCLD has not been able to afford.	\$ 1,200	\$ 1,200			
Steele Memorial Library	(20) Desktop Computers	New public computers to bring the computers at West Elmira Library up to date. All computers need to be done at one time for consistency & imaging and for Win 10 requirements	\$ 865	\$ 17,300			
Steele Memorial Library	(2) Gaming Cabinets	Would provide a secure enclosure to finally be able to put out the gaming systems purchased 3 years ago to the public before the systems become obsolete. These cabinets were specifically designed to house these systems securely	\$ 2,262	\$ 4,524			
Steele Memorial Library	Bar Code Scanners (3) Metrologic Scanners @ \$300 each	Offset and replace any scanners that have worn out	\$ 300	\$ 900			
							\$ 40,749
Makerspaces	(7) Raspberry Pi related devices	Patrons have expressed interest in learning to use the Raspberry Pi computers. The Makerspace currently owns two, but in order to teach a class, as opposed to multiple one-on-one sessions, we would need additional units. Each of the new units would need a power supply and SD card for the operating system. The Raspberry Pi camera and touchscreen would be useful for teaching how to implement peripheral devices with the unit, as well as, for usage in the Makerspace (eg. monitoring 3D printers remotely).	\$ 28	\$ 196			

MakerSpaces	(3) Arduino related devices	As with the Raspberry Pi's, we would like to offer classes introducing patrons to the technology and promoting usage of the equipment.	\$ 35	\$ 104	
MakerSpaces	(1) Tube Light	A light for placing in the laser to increase visibility while engraving. People keep dropping the light on top of the laser onto the floor behind it.	\$ 22	\$ 22	
MakerSpaces	(1) Klein Tools Digital Multimeter	For use in checking electronic circuits, in particular, Arduinos and their components.	\$ 40	\$ 40	
MakerSpaces	7" RIDGID Table Tile Saw	The process of getting tiles cut at Lowes to sell for laser engraving is time consuming and unreliable.	\$ 219	\$ 219	
MakerSpaces	(1) Opt-Tekscope OT-M HDMI Microscopi Camera	The Zoomy microscope we've been using in the Makerspace has broken and needs to be replaced. Rather than purchase another Zoomy, which has a fragile power cable connected to the magnifier, the Opt-Tekscope power cable connects to a separate, stationary base and would be more likely to last longer. The Opt-Tekscope is primarily used for soldering and comes with an attached display for viewing directly on the microscope, as well as cables for attaching to a larger display. The microscope also features articulated lighting to allow better visibility when using the microscope for soldering work. Unlike the Zoomy, the Opt-Tekscope displays in high definition.	\$ 160	\$ 160	
MakerSpaces	Cue Robot	Dash has become popular among the kids visiting the Makerspace. Another robot would allow for simultaneous usage and interaction with one another. The Cue robot offers more advanced coding features for older kids who have outgrown Dash's block-based coding methods.	\$ 200	\$ 200	
MakerSpaces	Mophorn 15" x 15" Sublimation Heat Press	Equipment requested by a patron. With the 5-in-1 bundle it can be used to transfer designs onto t-shirts, sweatshirts, plates, mugs and hats.	\$ 400	\$ 400	
MakerSpaces	Jet Dust collector & Air Filter	Currently we use our shop vac for collecting saw dust and plastic shavings made by the Shaper, X-carve and power tools which has taken its toll on the vacuums filter as the larger shavings and chips clog the filter. We are also only able to use the vacuum with one piece of equipment at a time.	\$ 800	\$ 800	
MakerSpaces	(4) Corel Draw Home/Student Suite 2019	Purchasing 4 copies of Corel Draw would enable us to teach a class on this software instead of individually in the lab. This software exclusively used to design for the Laser Engraver.	\$ 99	\$ 396	
MakerSpaces	(9) Sewing Machine Maintenance	Would provide patrons and staff the ability to do embroidery on the sewing machine.	\$ 50	\$ 450	
					\$ 2,987
ADMIN-IT Department	Software: Sharpwaker- Express - \$1,500 Firestorm - \$1,000 C-Image - \$200 Moxiprint - \$500 CITC - \$800	Essential business applications software.	\$ 4,200	\$ 4,200	
ADMIN-IT Department	IT/ITC - Hardware - \$1,000	Essential business applications software.	\$ 1,000	\$ 1,000	
					\$ 4,505
ADMIN-IT Department	Plan First Tech \$500; McGraw Tech - \$1,000	To use the expertise of specialists who can resolve IT issues which staff are not able to solve	\$ 1,500	\$ 1,500	
		GRAND TOTAL EQUIPMENT FOR 2020			\$ 62,310

2020 Chemung County Library District Budget (FIRST DRAFT)

Revenues	Admin	Big Flats	Bookmobile	Horseheads	Steele	Van Etten	West Elmira	Total 2020 Library Budget	Total 2019 Budget	Difference
Library -- fines & fees & contributions	\$ -	\$ 3,475	\$ 100	\$ 11,000	\$ 40,000	\$ 3,450	\$ 2,000	\$ 60,025	\$ 67,875	88.4%
Grants (but not the State of New York)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Foundation contributions	\$ -	\$ 12,307	\$ 3,819	\$ 120,000	\$ 51,213	\$ 354	\$ 12,307	\$ 200,000	\$ 200,000	100.0%
Interest income	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 6,000	133.3%
Library district tax receipts	\$ 263,122	\$ 222,892	\$ 152,898	\$ 424,654	\$ 1,772,237	\$ 57,741	\$ 221,571	\$ 3,115,115	\$ 3,009,492	103.51%
PILOT funds	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 54,000	129.6%
State Aid										
Central Library Development	\$ -	\$ -	\$ -	\$ -	\$ 99,272	\$ -	\$ -	\$ 99,272	\$ 99,272	100.0%
Central Book Aid	\$ -	\$ -	\$ -	\$ -	\$ 67,599	\$ -	\$ -	\$ 67,599	\$ 67,599	100.0%
Local Library Services Aid	\$ -	\$ -	\$ -	\$ -	\$ 39,546	\$ -	\$ -	\$ 39,546	\$ 37,000	106.9%
Other State Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Interfund transfer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total revenues	\$ 341,122	\$ 238,674	\$ 156,817	\$ 555,654	\$ 2,069,867	\$ 61,545	\$ 235,878	\$ 3,659,557	\$ 3,541,238	103.3%

Expenditures								Total 2020	Total 2019	
	Admin	Big Flats	Bookmobile	Horseheads	Steele	Van Etten	West Elmira	Library Budget	Budget	
Salaries	\$ 140,370	\$ 124,511	\$ 79,004	\$ 204,247	\$ 988,691	\$ 27,298	\$ 111,435	\$ 1,675,556	\$ 1,625,978	103.0%
Overtime and Holiday Salaries	\$ -	\$ 2,477	\$ 826	\$ 3,302	\$ 12,712	\$ 826	\$ 2,477	\$ 22,619	\$ 24,508	92.3%
FICA	\$ 10,738	\$ 9,715	\$ 6,107	\$ 15,878	\$ 76,607	\$ 2,151	\$ 8,714	\$ 129,910	\$ 126,202	102.9%
NY State Retirement	\$ 21,840	\$ 20,064	\$ 12,613	\$ 32,798	\$ 158,210	\$ 4,444	\$ 17,998	\$ 267,967	\$ 259,000	103.5%
Medical & dental	\$ 118,589	\$ 16,351	\$ 23,272	\$ 61,436	\$ 265,373	\$ 11,121	\$ 22,353	\$ 518,495	\$ 482,818	107.4%
Other employee costs (disability, unemp)	\$ 738	\$ 1,369	\$ 1,094	\$ 2,441	\$ 10,715	\$ 268	\$ 1,355	\$ 17,979	\$ 19,940	90.2%
Payroll subtotal	\$ 292,275	\$ 174,486	\$ 122,916	\$ 320,102	\$ 1,512,309	\$ 46,107	\$ 164,333	\$ 2,632,527	\$ 2,538,446	103.7%
Equipment	\$ 6,605	\$ 1,730	\$ -	\$ 3,156	\$ 41,636	\$ 799	\$ 8,384	\$ 62,310	\$ 45,367	137.3%
Telephone	\$ 2,500	\$ 700	\$ 3,500	\$ 1,200	\$ 6,500	\$ -	\$ 400	\$ 14,800	\$ 13,565	109.1%
Supplies	\$ 1,000	\$ 2,000	\$ 200	\$ 18,100	\$ 25,000	\$ 400	\$ 2,000	\$ 48,700	\$ 50,200	97.0%
Travel and continuing education	\$ 5,540	\$ 1,145	\$ 195	\$ 745	\$ 3,700	\$ 945	\$ 645	\$ 12,915	\$ 14,915	86.6%
Repairs and maintenance	\$ 100	\$ 2,960	\$ 125	\$ 5,540	\$ 15,975	\$ 100	\$ 2,210	\$ 27,010	\$ 24,415	110.6%
Postage	\$ 100	\$ 150	\$ -	\$ 500	\$ 1,100	\$ -	\$ 150	\$ 2,000	\$ 2,000	100.0%
Library materials (books, video, etc.)	\$ -	\$ 25,196	\$ 7,819	\$ 50,515	\$ 260,061	\$ 6,254	\$ 25,196	\$ 375,041	\$ 364,116	103.0%
Utilities	\$ -	\$ 6,000	\$ -	\$ 9,000	\$ 39,000	\$ -	\$ 6,200	\$ 60,200	\$ 58,200	103.4%
Building cleaning supplies	\$ -	\$ 1,500	\$ -	\$ 4,500	\$ 6,200	\$ -	\$ 1,500	\$ 13,700	\$ 13,325	102.8%
Fuel, gas, and oil	\$ -	\$ -	\$ 3,100	\$ -	\$ -	\$ -	\$ -	\$ 3,100	\$ 2,800	110.7%
Insurance	\$ 482	\$ 2,314	\$ 2,690	\$ 2,491	\$ 23,401	\$ 275	\$ 1,924	\$ 33,577	\$ 31,130	107.9%
Vehicle operational / lease	\$ -	\$ -	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ 7,000	100.0%
Professional fees (auditing, membership)	\$ 18,675	\$ 350	\$ 100	\$ 600	\$ 2,000	\$ 100	\$ 350	\$ 22,175	\$ 23,075	96.1%
Data Processing Expenses	\$ -	\$ 10,320	\$ 4,939	\$ 28,593	\$ 73,401	\$ 2,996	\$ 11,432	\$ 131,681	\$ 127,725	103.1%
Payment of taxes	\$ -	\$ 30	\$ -	\$ 300	\$ 4,600	\$ -	\$ 150	\$ 5,080	\$ 5,080	100.0%
Library programming	\$ -	\$ 5,350	\$ 2,005	\$ 7,352	\$ 14,600	\$ 2,674	\$ 6,016	\$ 37,997	\$ 36,889	103.0%
Chemung County costs (B&G, vision, e	\$ -	\$ 600	\$ -	\$ 1,300	\$ 11,500	\$ -	\$ 600	\$ 14,000	\$ 13,000	107.7%
Capital improvements	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 25,000	40.0%
Contingency	\$ 3,845	\$ 3,843	\$ 2,228	\$ 8,560	\$ 28,884	\$ 895	\$ 4,388	\$ 52,643	\$ 52,890	99.5%
Subtotal contractual fees	\$ 48,847	\$ 64,188	\$ 33,901	\$ 142,452	\$ 557,558	\$ 15,438	\$ 71,545	\$ 933,929	\$ 910,692	102.6%
Debt service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Grand total	\$ 341,122	\$ 238,674	\$ 156,817	\$ 462,554	\$ 2,069,867	\$ 61,545	\$ 235,878	\$ 3,566,456	\$ 3,449,138	103.4%
Net	\$ (0)	\$ (0)	\$ 0	\$ 93,100	\$ (0)	\$ (0)	\$ 0	\$ 93,100	\$ 92,100	

The apportionment of **Chemung County taxpayer funding** of Library District (not including debt service)

	Big Flats	Bookmobile	Horseheads	Steele	VanEtten	West Elmira	Totals
Administration costs	\$26,312	\$13,156	\$36,048	\$148,138	\$13,156	\$26,312	\$263,122
Operating costs	\$222,892	\$152,898	\$424,654	\$1,772,237	\$57,741	\$221,571	\$2,851,993
Total cost	\$249,204	\$166,054	\$460,702	\$1,920,375	\$70,897	\$247,883	\$3,115,115
Percentage of cost	8.00%	5.33%	14.79%	61.65%	2.28%	7.96%	

Total cost of operating CCLD neighborhood libraries (not including debt service)

Administrative costs	\$ 341,122	9.6%
Big Flats Library costs	\$ 238,674	6.7%
Bookmobile costs	\$ 156,817	4.4%
Horseheads Free Library costs	\$ 462,554	13.0%
Steele Memorial Library costs	\$ 2,069,867	58.0%
Van Etten Library costs	\$ 61,545	1.7%
West Elmira Library costs	\$ 235,878	6.6%
Total costs	\$ 3,566,456	100.0%

Costs of Operating the Chemung County Library District in 2020

