



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](http://www.cclid.lib.ny.us)

## Agenda

**The December meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday December 21, 2023 at 6:00 pm at the Steele Memorial Library.** The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Dworkin (607-398-2021), Mrs. Melott (733-8607), or Mr. Chapman (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2023-66)
4. Treasurer's report
  - a) Financial report (document #2023-71)
  - b) Report of Unpaid Bills Detail
5. Correspondence
6. President's report (Dworkin)
7. Director's Report
  - Resolved that the CCLD Board of Trustees approve the personnel actions as submitted.
- Committee reports:
  - a) Executive Committee (Dworkin)
    - 1) Report of the Committee meeting (document #2023-68)
  - b) Budget & Finance Committee (Schamel)
    - 1) Report of the Committee meeting (document #2023-69)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document #2023-70)
  - d) Personnel Committee (Appenzellar)
  - e) Election and Continuity Committee (Rogan)
9. Executive Session
10. Old business
11. New business
  1. Installation and introduction of newly elected trustees
  2. Election of slate of 2024 officers
  3. Pending HVAC projects
  4. CDAR Investments & positive pay
  5. Trustee financial training with Nancy Kirby
  6. Crime Bond – coverage change
12. Period for public expression
13. Adjournment

**Document #2023-70**

**Report of the December 6, 2023 meeting of the Buildings & Grounds Committee of the Chemung County Library District**

The meeting opened at 5:30 pm. Present were Mr. Karl Schwesinger, Ms. Rachel Dworkin, and Ms. Martha Smith. Also attending were Mr. Paul Chapman and Ms. Holly Melott, CCLD Management.

The transition has been made to list both the HVAC system testing/regulations and the elevator contract under the library district as of 1/1/24. Service will be provided by the same companies, which the county had been using.

The smart board at the Horseheads Library will be donated to the Wellsville Library and replaced by a smart TV, which will be purchased by the Horseheads Foundation.

Rob Warholic, Essential Constructs, is overseeing the re-slating and resealing of the tiles on the front entrance of the Horseheads Library.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, January 3, 2024 at 5:30pm in the auditorium of the Steele Memorial Library.

**Document #2023-68**

**Report of the December 6, 2023 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 Rachel Dworkin, Martha Smith, and Phyllis Rogan. Board members attending were Kevin Hansen, Karl Schwesinger, and Mark Padgett. Paul Chapman and Holly Melott, CCLD management were also present.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 12/6/2023 in the amount of \$42,499.74 for the General Fund and \$12,423.82 for the Central Library District and Central Book Aid Fund. **Ms. Dworkin moved, seconded by Mr. Schwesinger to approve payment of the General Fund in the amount of \$42,299.74 and Central Book Aid Fund in the amount of \$12,423.82 as submitted in writing. VOTE: Unanimously Approved.**

Mr. Chapman reported on the following:

- He will be representing CCLD at the “Christmas Magic” community event at Ernie Davis Community Center on December 16th. Makerspace Technician, Steven Smith, designed a winter bookmark which will be distributed
- The Friends had a ribbon cutting ceremony on December 6, which was televised by both local news outlets
- Mr. Chapman and Ms. Smith attended the December Friends meeting
- Financial consultant, Ms. Nancy Kirby, has advised that a “Fund Balance Policy” be developed
- The 2024 annual distribution from the Horseheads Foundation was received in the amount of \$165,000
- Continuing Education day, which was held on November 17, was well received
- The 5 year plan will be available for approval in January

**Ms. Dworkin moved, seconded by Mr. Hansen, that the check in the amount of \$165,000 from the Horseheads Foundation be accepted. VOTE: Unanimously Approved.**

Ms. Dworkin reminded the board to RSVP for the upcoming volunteer appreciation dinner. She also expressed her gratitude to Ms. Rogan for her service to CCLD as both an employee and a trustee.

The meeting adjourned at 7:00 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, January 3, 2024 at 6 pm in the auditorium at the Steele Memorial Library.

**Document #2023-69**

**Report of the December 13, 2023 meeting of the Budget & Finance Committee of the Chemung County Library District**

Attending the meeting via Zoom: Ms. Jessica Roberts and Ms. Rachel Dworkin. Also in attendance Mr. Paul Chapman, CCLD Administration. The meeting opened at 8:45 a.m.

The November 30, 2023 Financial Report was presented to the Committee. The report will be forwarded to the full CCLD board for its consideration.

The unpaid bill list dated December 21, 2023 for the General Fund - \$37,728.64, for the CBA fund - \$940.21. Details will be forwarded to the full CCLD board for its consideration.

- The Executive Director shared updates about CCLD's Budget & Accounting overhaul project with Nancy Kirby and Regina Hill.
- 12/14/23 the Executive Director will be meeting with Nancy Kirby again to resume the review of past CCLD audit reports and research the provenance of CCLD's fund balance.
- 12/19/23 the Executive Director has an introductory meeting with Zac Knapp of Chemung Canal to begin the discussion of investing library funds in CDARS accounts.

The meeting adjourned at 9:00 a.m. The next meeting of the Budget & Finance Committee will be held on Wednesday, January 10, 2024 at 8:45 a.m. via Zoom.

***(draft of the Minutes of the November 16, 2023 meeting of the Chemung County Library District Board of Trustees. Document #2023-66)***

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Present Ms. Phyllis Rogan, Mr. Kevin Hansen, Mr. Mark Padgett, Ms. Penny Appenzellar, Ms. Muriel Friend, Ms. Bonnie Chollet, Mr. Karl Schwesinger, Ms. Lee Saginario, and Ms. Jessica Roberts. Excused: Ms. Crystal Gullo-Buzzetti, Ms. Martha Smith, and Mr. Jack Schamel. Absent: Ms. Pat Silvernail and Mr. Wayne Adams. Visitors: Patricia Kinney, John Horigan, Rita King, Ben Owens, and Laurie Garner. Also present were Ms. Holly Melott and Mr. Paul Chapman on behalf of the Library District's Administration.

Mr. Ben Owens and Ms. Rita King, from Insero & Co. reviewed their findings of an audit of calendar year 2022. They also presented on the preparation and status of the current IRS form 990 filing.

**CONSENT ITEM: Mr. Padgett moved, seconded by Ms. Rogan, that the 2022, 990 filing be accepted as presented. VOTE: Unanimously Approved.**

**CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Appenzellar, that the 2022 audit be accepted as presented. VOTE: Unanimously Approved.**

**Minutes.** The minutes of the October 19, 2023 meeting (Document #2023-60) were presented for board review. Ms. Dworkin moved that the October Board minutes be approved as amended (page #2, "selectin" to "selecting"), seconded by Ms. Appenzellar. **VOTE: Unanimously Approved.**

**Financial Report.** The October 2023 Financial Report was presented for board review. Ms. Dworkin moved, seconded by Mr. Hansen, to approve the October Financial Report as presented. **VOTE: Unanimously Approved.**

**Report of Unpaid Bills.** Ms. Dworkin moved, seconded by Ms. Roberts, that the board authorize the payment of the unpaid bills dated 11/16/2023 for the General Fund - \$25,001.99 and for the CBA Fund -\$1,943.49. **VOTE: Unanimously Approved.**

**Correspondence:**

- A note from a patron was shared, commending Owen Frank, Librarian, for exemplary service at the Horseheads branch.
- Mr. Chapman has been in touch with the real property tax office
- Kim Middaugh, CCLD attorney, forwarded her correspondence with Insero, as they conducted the 2022 audit
- The Steele Foundation issued a check in the amount of \$8,211.00 to be used in the updating and renovation of the West Elmira restroom.
- Librarian, Connie Vigliante, has announced her retirement as of 12/31/23.
- The community survey will be closing on Sunday, Nov 19. To date, #790 responses have been submitted, results will be aggregated.

**CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Padgett, that the check in the amount of \$8,211 from the Steele Foundation be accepted. VOTE: Unanimously Approved.**

**President's Report:**

- Mr. Jack Schamel informed Ms. Dworkin that new members can be sworn in 30 days prior to service. Thus, newly elected trustees will be sworn in at the December meetings.
- Ms. Dworkin has spoken to Jim Hare, from the Chemung County Board of Elections. She was directed to submit a written request, asking that the Board of Elections, include the library trustee election on the annual ballot.

**Director's Report:**

Mr. Chapman reported on the following:

- An electronic version of the monthly director's report was emailed to board members. It includes statistics by branch of both circulation and events.
- The cooling tower at Steele has been registered under CCLD as per the direction of Jemco, Water Treatment Solutions.
- He proposed that locations close for 2024 holidays on the observed calendar days
- He proposed new hours for Steele and Horseheads beginning 1/1/24. As follows, Mon – Thurs 9 a.m. to 8 p.m., Saturday 1-5 pm, year round
- He developed an inclement weather closing policy, which states that libraries will close in conjunction with their corresponding school district.

**CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Appenzellar, that the new hours proposal be accepted as presented. VOTE: Unanimously Approved.**

**CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Schwesinger, that branches close on the 2024 observed holidays. VOTE: Unanimously Approved.**

**CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Appenzellar, that the inclement weather closing policy be approved as presented. VOTE: Unanimously Approved.**

**CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Appenzellar, that the November Personnel Actions be approved as presented. VOTE: Unanimously Approved.**

**CONSENT ITEM: Ms. Rogan moved, seconded by Ms. Friend, that the board enter executive session to discuss personnel issues. VOTE: Unanimously Approved.**

**CONSENT ITEM: Ms. Appenzellar moved, seconded by Ms. Dworkin, that the board exit executive session to discuss personnel issues. VOTE: Unanimously Approved.**

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2023-62)

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2023-63)

**Buildings & Grounds Committee.** (Document #2023-64)

**Personnel Committee.**

**Election & Continuity Committee.** Ms. Rogan reviewed the results of the 2023 election and commended Ms. Sue Cook for overseeing the process.

**Advocacy Committee.**

**Old Business.**

**New Business:**

**Public Expression.**

**Mr. Padgett moved, seconded by Mr. Hansen to adjourn. VOTE: Unanimously Approved.**

The next regular meeting of the board will be held on Thursday, December 21, 2023, at 6:00pm at the Steele Memorial Library.

10:54 AM  
12/06/23

**Chemung County Library District General Fund  
Unpaid Bills Detail  
As of December 6, 2023**

Type	Date	Memo	Open Balance
<b>Aleta Yarrow</b>			
Bill	12/06/2023	Celtic Quilling-pd w/grant funds 12/12 - SML	250.00
Total Aleta Yarrow			250.00
<b>Amazon Capital Services</b>			
Bill	12/06/2023	- programming, supplies, materials	1,668.04
Total Amazon Capital Services			1,668.04
<b>Blackstone Publishing</b>			
Bill	12/06/2023	BF -audiobooks-invoice customer #151732	192.56
Total Blackstone Publishing			192.56
<b>Book Page</b>			
Bill	12/06/2023	Subscription fee 2024	402.00
Total Book Page			402.00
<b>Burr Consulting LLC</b>			
Bill	12/06/2023	HR Consultant December retainer- services 2023	1,800.00
Total Burr Consulting LLC			1,800.00
<b>Chemung Canal Trust Company</b>			
Bill	12/06/2023	Mastercard charges:	516.56
Bill	12/06/2023	Mastercard charges:	2,412.80
Total Chemung Canal Trust Company			2,929.36
<b>Chemung County Buildings &amp; Grounds Dept.</b>			
Bill	12/06/2023	3rd quarter maintenance:HH 217.81/BF 350.43/SML 12,306.48	12,874.72
Total Chemung County Buildings & Grounds Dept.			12,874.72
<b>Cris Johnson</b>			
Bill	12/06/2023	BF Juv prog 12/19/23 -	395.00
Total Cris Johnson			395.00
<b>Deborah L. Brimmer</b>			
Bill	12/06/2023	mileage reimbursement 9/11-09/14/23	27.51
Total Deborah L. Brimmer			27.51
<b>Demco, Inc.</b>			
Bill	12/06/2023	processing supplies- invoice #7396528	4.96
Total Demco, Inc.			4.96
<b>Eastern Managed Print Network</b>			
Bill	12/06/2023	Maint Agreeemt staff copiers at Steele 08/15/23-11/14/2023 invoice # IN4096127	2,360.54
Total Eastern Managed Print Network			2,360.54
<b>Eastern Security Services</b>			
Bill	12/06/2023	monitoring @ SML 1/1-04/1/24 Acct #615001--invoice #R269928	128.85
Total Eastern Security Services			128.85
<b>Filomena Jack</b>			
Bill	12/06/2023	Eat, Chat, Crochet - Teen prog 11/21 & 28, 12/5 & 12/12	270.00
Bill	12/06/2023	"Painted wooden bookmarks" - 12/13/23- pd w/Com Grant Fund \$- ST	285.00
Total Filomena Jack			555.00
<b>Gerry Brown</b>			
Bill	12/06/2023	local history resources	100.00
Total Gerry Brown			100.00
<b>Haefele TV, Inc.</b>			

10:54 AM  
12/06/23

**Chemung County Library District General Fund  
Unpaid Bills Detail  
As of December 6, 2023**

Type	Date	Memo	Open Balance
Bill	12/06/2023	Internet service for VE for 2023 - end of year balance	58.26
Total Haefele TV, Inc.			58.26
<b>Horseheads Printing</b>			
Bill	12/06/2023	monthly flyers- pd by HH Foundation - invoice #30986	251.48
Total Horseheads Printing			251.48
<b>Ingram Library Services</b>			
Bill	12/06/2023	Nov Library material -	11,755.74
Total Ingram Library Services			11,755.74
<b>Kristin Divens</b>			
Bill	12/06/2023	patron refund	8.00
Total Kristin Divens			8.00
<b>MidWest Tape</b>			
Bill	12/06/2023	November materials	2,754.64
Total MidWest Tape			2,754.64
<b>No Tuxedo LLC c/o Russ Swagner</b>			
Bill	12/06/2023	Adult Improv class - 12/7- SML	260.00
Total No Tuxedo LLC c/o Russ Swagner			260.00
<b>NYSEG</b>			
Bill	12/06/2023	gas & electric-all branches	1,973.23
Total NYSEG			1,973.23
<b>Pitney Bowes</b>			
Bill	12/06/2023	postage meter refill	200.00
Total Pitney Bowes			200.00
<b>Staples Advantage</b>			
Bill	12/06/2023	office supplies	291.67
Total Staples Advantage			291.67
<b>Tammy Wilcox</b>			
Bill	12/06/2023	Gentle Movements -x 4 Dec sessions @ HH	100.00
Total Tammy Wilcox			100.00
<b>Tim Collins</b>			
Bill	12/06/2023	Improv- 7,14,16 \$300 (Grant) /12/6 & 13 - Writing Grant \$200 - D&D-12/4	575.00
Total Tim Collins			575.00
<b>Vasco Brands, Inc.</b>			
Bill	12/06/2023	cleaning sup all lib-inv 139575	386.82
Total Vasco Brands, Inc.			386.82
<b>Verizon</b>			
Bill	12/06/2023	end of year balance - Steele lines	104.93
Total Verizon			104.93
<b>William Kamas</b>			
Bill	12/06/2023	mileage reimbursement--10/16-11/13/23	16.57
Total William Kamas			16.57
<b>Xerox Corporation</b>			
Bill	12/06/2023	BF copier usage contract through 11/21/2023	24.86
Total Xerox Corporation			24.86

10:54 AM  
12/06/23

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of December 6, 2023

---

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
TOTAL			<u>42,449.74</u>

10:33 AM  
12/06/23

**Central Library District and Central Book Aid Fund**  
**Unpaid Bills Detail**  
As of December 6, 2023

Type	Date	Memo	Open Balance
<b>Baker &amp; Taylor Books</b>			
Bill	12/06/2023	Reference materials - A...	224.77
Total Baker & Taylor Books			224.77
<b>Ingram Library Services</b>			
Bill	12/06/2023	November Library materi...	1,637.17
Total Ingram Library Services			1,637.17
<b>Matthew Bender &amp; Co., Inc.</b>			
Bill	12/06/2023	Reference Material	3,838.23
Total Matthew Bender & Co., Inc.			3,838.23
<b>Southern Tier Library System</b>			
Bill	12/06/2023	Downloadable e-books-...	1,823.54
Bill	12/06/2023	Downloadable e-books-...	906.84
Bill	12/06/2023	Downloadable e-books-...	3,993.27
Total Southern Tier Library System			6,723.65
<b>TOTAL</b>			<b>12,423.82</b>

11:28 AM

12/21/23

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of December 21, 2023**

Type	Date	Memo	Open Balance
<b>Baker &amp; Taylor Books</b>			
Bill	12/21/2023	Book purchase ST Juv	110.94
Total Baker & Taylor Books			110.94
<b>Bryan Boynton</b>			
Bill	12/21/2023	IT phone stipend for on call - 4th quarter 2023	90.00
Bill	12/21/2023	travel reimbursement 6/5/2023-12/06/2023	439.44
Total Bryan Boynton			529.44
<b>Connie Ogilvie</b>			
Bill	12/21/2023	reimbursement for items purchased	48.99
Total Connie Ogilvie			48.99
<b>Cummins Sales and Services</b>			
Bill	12/21/2023	maintenance - radiator - inv#W1-98873	432.40
Total Cummins Sales and Services			432.40
<b>Dataflow, Inc.</b>			
Bill	12/21/2023	flyers for Teen Programming - pd w/Anderson & Triangle Grant \$-Invoice #211866	44.00
Total Dataflow, Inc.			44.00
<b>Deborah L. Brimmer</b>			
Bill	12/21/2023		60.00
Total Deborah L. Brimmer			60.00
<b>Essential-Constructs LLC</b>			
Bill	12/21/2023	General conditions: Landscaping & spring clean up inv#23-110-001	4,437.00
Total Essential-Constructs LLC			4,437.00
<b>Essential Constructs L.L.C.</b>			
Bill	12/21/2023	General Conditions:Air Temp inv#23-1106-001	7,264.00
Total Essential Constructs L.L.C.			7,264.00
<b>Essential Constructs LLC</b>			
Bill	12/21/2023	Higher Information: invoice#23-1097-001	1,930.37
Total Essential Constructs LLC			1,930.37
<b>Essential Constructs, L.L.C.</b>			
Bill	12/21/2023	General Conditions: Waste Mgmt - invoice #23-1109-001	1,264.00
Total Essential Constructs, L.L.C.			1,264.00
<b>Essential Constructs, LLC</b>			
Bill	12/21/2023	General conditions - Kone elevator service inv#23-1114-001	388.00
Total Essential Constructs, LLC			388.00
<b>Fire Alarm Service Technology, Inc.</b>			
Bill	12/21/2023	monthly maintenance alarm sys x3 inv #46480, 46250,46707	217.50
Bill	12/21/2023	Annual Fire Alarm Monitoring HH - Aug & Sept ---#46480, 46250,46707,45462	55.00
Total Fire Alarm Service Technology, Inc.			272.50
<b>First Transit, Inc</b>			
Bill	12/21/2023	Bkm fuel for Nov - \$354.28/repairs - parts & labor - \$121.10 - inv#11932577	475.38
Total First Transit, Inc			475.38
<b>Gannett Media Corp</b>			
Bill	12/21/2023	Acct #1122174 - Nov Ad- invoice #0006034010	49.20
Total Gannett Media Corp			49.20
<b>Holly Melott</b>			

11:28 AM

12/21/23

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of December 21, 2023**

Type	Date	Memo	Open Balance
Bill	12/21/2023	insurance reimbursement and travel 2023	321.28
Total Holly Melott			321.28
<b>Image Integrator</b>			
Bill	12/21/2023	Invoice #19851- toner for microfiche	595.00
Total Image Integrator			595.00
<b>Insero</b>			
Bill	12/21/2023	2022 preparation & filing of 990	2,500.00
Total Insero			2,500.00
<b>Jessica Janowsky</b>			
Bill	12/21/2023	Gentle Chair Fitness 12/13 & 12/27 paid w/Jr. Leauge grant funds	150.00
Total Jessica Janowsky			150.00
<b>John van Otterloo</b>			
Bill	12/21/2023	IT phone stipend for on call - 4th quarter 2023	90.00
Total John van Otterloo			90.00
<b>Library Store, Inc</b>			
Bill	12/21/2023	processing supplies	392.47
Total Library Store, Inc			392.47
<b>NYSEG</b>			
Bill	12/21/2023	gas & electric-SML	2,831.24
Bill	12/21/2023	gas & electric-WE	618.60
Bill	12/21/2023	gas & electric-- HH	724.70
Total NYSEG			4,174.54
<b>Pitney Bowes</b>			
Bill	12/21/2023	postage meter refill	435.90
Total Pitney Bowes			435.90
<b>Sayles &amp; Evans</b>			
Bill	12/21/2023	Attorney fees - 09/01/2023-10/31/2023 -invoice #10457	4,015.00
Total Sayles & Evans			4,015.00
<b>Southern Tier Library System</b>			
Bill	12/21/2023	CPE Interlink Nimbus Phone Installation - invoice #4303	35,127.88
Bill	12/21/2023	Quarterly STLS IT Contract - Billed Entity Internet - BF, HH, ST, WE - inv 4344	1,800.00
Bill	12/21/2023	Nimbus Phone Installation - final payment #4371	4,279.25
Total Southern Tier Library System			41,207.13
<b>Sullivan Professional Landscaping</b>			
Bill	12/21/2023	Salt distribution HH 11/28 invoice #5579	81.00
Total Sullivan Professional Landscaping			81.00
<b>Village of Horseheads</b>			
Bill	12/21/2023	water - HH 7/25/23-10/31/2023	48.61
Total Village of Horseheads			48.61
<b>TOTAL</b>			<b>71,317.15</b>

1:01 PM

12/21/23

**Central Library District and Central Book Aid Fund**  
**Unpaid Bills Detail**  
As of December 21, 2023

---

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>New York Legal Publishing Corp.</b>			
Bill	12/21/2023	reference material	165.00
Total New York Legal Publishing Corp.			165.00
<b>Southern Tier Library System</b>			
Bill	12/21/2023	Downloadable e-books Graphic novels-invoice #4325	775.21
Bill	12/21/2023	Downloadable e-books-STLS rebill inv #4373	2,325.60
Total Southern Tier Library System			3,100.81
<b>TOTAL</b>			<b><u>3,265.81</u></b>

**CHEMUNG COUNTY LIBRARY DISTRICT**

document #2023-71

**Financial Report November 30, 2023**

<b>Income</b>	<b>2023 Annual Budget</b>	<b>Received to Date</b>	<b>Balance Remaining</b>	<b>Percentage Received</b>	<b>Percentage through Year</b>	<b>Notes</b>
Library Fines, Fees & Contributions	\$ 40,750	\$ 27,917		68.51%		
Grants (other than N.Y.S.)		\$ 73,032				CCLD Friends;United Way
Foundation Contributions (HH & Steele)	\$ 200,000	\$ 60,000		30%		
Library District Tax Receipts	\$ 3,398,615	\$ 3,398,615		100%		
PILOT Funds	\$ 72,000	\$ 39,097		54%		
Interest on Investments	\$ 6,000	\$ 5,010		84%		
<b>State Aid</b>						
Central Library Development	\$ 96,748	\$ 169,068		175%		
Central Book Aid	\$ 65,881			0%		
Local Library Services Aid	\$ 26,025	\$ 39,979		154%		
Other State Aid - State Construction Funds						
<b>TOTAL INCOME</b>	<b>\$ 3,906,019</b>	<b>\$ 3,812,718</b>	<b>\$ -</b>	<b>98%</b>	<b>92%</b>	
<b>Expense</b>	<b>Annual Budget</b>	<b>Expended to Date</b>	<b>Balance</b>	<b>Percent</b>	<b>Percentage</b>	
<b>Personnel</b>						
Salaries	1,873,625	1609046.86		86%		
Overtime & Holiday Salaries	24,353	\$ 18,637		77%		
<b>Employee Benefits</b>						
FICA	140,529	\$ 120,800		86%		
NY State Retirement	274,894	\$ 255,565		93%		
Medical & Dental	541,291	\$ 446,651		83%		
Other (Disability, Wk. Comp, Unemp)	31,443	\$ 31,353		100%		
<b>Subtotal - Personnel Expenses</b>	<b>2,886,135</b>	<b>2,482,052</b>		<b>86%</b>	<b>92%</b>	
<b>Contractual</b>						
Equipment	50,000	\$ 10,266		21%		Gifts:\$4414/\$458 Friends/\$745 Grant/HH Friends\$115
Telephone	10,800	\$ 10,500		97%		
Supplies	31,900	\$ 30,783		96%		<b>HH Foundation:\$2290</b> ;HH Friends \$72;Grant\$Mspace\$32;\$1175;Mkt\$847
Travel & Continuing Education	7,920	\$ 7,051		89%		
Repairs & Maintenance	21,435	\$ 21,435		100%		BF - gifts \$75
Postage	2,925	\$ 1,813		62%		
Library Materials (books, video, etc.)	394,329	\$ 334,101		85%		Gift:\$1156/ <b>Friends\$5500</b> /HH Friends \$469.19
Utilities	59,000	\$ 59,000		100%		
Building Cleaning Supplies	15,000	\$ 15,000		100%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 4,000		100%		
Insurance	35,675	\$ 35,675		100%		
Vehicle Operation / Maintenance	5,000	\$ 3,097		62%		
Professional Fees (audit, engineer/legal fees)	30,305	\$ 30,305		100%		
Data Processing Expenses (Cost Share)	117,505	\$ 114,727		98%		
Payment of Taxes	5,150	\$ 5,150		100%		
Library Programming	43,493	\$ 67,213		155%		<b>\$3659Friends/Grant \$12878/HH Friends \$6707/Gifts\$2619</b>
Chemung County costs (B&G, vision)	14,000	\$ 14,000		100%		
Capital Improvements STATE CONST see below	10,000	\$ 10,000		100%		
Contingency Fund	48,595	\$ 58,609		121%		ins/bldg supplies/capital improv/util/prof fees/main/fuel/taxes
<b>Subtotal Expenses</b>	<b>\$ 3,793,167</b>	<b>\$ 3,314,777.74</b>	<b>\$ -</b>	<b>87%</b>	<b>92%</b>	
<b>TOTAL EXPENSES</b>	<b>\$ 3,793,167</b>	<b>\$ 3,314,778</b>				