



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.cclld.lib.ny.us

Agenda

The August 2009 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, August 20th, 2009 at the Steele Memorial Library, 101 East Church Street, Elmira, New York 14901. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Smith (737-7285), Mrs. Santulli (733-8607), or Mr. Sleeth (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2009-57)
4. Treasurer's report
 - a) Financial report (document #2009-58)
 - b) Report of unpaid Bills Detail (document #2009-59)
6. Correspondence
7. President's report
 - a) Presentation by representatives from the Southern Tier Library System (document #2009-60)
8. Director's report
 - a) Personnel activities since the July 2009 meeting of the Library Board (document #2009-61)
9. Committee reports:
 - a) Executive Committee (Smith)
 - 1) Report of the Committee meeting (document #2009-62)
 - b) Budget & Finance Committee
 - 1) Report of the Committee meeting (document #2009-63)
 - 2) Proposed 2010 budget (document #2009-64)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2009-65)
10. Old business
11. New business
 - a) Proposal to hire a consultant to assist in the procurement of a new bookmobile (previously distributed)
12. Period for public expression
13. Adjournment

Document #2009-57

Minutes of the July 2009 meeting of the Chemung County Library District Board of Trustees. The July meeting was held on Thursday, July 16, 2009 at 7:00pm at the Horseheads Free Library. The meeting was called to order by President Allen (Denny) Smith. Present were Marleah Denkenberger, Robin Fitzgerald, Georgia Reynolds, Judy Sell, Tina Hager, Susan Cook, Jan Kather, Andrea Ogunwumi, Jason Harmon, Karl Schwesinger and Jessica Roberts. Excused: Mary Beth Conwell. Absent was Sandra Dicinti. Also present was Maureen Ferrell, liaison with the Public Library Foundation, Jim Sleeth, the Library's Director, and Joan Santulli, the Library's Administrative Assistant.

Chris Corter, the Librarian in charge of the Horseheads Free Library took board members on a mini-tour of the library and explained some of the changes that she will be making in the next few months, including long overdue weeding of the collection.

Prior to entering into Library District business, President Smith stated that all board members should have received Library District Director, Jim Sleeth's notification of his decision to retire at the end of the year. Mr. Smith stated that he will miss Mr. Sleeth's guidance and leadership.

Minutes. The minutes of the June 2009 meeting (Document #2009-50) were presented for board review. One correction was noted – Tina Hager was excused from the June 2009 meeting. The minutes were approved as amended by unanimous consent.

Financial Report. The June 30, 2009 Financial Report (Document #2009-51) was presented for board review. By unanimous consent the June 30, 2009 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2009-52). By unanimous consent, the board authorizes the payment of the unpaid bills dated 7/1/09 and 7/8/09 as distributed.

Correspondence. Mr. Sleeth reported that the only correspondence that has been received since the Executive Committee meeting is a request from Sherrill Collins, the President of the board of the Southern Tier Library System, to be given an opportunity to speak to the Library District board regarding financial issues. The CCLD board agreed that Ms. Collins and Mr. Green (STLS board member from Chemung County) be placed on the agenda for the August 13, 2009 meeting of the Budget & Finance Committee meeting that will be scheduled to begin at 8:00am on that date.

President's report. President Smith stated that his time these last few weeks has been occupied with issues relating to the development of a search team that will be searching for a new Library District Director.

Director's Report. The Director's report concerning personnel activities since the June 2009 meeting was presented in writing to the board (Document #2009-53). Mr. Sleeth reported that besides announcing his retirement, a Library Page was transferred from the Steele Memorial Library to the Horseheads Free Library to fill the new position as listed in the 2009 Library District budget. Another employee, a full time Library Clerk, requested that she be hired as a part time Library Page, a request that was granted. A replacement for the full time Library Clerk position has already been hired. This leaves one position at the Steele Library vacant due to the disability of one part time Library Page.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2009-54). President Smith stated that during the month, the Library District received two letters from the Public Library Foundation of Chemung County. The first letter dated June 25, 2009 delivered the PLF's second quarter 2009 contribution and reiterated its intention to contribute \$10,000 for a new bookmobile. The second letter dated June 30, 2009 noted that the Foundation anticipates transferring \$85,000 to the Library District in 2010 and included a list of items to be spent for the benefit of the Horseheads Free Library. Mr. Smith will speak to Dick Pirozzolo, the Treasurer of the PLF, to get clarification on some of the items listed in this letter.

It was reported that two staff members – Patchett and Shepson – will be attending the American Library Association's "Bookmobile Sunday" conference over the weekend. Upon their return, a report will be submitted with what they have learned. Mr. Sleeth reported that the total of committed and received funds for a new bookmobile is now at \$194,500. Mr. Smith reported that he and Mr. Sleeth attended a meeting of the Community Foundation to receive in person their donation of \$35,000 toward the purchase of a new bookmobile.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2009-55). Ms. Fitzgerald stated that the Committee had a long meeting working on the 2010 proposed budget. It is a work in progress that will be submitted for the full board for consideration and action at the August 20th meeting of the CCLD board. Ms. Fitzgerald requested that if any board committees need funding in 2010, their requests should be submitted to the Budget & Finance Committee by August 12, 2009.

The board briefly discussed the search for a new Library District Director and the possible costs that could be incurred. A decision has not yet been made whether or not the Library District will pay transportation costs to bring in a candidates under consideration. The job will be posted on a variety of list serves. It was suggested that the board contact the Tompkins County Library board of trustees to see what they are doing to fill their Library Director position. Mr. Smith extended an invitation to the full board to invite members that are interested to join the Search Committee. The committee currently includes Ms. Denkenberger, Ms. Reynolds, Ms. Roberts,

Ms. Conwell, Mr. Smith and Ms. Kather. The Search Committee will give a full report at the August 20th meeting of the CCLD board.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2009-56). Mr. Schwesinger reported that due to a citation from the Chemung County Board of Health, the Library District cannot delay the installation of public water to the Big Flats Library. Mr. Schwesinger moved, seconded by Ms. Reynolds that in the case of the water installation at the Big Flats Library, that the Library District not require three quotations for this work, due to the fact that this project is an emergency and that the Library District has prior positive experience with the proposed contractor, Elmira Structures. Motion carried.

The Big Flats Library also needs to have work done on its drywell. Mr. Schwesinger stated that he has one estimate on the project and will request two more quotes to bring to the Executive Committee meeting of the board for approval.

The roof installation at the Horseheads Free Library continues to be a problem. Mr. Schwesinger stated that he hired Hale Roofing Company to inspect the roof at HFL to evaluate the job done by Al's Construction. Following that inspection, a letter will be drafted to the contractor to list what needs to be done to the roof before it can be considered a completed job. No manufacturer warranties have been received, indicating that the new roof has not yet been installed correctly.

Ms. Santulli reported on a meeting held at the Horseheads Free Library with Bob Butcher of Foor & Associates. This meeting was in regards to the 2008 State Construction Project which installs new accessible entrance, exterior door replacements and clerestory window replacements at the Horseheads Free Library. Details were discussed and the job will be put out for bid before the end of July, with the project to begin no later than August 4, 2009.

Regarding the grant application to install a green roof at the Steele Memorial Library, the State has informed us that the Library District must complete a Short Environmental Quality Review (SEQR) and fill out some forms for SHPPO (Historical Preservation) prior to approval of the grant. The following resolution was adopted by the board of trustees.

**RESOLUTION AND NOTICE OF DETERMINATION OF NON-SIGNIFICANCE
PURSUANT TO 6NYCRR PART 617 RELATIVE TO THE PROPOSED
STEELE MEMORIAL LIBRARY GREEN ROOF PROJECT FOR THE
CHEMUNG COUNTY LIBRARY DISTRICT**

By: Karl Schwesinger, seconded by: Mr. Harmon

WHEREAS, the Chemung County Library District authorized Fagan Engineers to evaluate the feasibility of developing the Steele Memorial Library Green Roof Project; and

WHEREAS, Fagan Engineers has completed a Pre-referendum Scoping and Cost Estimate Report; and

WHEREAS, the Chemung County Library District has classified this project as a Type II action determined not to have a significant impact on the environment under the New York State Environmental Quality Review Act (SEQR) pursuant to the provisions of 6NYCRR Part; and

WHEREAS, the Chemung County Library District finds that the proposed project will improve the facilities to better serve the District; now, therefore, be it

RESOLVED, that the Chemung County Library District classifies the proposed action as a Type II action determined not to have a significant impact on the environment. This action does not require any further evaluation pursuant to SEQR. The proposed action will not result in significant adverse impacts upon the environment, subject to the following conditions:

Formal approval is obtained from the New York State Office of Parks, Recreation and Historic Preservation (SHPO); and, be it further

RESOLVED, that the documents that constitute the environmental review record for the proposed action are filed in the office of the District Secretary of Chemung County Library District; and, be it further

RESOLVED, that the District Secretary of Chemung County Library District shall and hereby is directed to retain a certified copy of this resolution and the supporting documentation in the office file. Motion Carried.

Ms. Kather reported that two local contractors have been contacted to give the Library District quotes on furniture / flooring for the café area of the Steele Memorial Library.

Personnel Committee. Regarding the evaluation process of the current Library District Director Jim Sleeth, Mary Beth Conwell submitted a written report that all committee members have reviewed the findings and a full report will be submitted at the August meeting of the board. She also reported that, regarding the resignation of the current Director, key people with Library experience for input on various topics related to the search will be contacted and the Committee expects to post the job announcement in mid-August.

Old Business. None.

New Business. Ms. Santulli stated that Kathy Stickler, the auditor from Mengel, Metzger and Barr submitted a draft copy of the Form 990 “Return of Organization Exempt from Income Tax” for the board to review. After review by the board, Ms. Fitzgerald moved, seconded by Ms. Ogunwumi to approve the draft copy of the Form 990 and to authorize the board president to sign the official paperwork once it has been received by the Library District. Motion Carried.

Ms. Cook, the Secretary of the CCLD board of trustees, listed the following election districts which are open for election in November of 2009. According to the records, there are nine individuals who must run for election or re-election to the CCLD board:

District #2 Robin Fitzgerald - a second full three-year term;
District #5 Tina Hager - to complete the final two years of a three-year term;
District #7 Mary Beth Conwell - a first full three-year term;
District #10 Jason Harmon - to complete the final two years of a three-year term;
District #11 Allen C. (Denny) Smith - a second full three-year term;
District #12 Karl Schwesinger - a second full three-year term;
District #13 Sandra DiCinti - to complete the final year of a three-year term;
District #14 a full three-year term;
District #15 Jessica Roberts - to complete the final two years of a three-year term.

The individuals running for these positions need to take petition forms around their districts to be eligible for inclusion on the general election ballot. The deadline for receipt at the Administration office of the Library District is Friday, August 28th. These petitions must be reviewed by the Secretary of the CCLD board, and then forwarded to the County Board of Elections by Monday, August 31st, 2009.

Public Expression. None.

The meeting was adjourned at 8:25pm. The next regular meeting of the board will be on Thursday, August 20th, 2009 at 7pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2009-58)

Financial Report - JULY 31, 2009

Account	2009 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
Income					
Library Fines, Fees & Contributions	\$ 108,300	\$ 56,273	\$ 52,027	52%	
Grants (other than N.Y.S.)	20,000	21,770	(1,770)	109%	
New Bookmobile fund	0	69,570			
Foundation Contributions	160,000	30,777	129,223	19%	
Library District Tax Receipts	2,336,605	2,336,605	0	100%	
Interest on Investments	50,000	7,193	42,807	14%	
State Aid					
Central Library Development	105,000		105,000	0%	
Central Book Aid	71,500		71,500	0%	
Local Library Services Aid	41,700	3,739	37,961	9%	
Other State Aid	134,162	130,297	3,865	97%	
TOTAL INCOME	\$ 3,027,267	\$ 2,656,224	\$ 440,613	88%	58%

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
Expense					
Personnel					
Salaries	\$ 1,218,644	\$ 678,196	\$ 540,448	56%	
Sunday & Holiday Salaries	58,317	23,844	34,473	41%	
Employee Benefits	550,602	282,269	268,333	51%	
Subtotal - Personnel Expenses	1,827,563	984,309	843,254	54%	58%
Contractual					
Equipment	34,140	16,236	17,904	48%	
Telephone	11,200	6,221	4,979	56%	
Supplies	35,100	34,372	728	98%	
Travel & Continuing Education	21,565	9,536	12,029	44%	
Repairs & Maintenance	32,780	25,094	7,686	77%	
Postage	9,400	8,139	1,261	87%	
Education - Tuition Assistance	3,850	860	2,990	22%	
Library Materials (books, video, etc.)	302,000	183,876	118,124	61%	
Utilities	96,350	27,174	69,176	28%	
Building Cleaning Supplies	7,000	4,616	2,384	66%	
Fuel, Gas & Oil	4,200	892	3,308	21%	
Insurance	32,266	15,491	16,775	48%	
Rent	5,150	4,167	983	81%	
Vehicle Operation / Lease	5,000	1,245	3,755	25%	
Professional Fees (audit, engineer/legal fees)	90,050	45,351	44,699	50%	
Data Processing Expenses	44,767	22,169	22,598	50%	
Payment of Taxes	4,845	4,500	345	93%	
Library Programming	20,300	15,900	4,400	78%	
Chemung County costs (B&G, vision)	20,549	2,353	18,196	11%	
Capital Improvements	308,414	120,580	187,834	39%	
Contingency Fund	59,994		59,994	0%	
Debt Service	63,148	31,574	31,574	50%	
TOTAL EXPENSE	\$ 3,039,631	\$ 1,564,655	\$ 1,474,976	51%	58%

****NOTES TO FINANCIAL REPORT**

INCOME

Other Grants income includes 2008 & 2009 Gates Foundation grant plus \$5,000 from HFL Friends.

The State Construction funds include final receipts from NYS for 06/07 projects plus funding for the 2008/09 projects.

EXPENSE

Repairs & Maintenance includes annual service contracts that are paid at the beginning of the year.

Capital Improvement includes payments for prior year State Construction projects plus Phase 2 expenses for Steele renovation plan

Equipment line includes purchase of 2 public copiers for Steele (included in 2008 budget) & 2 DVR's for Steele security cameras

Supply line includes purchases for HFL using their Friends funds (\$2,808) plus Marketing Committee purchase of library cards (\$4,171)

Unpaid Bills Detail

As of August 12, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	08/12/2009	Reference materials	338.35
Total Baker & Taylor Books			<u>338.35</u>
Porter Sargent Publishers, Inc.			
	08/12/2009	Reference materials	105.05
Total Porter Sargent Publishers, Inc.			<u>105.05</u>
Southern Tier Library System			
	08/12/2009	processing fees-NonF/Ref -June/July	303.50
Total Southern Tier Library System			<u>303.50</u>
			<u><u>746.90</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 12, 2009

Document #2009-59

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Acme Pest Control, Inc.			
	08/12/2009	Pest Control @ Steele-August 09	25.00
Total Acme Pest Control, Inc.			<u>25.00</u>
Almond 20th Century Club Library			
	08/12/2009	Payment for DVD for BF	5.00
Total Almond 20th Century Club Library			<u>5.00</u>
AT&T			
	08/12/2009	long dist chg-SML-June/July	12.50
Total AT&T			<u>12.50</u>
Audio Adventures			
	08/12/2009	Steele AV purchases	57.60
Total Audio Adventures			<u>57.60</u>
BBC Audiobooks America			
	08/12/2009	Audio purchases for Steele	79.96
Total BBC Audiobooks America			<u>79.96</u>
Blackbourn Media Packaging			
	08/12/2009	AV supplies for BF	109.73
Total Blackbourn Media Packaging			<u>109.73</u>
Bobby K Entertainment			
	08/12/2009	deposit for 9/15 program @ BF	625.00
Total Bobby K Entertainment			<u>625.00</u>
Center Point Large Print			
	08/12/2009	BKM/ST Fiction large print	346.86
Total Center Point Large Print			<u>346.86</u>
Chemung Canal Trust Company			
	08/12/2009	misc credit card purchases-July	992.28
Total Chemung Canal Trust Company			<u>992.28</u>
Chemung County Buildings & Grounds Dept.			
	08/12/2009	Utility & Bldg Maint. chg- 2nd Qtr 2009	26,850.27
Total Chemung County Buildings & Grounds Dept.			<u>26,850.27</u>
Chemung County Library District			
	08/12/2009	Petty Cash reimbursement - WE	263.07
Total Chemung County Library District			<u>263.07</u>
Christine Kastner			
	08/12/2009	Patron refund of collection fee	35.00
Total Christine Kastner			<u>35.00</u>
Classified Marketplace			
	08/12/2009	Legal Notices- Req. for Bids on 08 HFL projectq	225.00
Total Classified Marketplace			<u>225.00</u>
Demco, Inc.			

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 12, 2009

Document #2009-59

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Demco, Inc.	08/12/2009	supplies WE	55.93
			<u>55.93</u>
EBSCO Subscription Services			
Total EBSCO Subscription Services	08/12/2009	magazine subscription renewal - balance due	136.24
			<u>136.24</u>
Educational Directories			
Total Educational Directories	08/12/2009	HFL book purchase	27.00
			<u>27.00</u>
Elmira Water Board			
Total Elmira Water Board	08/12/2009	Water bills-WE/ST	224.74
			<u>224.74</u>
Fire Alarm Service Technology, Inc.			
Total Fire Alarm Service Technology, Inc.	08/12/2009	Security monitoring HFL & ST 09/10	630.00
			<u>630.00</u>
First Transit			
Total First Transit	08/12/2009	Bookmobile fuel May/July	72.96
			<u>72.96</u>
Genealogical Publishing Company			
Total Genealogical Publishing Company	08/12/2009	Geneal. materials	54.95
			<u>54.95</u>
H. L. Treu Office Supply Corp.			
Total H. L. Treu Office Supply Corp.	08/12/2009	Office supply-Steele	51.98
			<u>51.98</u>
Holiday Inn Express			
Total Holiday Inn Express	08/12/2009	hotel expense-July program	126.00
			<u>126.00</u>
Hornell Public Library			
Total Hornell Public Library	08/12/2009	Payment for lost book-WE	20.00
			<u>20.00</u>
Horseheads Do It Center			
Total Horseheads Do It Center	08/12/2009	HFL - supplies	8.06
			<u>8.06</u>
Idearc Media Corp.			
Total Idearc Media Corp.	08/12/2009	Phone book ad-monthly fee/phone books	151.78
			<u>151.78</u>
Image Integrator			
Total Image Integrator	08/12/2009	spools for MF machines-ST	150.00
			<u>150.00</u>
Ingram Library Services			
	08/12/2009	Library materials-July for WE	1,807.27
			<u>1,807.27</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 12, 2009

Document #2009-59

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Ingram Library Services			1,807.27
J & D Cappy's Ltd.			
	08/12/2009	newspapers for ST -July	155.00
Total J & D Cappy's Ltd.			155.00
Jim's Electric			
	08/12/2009	relocate outlets at Steele	378.00
Total Jim's Electric			378.00
Michelle Barrett			
	08/12/2009	mileage reimbursement -Costume pickup/return	51.59
Total Michelle Barrett			51.59
MidWest Tape			
	08/12/2009	DVD/Audio purchases- Steele/HF/WE	2,821.62
Total MidWest Tape			2,821.62
NADA Used Car Guide			
	08/12/2009	HFL Purchase	90.00
Total NADA Used Car Guide			90.00
O'Connor Plumbing & Heating			
	08/12/2009	checking HVAC system at HFL	195.00
Total O'Connor Plumbing & Heating			195.00
ProQuest LLC			
	08/12/2009	microfilm-Star Gazette May 09	13.29
Total ProQuest LLC			13.29
Purchase Power			
	08/12/2009	postage all libraries	37.98
Total Purchase Power			37.98
Random House, Inc.			
	08/12/2009	AV purchases-ST	1,026.10
Total Random House, Inc.			1,026.10
Recorded Books			
	08/12/2009	Steele purchases	626.68
Total Recorded Books			626.68
Rose Woodard			
	08/12/2009	Reimb for Programming- SRC	119.64
Total Rose Woodard			119.64
Sheesleys Sewer Service			
	08/12/2009	Pump drywell @ BF	228.00
Total Sheesleys Sewer Service			228.00
SKJ Facilities Management, Inc.			
	08/12/2009	HFL Janitor services -6/21-7/26	720.00
Total SKJ Facilities Management, Inc.			720.00

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 12, 2009

Document #2009-59

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
South Central Regional Library Council			
	08/12/2009	membership dues 09/10	924.00
Total South Central Regional Library Council			<u>924.00</u>
Southern Tier Library System			
	08/12/2009	labels/processing fees	1,872.72
Total Southern Tier Library System			<u>1,872.72</u>
Staples Business Advantage			
	08/12/2009	phone purchase HFL	159.90
Total Staples Business Advantage			<u>159.90</u>
Sunset Printers			
	08/12/2009	Marketing Committee - new letterhead/envelopes, i	2,735.09
Total Sunset Printers			<u>2,735.09</u>
The Leader			
	08/12/2009	Steele subscription	195.50
Total The Leader			<u>195.50</u>
The Penworthy Company			
	08/12/2009	books for Steele Juv	36.17
Total The Penworthy Company			<u>36.17</u>
Thomson Gale			
	08/12/2009	ST fiction purchase	740.76
Total Thomson Gale			<u>740.76</u>
Unique Management Services, Inc.			
	08/12/2009	Collection fees -June/July all libraries	2,332.77
Total Unique Management Services, Inc.			<u>2,332.77</u>
United Fire Equipment of So. Tier, Inc.			
	08/12/2009	Annual inspection of fire ext-ST/BF/WE	116.00
Total United Fire Equipment of So. Tier, Inc.			<u>116.00</u>
Verizon			
	08/12/2009	phone service-ST/WE	524.66
Total Verizon			<u>524.66</u>
Wegmans Food Markets Inc.			
	08/12/2009	Prog. supply SML	71.21
Total Wegmans Food Markets Inc.			<u>71.21</u>
World Class Learning Materials			
	08/12/2009	puppets for WE	111.99
Total World Class Learning Materials			<u>111.99</u>
			<u><u>49,427.85</u></u>

Unpaid Bills Detail

As of August 5, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	08/05/2009	NonFiction book purchase	115.17
Total Amazon Credit Plan			<u>115.17</u>
Baker & Taylor Books			
	08/05/2009	Reference materials	272.64
Total Baker & Taylor Books			<u>272.64</u>
Ingram Library Services			
	08/05/2009	Non-Fiction book purchases-July invoices	545.88
Total Ingram Library Services			<u>545.88</u>
Jim Sleeth			
	08/05/2009	Travel Reimbursement 2/5/09-6/22/09	663.69
Total Jim Sleeth			<u>663.69</u>
TOTAL			<u><u>1,597.38</u></u>

Unpaid Bills Detail

As of August 5, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	08/05/2009	purchases - all libraries	<u>477.65</u>
Total Amazon Credit Plan			477.65
Brian P. Harris			
	08/05/2009	mileage reimb 4/17-7/14 plus 09 insurance reimb.	<u>289.60</u>
Total Brian P. Harris			289.60
Chemung County Library District			
	08/05/2009	Petty Cash reimbursement - HFL	<u>188.30</u>
Total Chemung County Library District			188.30
Chemung Valley Fiber Arts Guild			
	08/05/2009	Program on 8/13 at ST	<u>100.00</u>
Total Chemung Valley Fiber Arts Guild			100.00
Deborah L. Brimmer			
	08/05/2009	mileage reimbursement -July	<u>169.95</u>
Total Deborah L. Brimmer			169.95
Dell Marketing L.P.			
	08/05/2009	new staff computers-all libraries	<u>4,967.00</u>
Total Dell Marketing L.P.			4,967.00
Dianne Patchett			
	08/05/2009	BKM conference reimbursement of expenses	<u>170.41</u>
Total Dianne Patchett			170.41
Eleanor Shepson			
	08/05/2009	travel to BKM conference-reimb of expenses	<u>745.17</u>
Total Eleanor Shepson			745.17
Erin C. Hughes			
	08/05/2009	Refund of Collection fee paid	<u>20.00</u>
Total Erin C. Hughes			20.00
Ingram Library Services			
	08/05/2009	Library materials-July	<u>4,682.83</u>
Total Ingram Library Services			4,682.83
Instructional Video			
	08/05/2009	DVD purchases	<u>104.84</u>
Total Instructional Video			104.84
Jeff Tuschner			
	08/05/2009	Patron Refund	<u>80.00</u>
Total Jeff Tuschner			80.00

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 5, 2009

Document #2009-59

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Marc Rubin Associates, Inc.			
	08/05/2009	Masthead for newsletter	1,000.00
Total Marc Rubin Associates, Inc.			<u>1,000.00</u>
MCI			
	08/05/2009	Long distance chg-HFL	18.29
Total MCI			<u>18.29</u>
Mengel Metzger & Barr			
	08/05/2009	balance due on 08 audit	750.00
Total Mengel Metzger & Barr			<u>750.00</u>
Petty Cash-Steele			
	08/05/2009	Steele supply/postage etc	185.62
Total Petty Cash-Steele			<u>185.62</u>
Pitney Bowes			
	08/05/2009	mail machine lease-4/30-7/30/09	645.00
Total Pitney Bowes			<u>645.00</u>
Quill			
	08/05/2009	Office supplies-all libraries	470.32
Total Quill			<u>470.32</u>
RadioShack Corporation			
	08/05/2009	batteries/adapter	22.76
Total RadioShack Corporation			<u>22.76</u>
Robert McEntee			
	08/05/2009	Magic Bob @ Steele in August	950.00
Total Robert McEntee			<u>950.00</u>
South Central Regional Library Council			
	08/05/2009	Workshop registration-ST	15.00
Total South Central Regional Library Council			<u>15.00</u>
Staples Credit Plan			
	08/05/2009	Office supplies BF/HFL/IT	493.32
Total Staples Credit Plan			<u>493.32</u>
Stuart Finch			
	08/05/2009	Mileage reimb-workshop 7/23/09	20.90
Total Stuart Finch			<u>20.90</u>
Time Warner Cable			
	08/05/2009	VPN service-all libraries-August	200.00
			<u>200.00</u>

Unpaid Bills Detail

As of August 5, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Time Warner Cable			200.00
Verizon			
	08/05/2009	phone service-BF/HFL	<u>177.98</u>
Total Verizon			177.98
Verizon Wireless			
	08/05/2009	BKM/IT Dept cellular service-July	<u>156.91</u>
Total Verizon Wireless			156.91
Vickie S. Davis			
	08/05/2009	Patron refund	<u>40.00</u>
Total Vickie S. Davis			<u>40.00</u>
TOTAL			<u><u>17,141.85</u></u>



STLS Memo No. 09-15

July 10, 2009

To: Directors; Board Presidents and Trustees
From: Ristiina Wigg, Executive Director

County Discussions – the Future, System services and Member financial support

Wednesday, August 5 – Montour Falls 6 pm

Tuesday, August 11 – Friendship 6 pm

Wednesday, August 12 – Bath 6 pm

Tuesday, August 18 – Penn Yan 6 pm

A group of local library trustees met in the 1950's to plan a library system which would provide centralized services and a way for libraries to provide cooperative services. As a result, in 1958 the Southern Tier Library System was chartered by the Regents and over the next years each local library chose to join as they realized that "together we are better and stronger than we are individually." Libraries continue to be members on a voluntary basis.

The mission of the System, a regional consortium of public libraries, is to "work in partnership with its members to support and strengthen them through clearly defined, cost-effective services that make possible the coordination and sharing of resources, enabling all individuals in the five-county region to have equal access to excellent library services."

Now, we need your help to answer this question - How do we work together to take our regional network and excellent library services into the 21st century? State funding is shrinking. Albany's long-time attitude toward library funding is reflected in the fact that aid for services has not increased since 1998, was reduced in 2008 and again reduced this year. However,, local residents need, want, and demand ever more from libraries.

Come to one of these discussion sessions. We need to hear from you.

Enclosed is background information; additional information will be posted at <http://www.stls.org/about/planofservice.htm>

So that we may plan for refreshments, please register with to Mike Eckstein, (ecksteinm@stls.org), by Friday, July 31 or register on the STLS website www.stls.org

Name(s) : _____

Library: _____

STLS LIBRARY DIRECTORS ADVISORY COUNCIL
BOARD OF TRUSTEES STATEMENT
Presented at the April 2009 Council meeting
By STLS President Sherry Collins

STLS has always been a cooperative system—in the sense that each member library provides services to any other member of the system without restriction or charge, and STLS has traditionally provided its services for as low a cost to the libraries as possible.

In recent years, knowing that we would soon be facing a fiscal crisis, the STLS Board of Trustees held a series of planning retreats and numerous committee meetings to devise a strategic plan for not only weathering the current financial storm, but to ensure the financial stability of this organization for years to come. The Board has devised a framework for the way we will conduct business and continue to help and strengthen our members through our services.

The Board of Trustees Strategic Plan calls for four points of action:

- 1) A Membership Contributions Team Committee will be convened in 2009 to begin this planning process, and will continue to meet throughout the year and into the future. This committee will be comprised of STLS trustees, the Directors' Advisory Council, member trustees and staff. It will hold discussions on services deemed necessary to member operations, costs related to those services, and analysis of member support and governance for those services.
- 2) Through the STLS Board's Fundraising Committee, obtain contributions for businesses, individuals and foundations by developing annual goals, and creating public/private partnerships.
- 3) Expand the System's resources through a Board Grant-writing committee, which will support the continued introduction of innovative programs and services from the System.
- 4) The Board's Advocacy committee will work with member libraries and Library Boards to increase local advocacy efforts for greater financial investment by the State.

Today we are going to begin an ongoing discussion with our members, through the means of this Advisory Council by gathering information, establishing consensus, and providing guidance for future issues and discussions.

Some things to think about:

- What do member libraries value/not value in terms of services, programs, etc.?
- How can we involve local library trustees?
- Local concerns that STLS needs to know about
- How can the member libraries and STLS cooperate in reaching strategic goals?
- What issues exist between member libraries?
- Please add your suggestions.

STLS ad-hoc Financial Strategies Committee

Updated Presentation to STLS Board, September 2008

THE BIG PICTURE - HOW LONG CAN STLS OPERATE WITH FLAT FUNDING?

(1) 2008 projected budget and 2009/2011 estimates

The budget does not include pass-through items, LSTA grants or member items

Projected 2008 income – by funding streams

State aid (includes 2% reduction)	\$ 1,125,557	69 %
Member contributions (cost-share, book processing)	\$ 151,385	9%
E-rate Telecommunication reimbursement	\$ 48,000	3%
Interest	\$ 12,000	1%
From 2007 cash balance	\$ 195,963	12%
SUB-TOTAL	\$ 1,532,905	
Miscellaneous (Mostly 2008 construction grant)	\$ 92,199	6%
TOTAL	\$ 1,625,104	100%

Additional 2008 income not included in budget

- \$137,906 One-time only state aid (includes 2% reduction,)
- \$180,600 Member items for specific programs (rotating collections, grants to members)
- \$ 64,319 Telecommunications grant application (this application has not been funded)

Projected 2008 expenses – with estimates for 2009/2011

	<u>2008 budget</u>	<u>2009 estimate</u>	<u>2011 estimate</u>
Salaries	\$ 643,874	\$ 666,410	\$ 706,994
Benefits	\$ 248,312	\$ 263,416	\$ 288,355
Mortgage	\$ 59,174	\$ 59,174	\$ 59,174
Telecomm	\$ 82,530	\$ 80,000	\$ 75,000
Software Maintenance	\$ 64,687	\$ 70,000	\$ 90,000
Vehicle Operation	\$ 31,050	\$ 32,292	\$ 34,927
Insurance	\$ 17,000	\$ 17,690	\$ 19,122
Utilities	\$ 14,300	\$ 14,872	\$ 16,554
Construction Project	\$ 164,148	\$ 0	\$ 0
Other	\$ 300,029	\$ 332,294	\$ 359,409
TOTALS	\$1,625,104	\$1,546,138	\$1,649,535
Estimated basic operating Increases over 2008		\$ 85,182	\$ 188,579

(2) STLS Funding History

Year	CPI * %	State Operating Aid	Supplementary State Aid	Federal LSTA Grants **	Payments by Member Libraries
1998	1.6	\$1,128,318	automation \$18,842	\$121,114	none
1999	2.2	\$1,128,497		\$101,997	\$ 32,500
2000	3.4	\$1,128,497		\$151,285	\$ 65,221
2001	2.8	\$1,128,497		\$87,258	\$ 74,000
2002	1.6	\$1,129,114		\$131,817	\$97,564
2003	2.3	\$1,139,199 15% cut proposed. *** STLS staff reduced 30%			\$121,246
2004	2.7	\$1,062,881 5% reduction in aid		\$ 5,500	\$127,181
2005	3.4	\$1,140,948	\$ 58,724 (member item only for Republican districts)	\$43,750	\$140,186
2006	3.2	\$1,131,690	\$ 51,509	\$50,147	\$148,026
2007	2.8	\$1,132,243	\$ 138,853	\$16,000	\$152,842
2008	3.8	Reduced by legislature \$1,014,920		\$ 13,273	\$151,756

NOTES:

* Consumer Price Index - Bureau of Labor Statistics

<ftp://ftp.bls.gov/pub/special.requests/cpi/cpi.txt>

** Federal Library Services and Technology act funds awarded by the New York State Library. Made available to library systems through competitive grants. These Federal funds are decreasing due to the reduction in State population, and increasing use of these funds at the State level.

*** The reduction threatened by the State was eventually eliminated and funding restored, but the 30% reduction in staff played an important role in keeping STLS fiscally sound in the years ahead.

(3) STLS Funding Sources - Overview

New York State funds libraries and library systems through an omnibus funding package. Public library systems receive operating aid based on number of counties, the population, square miles, local library book budgets, and aid to support local libraries. Public library systems also receive categorical aid for outreach and automation services and services to state correctional facilities and county jails. Statewide, libraries are still playing "catch-up" from the flat funding of the 1990's and cutbacks in 2004.

In this financial environment, Southern Tier Library System staff members continually look for ways to reduce costs and to maximize the benefit of grants. At the same time the System strives to provide cost-effective services that support member libraries and assist them to provide excellent library services in a fast-changing environment.

(4) STLS Funding Sources – State Aid

- 1990 – State Legislature approved a formula change and 3-year funding increase for libraries
- 1998 – The formula changes and funding increases were fully funded
- 1999 thru 2003 – STLS Board approved annual deficit budgets
- 2003 – Governor proposes a 15% funding reduction. STLS reduces spending to make up anticipated budget deficit. **Staff positions are reduced by 30%**. Six STLS employees retire and 3 part-time positions are eliminated. Cost of benefits is reduced by hiring part-time employees rather than full-time. STLS discontinues purchasing for member libraries. **State funding is eventually restored to 1998 levels (no 15% cut), but the 30% reduction in staff plays an important role in keeping STLS fiscally sound through 2008.**
- 2004 – Governor proposes 5% funding reduction. Legislative override fails. System funds reduced by 5%
- 2005 – Assembly Republicans provide member items to restore 2004 funds for libraries/systems in their areas. 2005 STLS budget restored to 1998 level
- 2006 – One-time supplementary funding for library Systems. STLS receives \$ 51,509
- 2007 – One-time supplementary funding for library Systems. STLS receives \$138,853
- 2008 – A 2% reduction in basic aid was implemented
- 2009 – New reductions in basic and one-time supplementary aid; additional reductions may be made mid-year

(5) STLS Funding Sources – Member Items

Through 2008 Senators Winner and Young continued funding for BookShare, a 20-year-old member item program started by then Senator Randy Kuhl. BookShare funds (\$83,200) are split between members (\$1,600 to each chartered library) and materials for STLS rotating collections. In most years STLS has applied to Senator Winner for a second member item – usually computer equipment.

2002 - \$242,948 member item grant enabled STLS to migrate to the up-to-date integrated library System, Sirsi/Unicorn. As a result member libraries did not need to help fund the project

2008 - \$180,600 in member items as noted in Section 1

- \$110,000 passes through to specific member libraries
- \$ 43,600 for materials for rotating collections, downloadable titles
- \$ 27,000 grant for computer lab

(6) STLS Funding Sources – Grants

2008 - \$82,074 construction aid

Cooling for server room, purchase 2 computer servers and up-dated Sirsi/Dynix EPS software

\$13,273 Federal Library Service and Construction Aid funds

- (1) Trustee/library director education
- (2) Summer reading program

\$64,319 NYS funds for Broadband expansion

(Application has been twice submitted. It will be submitted a third time as part of State Education Department state-wide application for Federal Broadband economic stimulus funds. Pay for one-year's expanded broadband for 2 member libraries and STLS. Recipients must agree to fund expansion for next four years.

(7) Funding Reductions

2003 and ongoing

- Did not fill four full-time and part-time positions in Cataloging and Processing department
- Eliminated three additional part-time positions
- \$25,000 Cancel interlibrary loan service contract with Steele Memorial Library, provide service with existing staff
- Reduce Youth Services to half-time; move ordering of materials for rotating collections to Adult Services/Outreach department
- \$6,000 Reduce subscriptions to ordering list for members, professional periodicals, and other
- \$34,000 Reduce funding for Chemung County Bookmobile
- \$25,000 Shift parts of wide-area network to cable virtual network

2009

- Replace a full-time cataloger with half-time staff. Reduce speed of processing library materials, shift duties to department clerk, shift duties to Youth Services and Adult/Outreach Services

Additional background information will be sent to Library Directors and Board Presidents. All information will also be posted at <http://www.stls.org/about/planofservice.htm>

Southern Tier Library System 2007 – 2011 Plan of Service

In 2006 the Division of Library Development required each library system to create an updated Plan of Service for 2007 – 2011. This plan was developed in cooperation with member libraries and has been approved by the Division of Library Development.

Mission

The Southern Tier Library System, a regional consortium of public libraries, works in partnership with its members to support and strengthen them through clearly defined, cost-effective services that make possible the coordination and sharing of resources, enabling all individuals in the five-county region to have equal access to excellent library services.

Strategic Issues

- **The System and member libraries have mutual responsibilities.** Southern Tier's responsibilities include working cooperatively with members to carry out its mission, developing and providing services that are responsive to member needs, and responding to requests in a timely way. Member responsibilities include working cooperatively with Southern Tier to stay informed about System services and activities, communicating with the System and other members, and cooperating with other members in providing services.
- **Charters, Governance, and Funding.** In February 2006 focus groups, member libraries said that funding, adequate space, and paying for qualified staff were their biggest challenges. Southern Tier will support libraries in achieving sustained, sufficient funding through new and revised charters, public election of trustees, and public budget votes.
- **Diversity of needs among member libraries.** Sometimes this diversity is expressed in terms of size of library. Member libraries are also diverse in terms of local resources, vision of the library's role, and stage of development.
- **Essential services.** STLS will concentrate on services which member library focus groups identified as essential: Interlibrary loan, Delivery, Information Technology, Consultant Services, Technical Services, Rotating Collections
- **There will be limited growth in state funding for libraries.** The current level of System services cannot be maintained indefinitely without increased funding. Southern Tier will continue to stretch funds through cost-effective services and careful use of grants, work with members on shared financial support of services, and investigate additional sources of funding.
- **Incorporating change.** Social (aging population, more culturally diverse) and technological changes continue to revolutionize library services. "... it seems that the regional library systems should target their efforts toward ensuring that all members stay current, connected, and critical (to their communities)."

Patricia Norris, Illinois State Library Associate Director,
Illinois Libraries, Vol. 86, #1, p 108, Dec 2005.

Plan of Service Goals:

Resource Sharing Group

- Online catalog; Provide Unicorn Workflows and online catalog to enable libraries to see what others own; enable libraries and patrons to borrow materials from other members
- Delivery: Provide libraries with frequent, reliable, timely service
- Interlibrary Loan : Strengthen member library interlibrary loan services
- Regional Catalog: Maintain through centralized cataloging

Technology Services

- Provide an integrated library system and information technology services
- Provide access to online information through Central Library, NOVEL (New York Online Virtual Electronic Library) databases, and other sources

Special Client Groups

- Strengthen and support services in member libraries for adults with low literacy levels
- Partner with member libraries to provide library services to coordinated outreach populations as defined by Commissioner of Education regulations
- Work with libraries to serve persons who are: aging or have visual disabilities, hearing disabilities, physical disabilities, are members of ethnic or minority groups, educationally disadvantaged, unemployed or underemployed, and who are in institutions (adult care facilities, community residencies, other)
- Support state correctional facility general libraries with library services as per annual negotiated agreement
- Strengthen youth Services through collection development, program development, and awareness of issues in the field

Continuing Education and Training. Provide and inform members and trustees of continuing education opportunities

Consulting and Technical Assistance. Strengthen and support members through consultant services

Coordinated Services. Provide member libraries with processed library materials

Awareness and Advocacy. Promote awareness of library services and advocate for public support

Communication Among Member Libraries and Branch Libraries. Support communication and cooperation among member libraries

Cooperative Efforts with Other Library Systems. Engage in cooperative efforts with other library systems

Construction. Improve library service through increased and improved library building space and capacity

Direct Access. Ensure the residents of the Southern Tier region have direct access to library materials and services

Document #2009-61

Memo

To: Board of Trustees

From: Jim Sleeth, Library Director

Subject: Personnel activities since the July 2009 meeting of the Library Board

Date: August 13, 2009

Following the resignation of Cassie Melucas, part time Library Clerk at the Big Flats Library, interviews of interested library staff took place to find a replacement. Nicole Hann, a part time Library Page at the Steele Memorial Library, was selected. On August 5th, 2009, Nicole assumed her new responsibilities.

Following the vacancy created by Nicole's transfer to Big Flats, interviews for the part time Library Page position at the Steele Memorial Library were conducted. Irene Moffe was selected to fill this position, and Irene's employment began on July 27th, 2009.

Kate Dreifuss returned from disability leave to her position as part time Senior Library Page at the Steele Memorial Library on July 17th, 2009. She was warmly welcomed back by all.

Document #2009-62

Report of the August 5th, 2009 meeting of the Executive Committee of the Chemung County Library District.

A meeting of the Executive Committee of the Chemung County Library District was held on August 5th, 2009 beginning at 7pm. The following members of the Executive Committee were present: Allen C. Smith, Sue Cook. Also present was Jim Sleeth, Library Director.

The following topics were discussed:

- Unpaid bills detail dated August 5th, 2009. The bills were reviewed and approved for payment.
- Mr. Sleeth reviewed the progress being made to raise a total of \$200,000 for a new bookmobile. The current fund raising total is just shy of \$195,000, with three foundations yet to decide whether to contribute.
- Mr. Sleeth reviewed a previously distributed memo to the Executive Committee regarding the next steps to be taken to procure a new bookmobile. Mr. Sleeth highlighted a staff report of their attendance at an American Library Association pre-conference on bookmobiles, where staff concluded that they wanted to employ the assistance of a consultant to develop specifications for a new vehicle, evaluate bid responses to those specifications, and assure the Library District that the selected vehicle is properly manufactured. Mr. Sleeth recommended that CCLD hire Specialty Vehicle Services to do this work. The question was referred to the next meeting of the CCLD board of trustees.
- Mr. Sleeth distributed a survey constructed by the Marketing Committee that will be distributed with the Fall issue of the CCLD newsletter. The information will be used to assist marketing efforts to inform the public about CCLD services.
- Mr. Sleeth announced that a request for a member item (\$50,000) from Senator Winner to assist the Library District was received.
- Mr. Sleeth discussed a complaint received by a Pennsylvania borrower that limited his family's use of the Steele Memorial Library due to the policy that "each individual who charges library material must have and use his or her own library card. Residents must live, own property, or work in New York State. Non-residents will be issued a library card for one year for \$25 per person." This policy discussion was referred to the next meeting of the CCLD board of trustees.

- Mr. Sleeth discussed a second patron complaint regarding an incident where condoms were left on the sink in the first floor woman's rest room at the Steele Memorial Library. Without a security detail policing the use of bathrooms throughout our libraries, Mr. Sleeth sees no practical method of prohibiting this behavior.
- Mr. Sleeth discussed a third patron complaint regarding the use of cell phones in the Steele Library. After discussion, it was suggested that a simple sign stating "As a courtesy to others, please take your cell phone conversations outside the library."
- Mr. Smith discussed progress being made towards the recruitment of a new Library District Director. The discussion included the contents of a job description / announcement, the salary level to be offered, and the minimum qualifications for this civil service position.

The committee adjourned at 8:25pm. The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on September 2nd, 2009 at 7pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2009-63

Report of the August 13th, 2009 meeting of the Budget & Finance Committee of the Chemung County Library District:

A meeting of the Budget & Finance Committee of the Chemung County Library District was held on Thursday, August 13th, 2009 beginning at 8:00am. Attending the meeting were CCLD board members Robin Fitzgerald, Sue Cook, Andrea Ogunwumi, and Denny Smith. Attending representing the Southern Tier Library System (STLS) were Sherry Collins and Martin Green. Also attending were Joan Santulli, CCLD Administrative Assistant, and Jim Sleeth, CCLD Director. The meeting opened at 8:00am.

The following topics were discussed:

- Robin Fitzgerald called the meeting to order and offered the floor to Ms. Collins and Mr. Green, representatives of the Southern Tier Library System. Mr. Green informed the Library District of the 2010 budget impact of STLS “cost share” decisions, then proceeded to review fiscal woes at Southern Tier. Mr. Green and Ms. Collins reviewed various ways the library system was using to gather information from its member libraries, including County meetings with boards of trustees. Ms. Collins and Mr. Green requested time on the August 20th meeting of the CCLD board of trustees, and the committee agreed to provide this opportunity to STLS representatives. Ms. Fitzgerald requested that information from STLS be included in the board packet.
- Ms. Santulli distributed and discussed the July 31st, 2009 financial report. She explained that there were some expenses included in the financial report related to the Marketing Committee’s “branding” the Library District, including new library cards. The financial report will be forwarded to the August 20th meeting of the CCLD board of trustees.
- Ms. Santulli distributed and discussed the Unpaid Bills Detail dated August 12th. She highlighted the second quarter payment to Chemung County for utility costs, the bill from Sunset Printers for new letterhead, and other specific items. The report will be forwarded to the August 20th meeting of the CCLD board of trustees.
- Ms. Santulli and Mr. Sleeth reviewed the second draft of the proposed 2010 budget, which the Committee discussed in detail. Following discussion, the Committee requested that \$10,000 be added to cover potential moving expenses for a new Library District director, \$50,000 be added to cover anticipated exterior signage costs as requested by the Marketing Committee, and \$3,000 be reduced from data processing expenses due to more up to date information on those costs from STLS. With these changes, the Committee requested that the proposed 2010 budget be forwarded to the August 20th meeting of the CCLD board of trustees for its consideration.

The meeting adjourned at 9:30am. The next meeting of the Budget & Finance Committee will be held on Thursday, September 10th, 2009 in the Petrie Conference Room of the Steele Memorial Library.

Library Administration

Revenues	Library District	State of New York	Grants, fees, & more	2010 Total	2009 Total	Difference
Library -- fines & fees & contributions				\$ -	\$ -	
Grants (but not the State of New York)				\$ -	\$ -	
Foundation contributions				\$ -	\$ -	
Interest income	\$ 15,000			\$ 15,000	\$ 50,000	30.0%
Library district tax receipts	\$ 366,307			\$ 366,307	\$ 201,847	181.5%
State Aid				\$ -	\$ -	
Central Library Development				\$ -	\$ -	
Central Book Aid				\$ -	\$ -	
Local Library Services Aid				\$ -	\$ -	
Other State Aid				\$ -	\$ -	
Interfund transfer				\$ -	\$ -	
Total revenues	\$ 381,307	\$ -	\$ -	\$ 381,307	\$ 251,847	151.4%
Expenditures						
Salaries	\$ 135,335			\$ 135,335	\$ 128,887	105.0%
Sunday & holiday salaries	\$ -			\$ -	\$ -	
FICA	\$ 10,353			\$ 10,353	\$ 9,860	105.0%
NY State Retirement	\$ 11,639			\$ 11,639	\$ 11,084	105.0%
Medical & dental	\$ 69,405			\$ 69,405	\$ 43,754	158.6%
Other employee costs (disability, unemployment, etc.)	\$ 11,867			\$ 11,867	\$ 1,501	790.6%
Payroll subtotal	\$ 238,599		\$ -	\$ 238,599	\$ 195,086	122.3%
Equipment	\$ 50,000			\$ 50,000	\$ 2,240	2232.1%
Telephone	\$ -			\$ -	\$ -	
Supplies	\$ -			\$ -	\$ 4,000	0.0%
Travel and continuing education	\$ 6,945			\$ 6,945	\$ 7,945	87.4%
Repairs and maintenance	\$ -			\$ -	\$ -	
Postage	\$ 500			\$ 500	\$ 2,500	20.0%
Education -- Tuition Assistance	\$ -			\$ -	\$ -	
Library materials (books, video, etc.)	\$ -			\$ -	\$ -	
Utilities	\$ -			\$ -	\$ -	
Building cleaning supplies	\$ -			\$ -	\$ -	
Fuel, gas, and oil	\$ -			\$ -	\$ -	
Insurance	\$ 435			\$ 435	\$ 466	93.3%
Rent	\$ -			\$ -	\$ -	
Vehicle operational / lease	\$ -			\$ -	\$ -	
Professional fees (auditing, memberships, legal fees)	\$ 76,400			\$ 76,400	\$ 34,450	221.8%
Data Processing Expenses	\$ -			\$ -	\$ -	
Payment of taxes	\$ -			\$ -	\$ -	
Library programming	\$ -			\$ -	\$ -	
Interfund transfer	\$ -			\$ -	\$ -	
Chemung County costs (B&G, vision, etc.)	\$ -			\$ -	\$ -	
Capital improvements	\$ -			\$ -	\$ -	
Contingency	\$ 8,428			\$ 8,428	\$ 5,160	163.3%
Subtotal contractual fees	\$ 142,708	\$ -	\$ -	\$ 142,708	\$ 56,761	251.4%
Debt service	\$ -	\$ -	\$ -	\$ -	\$ -	
Departmental total	\$ 381,307	\$ -	\$ -	\$ 381,307	\$ 251,847	151.4%
Net:	\$ -	\$ -	\$ -	\$ -	\$ (0)	

Big Flats Library

Revenues	Library District	State of New York	Grants, fees, & more	2010 Total	2009 Total	Difference
Library -- fines & fees & contributions	\$ 6,900			\$ 6,900	\$ 6,800	101.5%
Grants (but not the State of New York)				\$ -	\$ -	
Foundation contributions				\$ -	\$ -	
Interest income				\$ -	\$ -	
Library district tax receipts	\$ 228,332			\$ 228,332	\$ 285,203	80.1%
State Aid				\$ -	\$ -	
Central Library Development				\$ -	\$ -	
Central Book Aid				\$ -	\$ -	
Local Library Services Aid				\$ -	\$ -	
Other State Aid				\$ -	\$ 41,479	0.0%
Interfund transfer				\$ -	\$ -	
Total revenues	\$ 235,232	\$ -	\$ -	\$ 235,232	\$ 333,482	70.5%
Expenditures						
Salaries	\$ 113,270			\$ 113,270	\$ 120,865	93.7%
Sunday & holiday salaries	\$ 3,173			\$ 3,173	\$ 3,367	94.2%
FICA	\$ 8,908			\$ 8,908	\$ 9,504	93.7%
NY State Retirement	\$ 10,014			\$ 10,014	\$ 10,684	93.7%
Medical & dental	\$ 31,473			\$ 31,473	\$ 31,091	101.2%
Other employee costs (disability, unemployment, etc.)	\$ 2,506			\$ 2,506	\$ 1,881	133.2%
Payroll subtotal	\$ 169,344	\$ -	\$ -	\$ 169,344	\$ 177,392	95.5%
Equipment	\$ 2,540			\$ 2,540	\$ 14,550	17.5%
Telephone	\$ 650			\$ 650	\$ 650	100.0%
Supplies	\$ 4,600			\$ 4,600	\$ 4,000	115.0%
Travel and continuing education	\$ 2,285			\$ 2,285	\$ 2,035	112.3%
Repairs and maintenance	\$ 2,833			\$ 2,833	\$ 2,499	113.4%
Postage	\$ 600			\$ 600	\$ 600	100.0%
Education -- Tuition Assistance	\$ -			\$ -	\$ -	
Library materials (books, video, etc.)	\$ 19,000			\$ 19,000	\$ 16,500	115.2%
Utilities	\$ 9,800			\$ 9,800	\$ 8,500	115.3%
Building cleaning supplies	\$ 1,000			\$ 1,000	\$ 1,000	100.0%
Fuel, gas, and oil	\$ -			\$ -	\$ -	
Insurance	\$ 1,665			\$ 1,665	\$ 2,344	71.0%
Rent	\$ -			\$ -	\$ -	
Vehicle operational / lease	\$ -			\$ -	\$ -	
Professional fees (auditing, memberships, legal, etc.)	\$ 3,770			\$ 3,770	\$ 3,220	117.1%
Data Processing Expenses	\$ 4,364			\$ 4,364	\$ 4,588	95.1%
Payment of taxes	\$ 25			\$ 25	\$ 25	100.0%
Library programming	\$ 4,500			\$ 4,500	\$ 4,500	100.0%
Interfund transfer	\$ -			\$ -	\$ -	
Chemung County costs (B&G, vision, etc.)	\$ 1,591			\$ 1,591	\$ 2,091	76.1%
Capital improvements	\$ -			\$ -	\$ 82,958	0.0%
Contingency	\$ 6,665			\$ 6,665	\$ 6,030	110.5%
Subtotal contractual fees	\$ 65,888	\$ -	\$ -	\$ 65,888	\$ 156,090	42.2%
Debt service	\$ -	\$ -	\$ -	\$ -	\$ -	
Departmental total	\$ 235,232	\$ -	\$ -	\$ 235,232	\$ 333,482	70.5%
Net:	\$ -	\$ -	\$ -	\$ -	\$ (0)	

Bookmobile

Revenues	Library District	State of New York	Grants, fees, & more	2010 Total	2009 Total	Difference
Library -- fines & fees & contributions	\$ 500			\$ 500	\$ 500	100.0%
Grants (but not the State of New York)				\$ -	\$ -	
Foundation contributions				\$ -	\$ -	
Interest income				\$ -	\$ -	
Library district tax receipts	\$ 152,898			\$ 152,898	\$ 151,451	101.0%
State Aid				\$ -	\$ -	
Central Library Development				\$ -	\$ -	
Central Book Aid				\$ -	\$ -	
Local Library Services Aid				\$ -	\$ -	
Other State Aid				\$ -	\$ -	
Interfund transfer				\$ -	\$ -	
Total revenues	\$ 153,398	\$ -	\$ -	\$ 153,398	\$ 151,951	101.0%
Expenditures						
Salaries	\$ 77,097			\$ 77,097	\$ 74,920	102.9%
Sunday & holiday salaries	\$ 2,576			\$ 2,576	\$ 2,575	100.0%
FICA	\$ 6,095			\$ 6,095	\$ 5,928	102.8%
NY State Retirement	\$ 6,567			\$ 6,567	\$ 6,665	98.5%
Medical & dental	\$ 31,519			\$ 31,519	\$ 31,519	100.0%
Other employee costs (disability, unemployment, etc.)	\$ 1,663			\$ 1,663	\$ 1,070	155.4%
Payroll subtotal	\$ 125,517	\$ -	\$ -	\$ 125,517	\$ 122,677	102.3%
Equipment	\$ 1,820			\$ 1,820	\$ 300	606.7%
Telephone	\$ 1,100			\$ 1,100	\$ 1,500	73.3%
Supplies	\$ 1,000			\$ 1,000	\$ 400	250.0%
Travel and continuing education	\$ 3,910			\$ 3,910	\$ 2,910	134.4%
Repairs and maintenance	\$ 511			\$ 511	\$ 505	101.2%
Postage	\$ 300			\$ 300	\$ 300	100.0%
Education -- Tuition Assistance	\$ -			\$ -	\$ -	
Library materials (books, video, etc.)	\$ 5,000			\$ 5,000	\$ 5,000	100.0%
Utilities	\$ -			\$ -	\$ -	
Building cleaning supplies	\$ -			\$ -	\$ -	
Fuel, gas, and oil	\$ 2,000			\$ 2,000	\$ 4,200	47.6%
Insurance	\$ 1,390			\$ 1,390	\$ 1,420	97.9%
Rent	\$ -			\$ -	\$ -	
Vehicle operational / lease	\$ 2,500			\$ 2,500	\$ 5,000	50.0%
Professional fees (auditing, memberships, legal fees)	\$ 1,880			\$ 1,880	\$ 1,610	116.8%
Data Processing Expenses	\$ 1,931			\$ 1,931	\$ 1,760	109.7%
Payment of taxes	\$ -			\$ -	\$ -	
Library programming	\$ 1,500			\$ 1,500	\$ 1,500	100.0%
Interfund transfer	\$ -			\$ -	\$ -	
Chemung County costs (B&G, vision, etc.)	\$ 253			\$ 253	\$ 253	100.0%
Capital improvements	\$ -			\$ -	\$ -	
Contingency	\$ 2,786			\$ 2,786	\$ 2,616	106.5%
Subtotal contractual fees	\$ 27,881	\$ -	\$ -	\$ 27,881	\$ 29,274	95.2%
Debt service	\$ -	\$ -	\$ -	\$ -	\$ -	
Departmental total	\$ 153,398	\$ -	\$ -	\$ 153,398	\$ 151,951	101.0%
Net:	\$ -	\$ -	\$ -	\$ -	\$ 0	

Horseheads Free Library

Revenues	Library District	State of New York	Grants, fees, & more	2010 Total	2009 Total	Difference
Library -- fines & fees & contributions	\$ 27,000			\$ 27,000	\$ 20,000	135.0%
Grants (but not the State of New York)				\$ -	\$ -	
Foundation contributions			\$ 85,000	\$ 85,000	\$ 80,000	106.3%
Interest income				\$ -	\$ -	
Library district tax receipts	\$ 341,832			\$ 341,832	\$ 330,494	103.4%
State Aid				\$ -	\$ -	
Central Library Development				\$ -	\$ -	
Central Book Aid				\$ -	\$ -	
Local Library Services Aid				\$ -	\$ -	
Other State Aid				\$ -	\$ 25,701	0.0%
Interfund transfer				\$ -	\$ -	
Total revenues	\$ 368,832	\$ -	\$ 85,000	\$ 453,832	\$ 456,195	99.5%
Expenditures						
Salaries	\$ 178,721			\$ 178,721	\$ 183,092	97.6%
Sunday & holiday salaries	\$ 4,363			\$ 4,363	\$ 4,605	94.7%
FICA	\$ 14,006			\$ 14,006	\$ 14,359	97.5%
NY State Retirement	\$ 14,660			\$ 14,660	\$ 11,993	122.2%
Medical & dental	\$ 38,741			\$ 38,741	\$ 45,901	84.4%
Other employee costs (disability, unemployment, etc.)	\$ 3,895			\$ 3,895	\$ 2,905	134.1%
Payroll subtotal	\$ 254,386	\$ -	\$ -	\$ 254,386	\$ 262,855	96.8%
Equipment	\$ 12,840		\$ 10,000	\$ 22,840	\$ 1,650	1384.2%
Telephone	\$ 1,900			\$ 1,900	\$ 1,900	100.0%
Supplies	\$ 8,500			\$ 8,500	\$ 5,100	166.7%
Travel and continuing education	\$ 3,425			\$ 3,425	\$ 1,500	228.3%
Repairs and maintenance	\$ 11,759			\$ 11,759	\$ 10,115	116.3%
Postage	\$ 1,000			\$ 1,000	\$ 900	111.1%
Education -- Tuition Assistance	\$ 3,400			\$ 3,400	\$ -	
Library materials (books, video, etc.)	\$ 15,000		\$ 25,000	\$ 40,000	\$ 40,000	100.0%
Utilities	\$ 16,300			\$ 16,300	\$ 16,300	100.0%
Building cleaning supplies	\$ 2,500			\$ 2,500	\$ 2,000	125.0%
Fuel, gas, and oil	\$ -			\$ -	\$ -	
Insurance	\$ 2,590			\$ 2,590	\$ 3,425	75.6%
Rent	\$ -			\$ -	\$ -	
Vehicle operational / lease	\$ -			\$ -	\$ -	
Professional fees (auditing, memberships, legal fees)	\$ 5,650			\$ 5,650	\$ 4,508	125.3%
Data Processing Expenses	\$ 10,887			\$ 10,887	\$ 10,518	103.5%
Payment of taxes	\$ 350			\$ 350	\$ 350	100.0%
Library programming	\$ 4,000			\$ 4,000	\$ 4,000	100.0%
Interfund transfer	\$ -			\$ -	\$ -	
Chemung County costs (B&G, vision, etc.)	\$ 2,724			\$ 2,724	\$ 4,224	64.5%
Capital improvements				\$ -	\$ 51,402	0.0%
Contingency	\$ 11,621			\$ 11,621	\$ 6,149	189.0%
Subtotal contractual fees	\$ 114,446	\$ -	\$ 35,000	\$ 149,446	\$ 164,041	91.1%
Debt service	\$ -	\$ -	\$ -	\$ -	\$ -	
Departmental total	\$ 368,832	\$ -	\$ 35,000	\$ 403,832	\$ 426,896	94.6%
Net:	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ (0)	

Steele Memorial Library

Revenues	Library District	State of New York	Grants, fees, & more	2010 Total	2009 Total	Difference
Library -- fines & fees & contributions	\$ 61,500			\$ 61,500	\$ 72,000	85.4%
Grants (but not the State of New York)				\$ -	\$ 20,000	0.0%
Foundation contributions			\$ 80,000	\$ 80,000	\$ 80,000	100.0%
Interest income				\$ -	\$ -	
Library district tax receipts	\$ 1,073,834			\$ 1,073,834	\$ 1,048,682	102.4%
State Aid				\$ -	\$ -	
Central Library Development		\$ 95,000		\$ 95,000	\$ 105,000	90.5%
Central Book Aid		\$ 65,000		\$ 65,000	\$ 71,500	90.9%
Local Library Services Aid		\$ 41,700		\$ 41,700	\$ 41,700	100.0%
Other State Aid		\$ 1,600		\$ 1,600	\$ 32,500	4.9%
Interfund transfer				\$ -	\$ -	
Total revenues	\$ 1,135,334	\$ 203,300	\$ 80,000	\$ 1,418,634	\$ 1,471,382	96.4%
Expenditures						
Salaries	\$ 360,146	\$ 136,700	\$ 80,000	\$ 576,846	\$ 572,341	100.8%
Sunday & holiday salaries	\$ 46,957			\$ 46,957	\$ 44,247	106.1%
FICA	\$ 47,721			\$ 47,721	\$ 47,169	101.2%
NY State Retirement	\$ 47,300			\$ 47,300	\$ 47,521	99.5%
Medical & dental	\$ 159,523			\$ 159,523	\$ 159,523	100.0%
Other employee costs (disability, unemployment, etc.)	\$ 12,276			\$ 12,276	\$ 14,713	83.4%
Payroll subtotal	\$ 673,923	\$ 136,700	\$ 80,000	\$ 890,623	\$ 879,904	101.2%
Equipment	\$ 7,545			\$ 7,545	\$ 13,700	55.1%
Telephone	\$ 6,500			\$ 6,500	\$ 6,500	100.0%
Supplies	\$ 18,000			\$ 18,000	\$ 17,500	102.9%
Travel and continuing education	\$ 7,960			\$ 7,960	\$ 4,370	182.2%
Repairs and maintenance	\$ 17,873			\$ 17,873	\$ 16,881	105.9%
Postage	\$ 4,500			\$ 4,500	\$ 4,500	100.0%
Education -- Tuition Assistance	\$ 1,300			\$ 1,300	\$ 1,300	100.0%
Library materials (books, video, etc.)	\$ 148,400	\$ 66,600		\$ 215,000	\$ 215,000	100.0%
Utilities	\$ 62,700			\$ 62,700	\$ 62,700	100.0%
Building cleaning supplies	\$ 3,600			\$ 3,600	\$ 3,000	120.0%
Fuel, gas, and oil	\$ -			\$ -	\$ -	
Insurance	\$ 15,989			\$ 15,989	\$ 21,488	74.4%
Rent	\$ -			\$ -	\$ -	
Vehicle operational / lease	\$ -			\$ -	\$ -	
Professional fees (auditing, memberships, legal fees)	\$ 21,030			\$ 21,030	\$ 18,492	113.7%
Data Processing Expenses	\$ 24,365			\$ 24,365	\$ 22,743	107.1%
Payment of taxes	\$ 4,300			\$ 4,300	\$ 4,300	100.0%
Library programming	\$ 5,000			\$ 5,000	\$ 5,000	100.0%
Interfund transfer	\$ -			\$ -	\$ -	
Chemung County costs (B&G, vision, etc.)	\$ 10,378			\$ 10,378	\$ 11,878	87.4%
Capital improvements				\$ -	\$ 65,000	0.0%
Contingency	\$ 38,857			\$ 38,857	\$ 33,348	116.5%
Subtotal contractual fees	\$ 398,297	\$ 66,600	\$ -	\$ 464,897	\$ 527,700	88.1%
Debt service	\$ 63,114	\$ -	\$ -	\$ 63,114	\$ 63,148	99.9%
Departmental total	\$ 1,135,334	\$ 203,300	\$ 80,000	\$ 1,418,634	\$ 1,470,752	96.5%
Net:	\$ -	\$ -	\$ -	\$ -	\$ 630	

Van Etten Library

Revenues	Library District	State of New York	Grants, fees, & more	2010 Total	2009 Total	Difference
Library -- fines & fees & contributions	\$ 300		\$ 3,000	\$ 3,300	\$ 3,000	110.0%
Grants (but not the State of New York)				\$ -	\$ -	
Foundation contributions				\$ -	\$ -	
Interest income				\$ -	\$ -	
Library district tax receipts	\$ 34,187			\$ 34,187	\$ 17,536	195.0%
State Aid				\$ -	\$ -	
Central Library Development				\$ -	\$ -	
Central Book Aid				\$ -	\$ -	
Local Library Services Aid				\$ -	\$ -	
Other State Aid				\$ -	\$ -	
Interfund transfer				\$ -	\$ -	
Total revenues	\$ 34,487	\$ -	\$ 3,000	\$ 37,487	\$ 20,536	182.5%
Expenditures						
Salaries	\$ 17,252			\$ 17,252	\$ 3,402	507.1%
Sunday & holiday salaries	\$ 121			\$ 121	\$ 117	103.4%
FICA	\$ 1,329			\$ 1,329	\$ 269	494.1%
NY State Retirement	\$ 1,494			\$ 1,494	\$ 303	493.1%
Medical & dental	\$ 918			\$ 918	\$ 918	100.0%
Other employee costs (disability, unemployment)	\$ 503			\$ 503	\$ 43	1169.8%
Payroll subtotal	\$ 21,617	\$ -	\$ -	\$ 21,617	\$ 5,052	427.9%
Equipment	\$ 3,170			\$ 3,170	\$ -	
Telephone	\$ -			\$ -	\$ -	
Supplies	\$ 500			\$ 500	\$ 100	500.0%
Travel and continuing education	\$ 1,520			\$ 1,520	\$ 1,520	100.0%
Repairs and maintenance	\$ 771			\$ 771	\$ 371	207.8%
Postage	\$ 100			\$ 100	\$ -	
Education -- Tuition Assistance	\$ -			\$ -	\$ -	
Library materials (books, video, etc.)	\$ 1,000		\$ 3,000	\$ 4,000	\$ 4,000	100.0%
Utilities	\$ -			\$ -	\$ -	
Building cleaning supplies	\$ -			\$ -	\$ -	
Fuel, gas, and oil	\$ -			\$ -	\$ -	
Insurance	\$ 296			\$ 296	\$ 296	100.0%
Rent	\$ -			\$ -	\$ 5,150	0.0%
Vehicle operational / lease	\$ -			\$ -	\$ -	
Professional fees (auditing, memberships, legal)	\$ 1,600			\$ 1,600	\$ 1,150	139.1%
Data Processing Expenses	\$ 1,038			\$ 1,038	\$ 950	109.3%
Payment of taxes	\$ -			\$ -	\$ -	
Library programming	\$ 1,000			\$ 1,000	\$ 800	125.0%
Interfund transfer	\$ -			\$ -	\$ -	
Chemung County costs (B&G, vision, etc.)	\$ 512			\$ 512	\$ 12	4266.7%
Capital improvements	\$ -			\$ -	\$ -	
Contingency	\$ 1,363			\$ 1,363	\$ 1,135	120.1%
Subtotal contractual fees	\$ 12,870	\$ -	\$ 3,000	\$ 15,870	\$ 15,484	102.5%
Debt service	\$ -	\$ -	\$ -	\$ -	\$ -	
Departmental total	\$ 34,487	\$ -	\$ 3,000	\$ 37,487	\$ 20,536	182.5%
Net:	\$ -	\$ -	\$ -	\$ -	\$ (0)	

West Elmira Library

Revenues	Library District	State of New York	Grants, fees, & more	2010 Total	2009 Total	Difference
Library -- fines & fees & contributions	\$ 5,050			\$ 5,050	\$ 6,000	84.2%
Grants (but not the State of New York)				\$ -	\$ -	
Foundation contributions				\$ -	\$ -	
Interest income				\$ -	\$ -	
Library district tax receipts	\$ 240,112			\$ 240,112	\$ 285,240	84.2%
State Aid				\$ -	\$ -	
Central Library Development				\$ -	\$ -	
Central Book Aid				\$ -	\$ -	
Local Library Services Aid				\$ -	\$ -	
Other State Aid				\$ -	\$ 39,527	0.0%
Interfund transfer				\$ -	\$ -	
Total revenues	\$ 245,162	\$ -	\$ -	\$ 245,162	\$ 330,767	74.1%
Expenditures						
Salaries	\$ 128,353			\$ 128,353	\$ 135,137	95.0%
Sunday & holiday salaries	\$ 3,284			\$ 3,284	\$ 3,406	96.4%
FICA	\$ 10,070			\$ 10,070	\$ 10,599	95.0%
NY State Retirement	\$ 8,268			\$ 8,268	\$ 8,954	92.3%
Medical & dental	\$ 25,833			\$ 25,833	\$ 24,450	105.7%
Other employee costs (disability, unemployment, etc.)	\$ 2,683			\$ 2,683	\$ 2,051	130.8%
Payroll subtotal	\$ 178,491	\$ -	\$ -	\$ 178,491	\$ 184,597	96.7%
Equipment	\$ 1,940			\$ 1,940	\$ 1,700	114.1%
Telephone	\$ 650			\$ 650	\$ 650	100.0%
Supplies	\$ 3,500			\$ 3,500	\$ 4,000	87.5%
Travel and continuing education	\$ 2,035			\$ 2,035	\$ 1,285	158.4%
Repairs and maintenance	\$ 2,712			\$ 2,712	\$ 2,409	112.6%
Postage	\$ 600			\$ 600	\$ 600	100.0%
Education -- Tuition Assistance	\$ 3,600			\$ 3,600	\$ 2,550	141.2%
Library materials (books, video, etc.)	\$ 19,000			\$ 19,000	\$ 21,500	88.4%
Utilities	\$ 8,850			\$ 8,850	\$ 8,850	100.0%
Building cleaning supplies	\$ 1,000			\$ 1,000	\$ 1,000	100.0%
Fuel, gas, and oil	\$ -			\$ -	\$ -	
Insurance	\$ 2,025			\$ 2,025	\$ 2,827	71.6%
Rent	\$ -			\$ -	\$ -	
Vehicle operational / lease	\$ -			\$ -	\$ -	
Professional fees (auditing, memberships, legal, etc.)	\$ 3,770			\$ 3,770	\$ 3,220	117.1%
Data Processing Expenses	\$ 3,941			\$ 3,941	\$ 4,208	93.7%
Payment of taxes	\$ 170			\$ 170	\$ 170	100.0%
Library programming	\$ 4,500			\$ 4,500	\$ 4,500	100.0%
Interfund transfer	\$ -			\$ -	\$ -	
Chemung County costs (B&G, vision, etc.)	\$ 1,591			\$ 1,591	\$ 2,091	76.1%
Capital improvements	\$ -			\$ -	\$ 79,054	0.0%
Contingency	\$ 6,787			\$ 6,787	\$ 5,556	122.2%
Subtotal contractual fees	\$ 66,671	\$ -	\$ -	\$ 66,671	\$ 146,170	45.6%
Debt service	\$ -	\$ -	\$ -	\$ -	\$ -	
Departmental total	\$ 245,162	\$ -	\$ -	\$ 245,162	\$ 330,767	74.1%
Net:	\$ -	\$ -	\$ -	\$ -	\$ 0	

Travel & Continuing Education Detail

Administration	Activity	Cost
Director	NYLA conference attendance	\$ 1,000
Director	Travel among libraries	\$ 1,250
Director	Travel to STLS and NYLA meetings	\$ 1,000
Joan	Insurance reimbursement	\$ 195
Board	Board education	\$ 1,000
All staff	Staff continuing education workshop	\$ 2,500
	Subtotal	\$ 6,945

Big Flats Library	Activity	Cost
Staff	Travel to STLS sponsored workshops	\$ 250
Staff	Youth Services conference / children's literature	\$ 750
Dawn	Career Track workshop	\$ 250
Brian	Travel among libraries	\$ 750
Brian	Insurance reimbursement	\$ 285
	Subtotal	\$ 2,285

Bookmobile	Activity	Cost
Staff	Annual Bookmobile conference	\$ 2,000
Staff	Youth Services conference / children's literature	\$ 1,500
Dianne & Kim	Insurance reimbursement	\$ 410
	Subtotal	\$ 3,910

Horseheads Free Library	Activity	Cost
Staff	Travel to STLS sponsored workshops	\$ 250
Staff	Youth Services conference / children's literature	\$ 750
Staff	NYLA attendance @ \$1000	\$ 2,000
Betsy	NYSState Library Assistant's Assn conference	\$ 250
Chris	Insurance reimbursement	\$ 175
	Subtotal	\$ 3,425

Steele Memorial Library	Activity	Cost
Staff	Travel to STLS sponsored workshops	\$ 600
Staff	NYLA conference attendance	\$ 3,000
Librarian	Youth Services conference	\$ 500
Staff	Children's literature workshops	\$ 750
Staff	Career Track Workshops	\$ 750
IT staff	Information technology workshops	\$ 2,000
Staff	SCRLC workshops	\$ 360
	Subtotal	\$ 7,960

Van Etten Library	Activity	Cost
Staff	Travel to STLS sponsored workshops	\$ 250
Chris	Insurance reimbursement	\$ 20
	Travel to / from Van Etten Library	\$ 1,250
	Subtotal	\$ 1,520

West Elmira Library	Activity	Cost
Staff	Travel to STLS sponsored workshops	\$ 250
Staff	Youth Services conference / children's literature	\$ 750
Staff	Travel between libraries	\$ 750
Staff, Rose	Insurance reimbursement	\$ 285
	Subtotal	\$ 2,035

Tuition reimbursement for college courses

	Activity	Cost
Janet Ackerman (West)	college coursework @ Elmira College	\$ 3,600
Michelle Barrett (Steele)	college coursework @ CCC	\$ 1,300
Karin Thomas (Horseheads)	college coursework @ UB / LIS classes	\$ 2,100
Glenice Molter (Horseheads)	college coursework @ CCC	\$ 1,300
	Subtotal	\$ 4,900

Administration	Travel between libraries, NYLA, STLS	\$ 6,945
Big Flats	Travel to STLS workshops, storytelling workshops	\$ 2,285
Bookmobile	Travel to Bookmobile conference, lit workshops	\$ 3,910
Horseheads	Travel to NYLA, coursework, NYSLAA, SCRLC	\$ 6,825
Steele	NYLA, to STLS, coursework, SCRLC	\$ 9,260
Van Etten	Travel to & from Steele and Horseheads	\$ 1,520
West Elmira	Coursework, lit workshops, STLS	\$ 5,635
Total CE costs		\$ 36,380

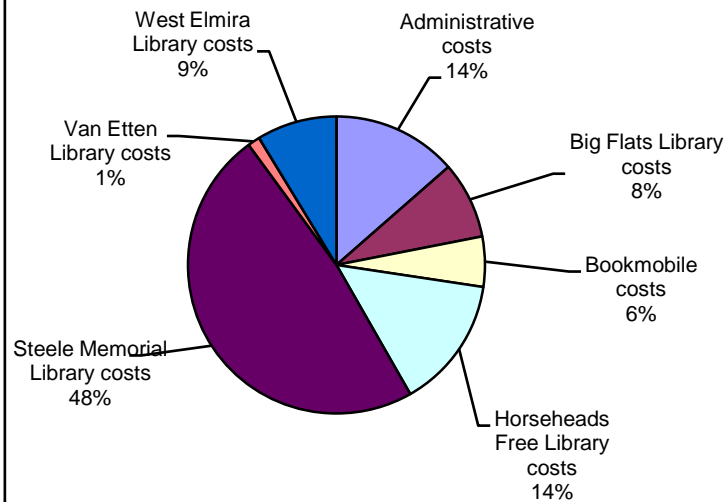
The apportionment of **Chemung County taxpayer funding** of Library District (not including debt service)

	Big Flats	Bookmobile	Horseheads	Steele	VanEtten	West Elmira	Totals
Administration costs	\$36,631	\$18,315	\$50,184	\$206,231	\$18,315	\$36,631	\$366,307
Operating costs	\$228,332	\$152,898	\$341,832	\$1,010,720	\$34,187	\$240,112	\$2,008,081
Total cost	\$264,963	\$171,213	\$392,016	\$1,216,951	\$52,502	\$276,743	\$2,374,388
Percentage of cost	11.16%	7.21%	16.51%	51.25%	2.21%	11.66%	

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

Administrative costs	\$ 381,307	13.6%
Big Flats Library costs	\$ 235,232	8.4%
Bookmobile costs	\$ 153,398	5.5%
Horseheads Free Library costs	\$ 403,832	14.4%
Steele Memorial Library costs	\$ 1,355,520	48.2%
Van Etten Library costs	\$ 37,487	1.3%
West Elmira Library costs	\$ 245,162	8.7%
Total costs	\$ 2,811,938	100.0%

Costs of Operating the Chemung County Library District in 2010



Expenditures								Total 2010	Total 2009	
	Admin	Big Flats	Bookmobile	Horseheads	Steele	Van Etten	West Elmira	Library Budget	Budget	
Salaries	\$ 135,335	\$ 113,270	\$ 77,097	\$ 178,721	\$ 576,846	\$ 17,252	\$ 128,353	\$ 1,226,874	\$ 1,218,644	100.7%
Sunday & holiday salaries	\$ -	\$ 3,173	\$ 2,576	\$ 4,363	\$ 46,957	\$ 121	\$ 3,284	\$ 60,474	\$ 58,317	103.7%
FICA	\$ 10,353	\$ 8,908	\$ 6,095	\$ 14,006	\$ 47,721	\$ 1,329	\$ 10,070	\$ 98,482	\$ 97,688	100.8%
NY State Retirement	\$ 11,639	\$ 10,014	\$ 6,567	\$ 14,660	\$ 47,300	\$ 1,494	\$ 8,268	\$ 99,942	\$ 97,204	102.8%
Medical & dental	\$ 69,405	\$ 31,473	\$ 31,519	\$ 38,741	\$ 159,523	\$ 918	\$ 25,833	\$ 357,412	\$ 337,156	106.0%
Other employee costs (disability, unemp)	\$ 11,867	\$ 2,506	\$ 1,663	\$ 3,895	\$ 12,276	\$ 503	\$ 2,683	\$ 35,393	\$ 18,554	190.8%
Payroll subtotal	\$ 238,599	\$ 169,344	\$ 125,517	\$ 254,386	\$ 890,623	\$ 21,617	\$ 178,491	\$ 1,878,577	\$ 1,827,563	102.8%
Equipment	\$ 50,000	\$ 2,540	\$ 1,820	\$ 22,840	\$ 7,545	\$ 3,170	\$ 1,940	\$ 89,855	\$ 34,140	263.2%
Telephone	\$ -	\$ 650	\$ 1,100	\$ 1,900	\$ 6,500	\$ -	\$ 650	\$ 10,800	\$ 11,200	96.4%
Supplies	\$ -	\$ 4,600	\$ 1,000	\$ 8,500	\$ 18,000	\$ 500	\$ 3,500	\$ 36,100	\$ 35,100	102.8%
Travel and continuing education	\$ 6,945	\$ 2,285	\$ 3,910	\$ 3,425	\$ 7,960	\$ 1,520	\$ 2,035	\$ 28,080	\$ 21,565	130.2%
Repairs and maintenance	\$ -	\$ 2,833	\$ 511	\$ 11,759	\$ 17,873	\$ 771	\$ 2,712	\$ 36,459	\$ 32,780	111.2%
Postage	\$ 500	\$ 600	\$ 300	\$ 1,000	\$ 4,500	\$ 100	\$ 600	\$ 7,600	\$ 9,400	80.9%
Education -- Tuition Assistance	\$ -	\$ -	\$ -	\$ 3,400	\$ 1,300	\$ -	\$ 3,600	\$ 8,300	\$ 3,850	215.6%
Library materials (books, video, etc.)	\$ -	\$ 19,000	\$ 5,000	\$ 40,000	\$ 215,000	\$ 4,000	\$ 19,000	\$ 302,000	\$ 302,000	100.0%
Utilities	\$ -	\$ 9,800	\$ -	\$ 16,300	\$ 62,700	\$ -	\$ 8,850	\$ 97,650	\$ 96,350	101.3%
Building cleaning supplies	\$ -	\$ 1,000	\$ -	\$ 2,500	\$ 3,600	\$ -	\$ 1,000	\$ 8,100	\$ 7,000	115.7%
Fuel, gas, and oil	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 4,200	47.6%
Insurance	\$ 435	\$ 1,665	\$ 1,390	\$ 2,590	\$ 15,989	\$ 296	\$ 2,025	\$ 24,390	\$ 32,266	75.6%
Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,150	0.0%
Vehicle operational / lease	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 5,000	50.0%
Professional fees (auditing, membership)	\$ 76,400	\$ 3,770	\$ 1,880	\$ 5,650	\$ 21,030	\$ 1,600	\$ 3,770	\$ 114,100	\$ 90,050	126.7%
Data Processing Expenses	\$ -	\$ 4,364	\$ 1,931	\$ 10,887	\$ 24,365	\$ 1,038	\$ 3,941	\$ 46,526	\$ 44,767	103.9%
Payment of taxes	\$ -	\$ 25	\$ -	\$ 350	\$ 4,300	\$ -	\$ 170	\$ 4,845	\$ 4,845	100.0%
Library programming	\$ -	\$ 4,500	\$ 1,500	\$ 4,000	\$ 5,000	\$ 1,000	\$ 4,500	\$ 20,500	\$ 20,300	101.0%
Interfund transfer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Chemung County costs (B&G, vision, et	\$ -	\$ 1,591	\$ 253	\$ 2,724	\$ 10,378	\$ 512	\$ 1,591	\$ 17,049	\$ 20,549	83.0%
Capital improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 308,414	0.0%
Contingency	\$ 8,428	\$ 6,665	\$ 2,786	\$ 11,621	\$ 38,857	\$ 1,363	\$ 6,787	\$ 76,507	\$ 59,994	127.5%
Subtotal contractual fees	\$ 142,708	\$ 65,888	\$ 27,881	\$ 149,446	\$ 464,897	\$ 15,870	\$ 66,671	\$ 933,361	\$ 1,148,920	81.2%
Debt service	\$ -	\$ -	\$ -	\$ -	\$ 63,114	\$ -	\$ -	\$ 63,114	\$ 63,148	99.9%
Grand total	\$ 381,307	\$ 235,232	\$ 153,398	\$ 403,832	\$ 1,418,634	\$ 37,487	\$ 245,162	\$ 2,875,052	\$ 3,039,631	94.6%
Net	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000	\$ (12,364)	

2010 Chemung County Library District Budget (third draft)

Document #2009-64

Revenues	Library District	State of New York	Grants, fees, & more	2010 Total	Total 2009 Budget	% change
Library -- fines & fees & contributions	\$ 101,250	\$ -	\$ 3,000	\$ 104,250	\$ 108,300	96.3%
Grants (but not the State of New York)	\$ -	\$ -	\$ -	\$ -	\$ 20,000	0.0%
Foundation contributions	\$ -	\$ -	\$ 165,000	\$ 165,000	\$ 160,000	103.1%
Interest income	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ 50,000	30.0%
Library district tax receipts	\$ 2,437,502	\$ -	\$ -	\$ 2,437,502	\$ 2,336,605	104.3%
State Aid						
Central Library Development	\$ -	\$ 95,000	\$ -	\$ 95,000	\$ 105,000	90.5%
Central Book Aid	\$ -	\$ 65,000	\$ -	\$ 65,000	\$ 71,500	90.9%
Local Library Services Aid	\$ -	\$ 41,700	\$ -	\$ 41,700	\$ 41,700	100.0%
Other State Aid	\$ -	\$ 1,600	\$ -	\$ 1,600	\$ 134,162	1.2%
Interfund transfer	\$ -	\$ -	\$ -	\$ -	\$ -	
Total revenues	\$ 2,553,752	\$ 203,300	\$ 168,000	\$ 2,925,052	\$ 3,027,267	96.6%
					Total 2009 Budget	
Expenditures						
Salaries	\$ 1,010,174	\$ 136,700	\$ 80,000	\$ 1,226,874	\$ 1,218,644	100.7%
Sunday & holiday salaries	\$ 60,474	\$ -	\$ -	\$ 60,474	\$ 58,317	103.7%
FICA	\$ 98,482	\$ -	\$ -	\$ 98,482	\$ 97,688	100.8%
NY State Retirement	\$ 99,942	\$ -	\$ -	\$ 99,942	\$ 97,204	102.8%
Medical & dental	\$ 357,412	\$ -	\$ -	\$ 357,412	\$ 337,156	106.0%
Other employee costs (disability, unemployment, workers comp)	\$ 35,393	\$ -	\$ -	\$ 35,393	\$ 18,554	190.8%
Payroll subtotal	\$ 1,661,877	\$ 136,700	\$ 80,000	\$ 1,878,577	\$ 1,827,563	102.8%
Equipment	\$ 79,855	\$ -	\$ 10,000	\$ 89,855	\$ 34,140	263.2%
Telephone	\$ 10,800	\$ -	\$ -	\$ 10,800	\$ 11,200	96.4%
Supplies	\$ 36,100	\$ -	\$ -	\$ 36,100	\$ 35,100	102.8%
Travel and continuing education	\$ 28,080	\$ -	\$ -	\$ 28,080	\$ 21,565	130.2%
Repairs and maintenance	\$ 36,459	\$ -	\$ -	\$ 36,459	\$ 32,780	111.2%
Postage	\$ 7,600	\$ -	\$ -	\$ 7,600	\$ 9,400	80.9%
Education -- Tuition Assistance	\$ 8,300	\$ -	\$ -	\$ 8,300	\$ 3,850	215.6%
Library materials (books, video, etc.)	\$ 207,400	\$ 66,600	\$ 28,000	\$ 302,000	\$ 302,000	100.0%
Utilities	\$ 97,650	\$ -	\$ -	\$ 97,650	\$ 96,350	101.3%
Building cleaning supplies	\$ 8,100	\$ -	\$ -	\$ 8,100	\$ 7,000	115.7%
Fuel, gas, and oil	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ 4,200	47.6%
Insurance	\$ 24,390	\$ -	\$ -	\$ 24,390	\$ 32,266	75.6%
Rent	\$ -	\$ -	\$ -	\$ -	\$ 5,150	0.0%
Vehicle operational / lease	\$ 2,500	\$ -	\$ -	\$ 2,500	\$ 5,000	50.0%
Professional fees (auditing, memberships, legal fees, newsletter, etc.)	\$ 114,100	\$ -	\$ -	\$ 114,100	\$ 90,050	126.7%
Data Processing Expenses	\$ 46,526	\$ -	\$ -	\$ 46,526	\$ 44,767	103.9%
Payment of taxes	\$ 4,845	\$ -	\$ -	\$ 4,845	\$ 4,845	100.0%
Library programming	\$ 20,500	\$ -	\$ -	\$ 20,500	\$ 20,300	101.0%
Interfund transfer	\$ -	\$ -	\$ -	\$ -	\$ -	
Chemung County costs (B&G, vision, etc.)	\$ 17,049	\$ -	\$ -	\$ 17,049	\$ 20,549	83.0%
Capital improvements	\$ -	\$ -	\$ -	\$ -	\$ 308,414	0.0%
Contingency	\$ 76,507	\$ -	\$ -	\$ 76,507	\$ 59,994	127.5%
Subtotal contractual fees	\$ 828,761	\$ 66,600	\$ 38,000	\$ 933,361	\$ 1,148,920	81.2%
Debt service	\$ 63,114	\$ -	\$ -	\$ 63,114	\$ 63,148	99.9%
Grand total	\$ 2,553,752	\$ 203,300	\$ 118,000	\$ 2,875,052	\$ 3,039,631	94.6%
Net:	\$ -	\$ -	\$ 50,000	\$ 50,000		

Document #2009-65

Report of the August 12, 2009 meeting of the Buildings & Grounds Committee of the Chemung County Library District

A meeting of the Buildings & Grounds Committee of the Chemung County Library District was held on Wednesday, August 12, 2009 beginning at 3pm. Attending the meeting were Karl Schwesinger and Jan Kather. Also attending were Joan Santulli and Jim Sleeth, CCLD Management. The meeting opened at 3pm.

The following topics were discussed:

- Regarding the Big Flats Library hook up to municipal water. Karl reported that he approved two change orders for Elmira Structures, both of which were required by the Town of Big Flats code offices. The first change order was for a pressure release tank and double check valve not to exceed \$400. The second change order was to instruct Elmira Structures to disconnect the existing water line to the well at a cost of \$350.
- Concerning the drywell at the Big Flats Library, Karl Schwesinger has contacted Sullivan Trail Construction and Wenzel Construction to request quotes on removing or replacing the existing drywell.
- Regarding the 2008 New York State construction project at the Horseheads Free Library (project #0310-09-0015) for replacement of hollow metal doors and clerestory windows and the installation of ADA compliant entrance and exit doors, Mr. Schlesinger reports that work has begun. The low bid of \$64,100 from Marchuska Brothers Construction was accepted.
- Regarding the 2008 New York State construction project at the Big Flats Library (project #0386-090-0029) for clerestory window replacement and installation of ADA compliant front entrance door, the architect (Foor & Associates) is working on project specifications and request for bid response to those specifications is expected to be published in the *Star-Gazette* Sunday, August 16, 2009, with sealed bids to be returned by September 2nd. The project will begin September 3, 2009.
- Regarding the 2008 New York State construction project at the West Elmira Library (project #0386-090-0027) for clerestory window replacement and installation of ADA compliant rear entrance door, the architect (Foor & Associates) is working on project specifications and request for bid response to those specifications is expected to be published in the *Star-Gazette* Sunday, August 16, 2009, with sealed bids to be returned by September 2nd. The project will begin September 3, 2009.

- Regarding the 2008 New York State construction project at the Steele Memorial Library (project #0386-090-0028) for replacement of interior and exterior lights with energy efficient fixtures and bulbs. It also includes rebuilding two wheelchair ramps and resurfacing an area of the parking lot to eliminate obstacles and installing appropriate signage for reserved spaced for patrons and staff with handicaps. The architect (Foor & Associates) is working on project specifications and request for bid response to those specifications is expected to be published in the *Star-Gazette* Sunday, August 16, 2009, with sealed bids to be returned by September 2nd. The project will begin September 3, 2009.
- The committee reviewed and discussed the quote from Derek Chalfant to build tables and chairs/stools for the café area of the Steele Memorial Library. Ms. Kather moved, seconded by Mr. Schwesinger to recommend that the Library District accept Mr. Chalfant's proposal in the amount of \$23,000 to construct two rectangular bar-type tables made from Bubinga wood and eight square tables (2 each made of Tiger Maple, Walnut and Cherry) and to purchase 8 stools and 24 chairs in coffee stained beech wood. The sides of the tables will include both the scientific and common name of the wood used to make each table. This recommendation will be forwarded to the full board at their August 20, 2009 meeting for review and discussion.

The meeting adjourned at 3:35pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, September 10th, 2009 at 3pm in the Director's Office at the Steele Memorial Library.