

CHEMUNG COUNTY LIBRARY DISTRICT

Agenda

The July 2006 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, July 20, 2006 in the auditorium of 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 Ms. Wavle (735-1865), Mrs. Santulli (733-8607), or Mr. Sleeth (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2006-50)
4. Treasurer's report
 - a) Financial report (document #2006-51)
 - b) Report of Unpaid Bills Detail (document #2006-52)
5. Correspondence
6. President's report:
7. Director's report
 - a) Personnel activities since the June meeting of the Library Board
8. Committee reports:
 - a) Budget & Finance Committee – consideration of the 2007 Library District budget (document #2006-53)
9. Old business
 - a) Proposed amendment to the Library District Bylaws (document #2006-54)
10. New business
 - a) Appointment of the Library District's Records Management Officer and Resolution regarding *Records Retention and Disposition Schedule MI-1* (document #2006-55)
11. Period for public expression
12. Adjournment

(Minutes of the June 15, 2006 meeting of the Chemung County Library District Board of Trustees. Document #2006-50.)

Minutes of the June 2006 meeting of the Chemung County Library District Board of Trustees. The June meeting was held on Thursday, June 15, 2006 at 7pm at the headquarters of the Southern Tier Library System, 9424 Scott Road, Painted Post, New York 14870. President Elizabeth Wavle called the meeting to order. Present were: Marleah Denkenberger, Robin Fitzgerald, Claudia Radin, Sherrill Collins, Maria Scotti-Laifer, Jan Kather, Andrea Ogunwumi, Elizabeth Wavle, Denny Smith, Karl Schwesinger, and Dan Drake. Excused were: Richard Pirozzolo, Julia Lavarney, and Edwin Marosek. Absent was Joan Hurley. Also present were Ristiina Wigg, Director of the Southern Tier Library System, Sue Oliver, Fagan Engineers, and Jim Sleeth, Chemung County Library District Director.

Minutes. (Document #2006-45) The minutes of the May 2006 meeting were reviewed by the board and approved as distributed by unanimous consent.

Treasurer's Report. (Document #2006-46) Ms. Fitzgerald reported that the Budget & Finance Committee met June 1st, 2006 to begin discussions on the 2007 proposed Library District budget. Personnel figures were reviewed. The next committee meeting is scheduled for June 29th.

By unanimous consent, the May 31, 2006 Financial Report was approved as distributed and will be filed for audit.

By unanimous consent, the Board authorized payment of the Unpaid Bills Detail (Document #2006-47) as distributed. It will be filed for audit.

Sue Oliver, from Fagan Engineers, reviewed her report entitled *Existing Conditions Evaluation / Capital Assessment of the Chemung County Library District Properties*. Ms. Oliver reviewed the "big ticket" items at various libraries. Starting with the Steele Memorial Library, she focused on the issues related to the library's chiller, the need to upgrade the library's climate control system, the need to replace the library's roof, and the need to re-caulk the library. Ms. Oliver briefly reviewed the issues relating to the work of Fagan Engineers (and others) on panel stabilization. She briefly discussed the idea of a "green roof" at the Steele Memorial Library. Moving on to the Horseheads Free Library, Ms. Oliver reviewed HVAC and associated safety issues. At the West Elmira Library, Ms. Oliver suggested that the potential delamination of load bearing beams needs to be monitored, especially in the wintertime. Roof and rain water runoff issues at the Big Flats Library were discussed.

Ms. Collins moved, seconded by Ms. Denkenberger, to accept the *Existing Conditions Evaluation / Capital Assessment of the Chemung County Library District Properties* report from Fagan Engineers. Motion passed. Discussion of the report continued, with the conversation turning to how to pay for the needed repairs in all our libraries. Ristiina Wigg noted that there would be about \$350,000 in New York State construction funds

available to libraries in the Southern Tier Library System and that a 50% local match was likely a requirement. No deadline or application forms have been announced as this year's one time New York State construction funds will be coordinated by the New York State Dormitory authority.

Ristiina Wigg gave an overview of services provided by the Southern Tier Library System. All library systems are overseen by the Division of Library Development and chartered by the New York State Board of Regents. Within Southern Tier, there are 48 individual libraries. One of the primary functions of Southern Tier is to provide connectivity. For example, a very popular truck delivery system operates six days a week. Electronic connectivity among STLS libraries is accomplished through a telecommunications network, composed of a virtual private network (VPN), a digital service line (DSL), and a T1 line (high speed telephone). Email accounts to STLS member libraries are provided, complete with virus and spam filtering. In addition to this connectivity, STLS also provides administrative support to member libraries, adult services, information technology, interlibrary loan, cataloging, reference services via the central library program from the Steele Memorial Library, and youth services. Ms. Wigg also briefly mentioned the NOVEL databases and Starcat. Costs of operation were briefly reviewed. Ms. Wigg ended her presentation by saying that Southern Tier was in the midst of revising its Plan of Service. On behalf of the Library District Board, Ms. Wavle thanked Ms. Wigg for her presentation and suggested that Library District Board members might like to take a tour of the STLS headquarters building after the Board meeting ended.

Bylaws amendment. Ms. Wavle proposed an amendment to the Bylaws that read

ARTICLE III Executive Committee

Section I. The Executive Committee shall be composed of the Officers of the Board and the immediate past President, if still on the Board, or a member selected by the Board.

Section II. The Executive Committee shall have all of the authority of the Board between its meetings. The Committee shall be subject to the orders of the Board, and none of its acts shall conflict with action taken by the Board.

Section III. In order to conduct a meeting, a quorum of three members of the Executive Committee must be present.

Section III. Meetings of the Committee may be called by the President or by the request of any three officers.

As per the provisions of the ByLaws, action on the proposed amendment will occur at the July 20 Board Meeting.

Mr. Sleeth reviewed personnel changes since the May meeting. He announced that Donna Hubbard was the new Senior Library Clerk at the Horseheads Free Library, that

Chris Harbison had been promoted to Librarian 3, that Ruth Stemerman had returned from medical leave, and that the position of Microcomputer Specialist remained unfilled, though work on that appointment continued.

Mr. Drake moved, seconded by Mr. Smith, to adjourn to executive session to discuss Personnel Committee matters at 8:10 p.m. Motion passed.

Ms. Collins moved, seconded by Mr. Smith, to reconvene to regular session at 8:20 p.m. Motion passed.

Ms. Collins reported on behalf of the Policies & Bylaws Committee, saying that an election timeline has been established. Blank petitions for membership on the Library District Board of Trustees have been created and can be picked up from her (as Secretary to the Library Board) beginning July 11, 2006. Petitions need to be returned to her no later than September 12, 2006 in order to be reviewed for inclusion on the November 7th ballot.

Ms. Denkenberger moved, seconded by Mr. Smith, to adjourn the meeting. The next regular meeting of the Chemung County Library District Board of Trustees will be held on Thursday, July 20th, 2006 at the Steele Memorial Library, 101 East Church Street, Elmira, New York 14901.

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - JUNE 30, 2006

(DOCUMENT #2006-51)

Account	2006 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
Income					
Library Fines, Fees & Contributions	\$ 89,625	\$ 53,882	\$ 35,743	60%	
Grants (other than N.Y.S.)	58,650	44,100	14,550	75%	
Interest & Foundation Contributions	80,000	66,030	13,970	83%	
Library District Tax Receipts	1,963,969	1,963,969	0	100%	
Steele Endowment Donation	0	211,000	0		
State Aid					
Central Library Development	105,000	0	105,000	0%	
Central Book Aid	71,500	0	71,500	0%	
Local Library Services Aid	49,952	2,832	47,120	6%	
Other State Aid	3,200	6,100	(2,900)	191%	
Interfund Transfer	94,619	0	94,619	0%	
TOTAL INCOME	\$ 2,516,515	\$ 2,347,913	\$ 379,602	93%	50%

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
Expense					
Personnel					
Salaries	\$ 1,084,071	\$ 468,647	\$ 615,424	43%	
Sunday & Holiday Salaries	46,258	23,727	22,531	51%	
Employee Benefits	478,892	212,560	266,332	44%	
Contractual					
Equipment	14,681	590	14,091	4%	
Telephone	12,130	5,047	7,083	42%	
Supplies	28,300	13,736	14,564	49%	
Travel & Continuing Education	12,603	399	12,204	3%	
Repairs & Maintenance	43,279	36,695	6,584	85%	
Postage	7,610	3,336	4,274	44%	
Library Materials (books, video, etc.)	254,667	114,215	140,452	45%	
Utilities	80,901	14,074	66,827	17%	
Building Cleaning Supplies	4,150	2,523	1,627	61%	
Fuel, Gas & Oil	1,200	851	349	71%	
Insurance	18,645	16,164	2,481	87%	
Rent	5,000	2,500	2,500	50%	
Vehicle Operation / Lease	7,000	723	6,277	10%	
Professional Fees (audit, membership)	12,650	13,449	(799)	106%	
Data Processing Expenses	37,118	9,879	27,239	27%	
Payment of Taxes	4,575	4,605	(30)	101%	
Library Programming	11,250	5,673	5,577	50%	
Interfund Transfer	94,619	0	94,619	0%	
Debt Service	221,065	9,271	211,794	4%	
TOTAL EXPENSE	\$ 2,480,664	\$ 958,664	\$ 1,522,000	39%	50%

Chemung County Library District General Fund
Unpaid Bills Detail
As of July 11, 2006

Document 2006-52

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
AEC One Stop Group, Inc.	07/10/2006	HFL book purchase	<u>36.30</u>
Total AEC One Stop Group, Inc.			36.30
Aldeberan Teleservices Corporation	07/10/2006	IT services-2006 All Libraries	<u>7,377.00</u>
Total Aldeberan Teleservices Corporation			7,377.00
Amazon Credit Plan	07/10/2006	HFL/SML purchases	<u>224.25</u>
Total Amazon Credit Plan			224.25
AT&T	07/10/2006	long dist chg-ST	<u>6.04</u>
Total AT&T			6.04
Baker & Taylor Books	07/10/2006	HFL book purchases	<u>344.62</u>
Total Baker & Taylor Books			344.62
Barnes & Noble, Inc.	07/10/2006	SML & WE book purchases	<u>193.58</u>
Total Barnes & Noble, Inc.			193.58
Blackbourn Media Packaging	07/10/2006	AV supplies for SML/WE	<u>333.34</u>
Total Blackbourn Media Packaging			333.34
Brian P. Harris	07/10/2006	Insurance reimbursement 2006 - BF	<u>195.00</u>
Total Brian P. Harris			195.00
Brodart Co.	07/10/2006	CD sticky pockets-HFL	<u>31.66</u>
Total Brodart Co.			31.66
Center Point Large Print	07/10/2006	ST Fiction Large Print	<u>116.82</u>
Total Center Point Large Print			116.82
Chemung County Library District	07/11/2006	Petty Cash reimbursement - BF, HFL, WE	<u>337.22</u>
Total Chemung County Library District			337.22
Cornell Coop. Ext. Chemung	07/10/2006	Juneteenth Celebration adv.	<u>35.00</u>
Total Cornell Coop. Ext. Chemung			35.00
CyberDark Computing	07/10/2006	BKM cable/SML adapters	<u>35.00</u>
Total CyberDark Computing			35.00
Demco, Inc.	07/10/2006	BF sign/ SML CD cases	<u>229.89</u>
Total Demco, Inc.			229.89
EBSCO Subscription Services	07/10/2006	magazine sub. renewals ALL libraries	<u>8,240.77</u>
Total EBSCO Subscription Services			8,240.77
Fagan Engineers	07/10/2006	Professional Services Final invoice	<u>4,590.60</u>
Total Fagan Engineers			4,590.60
First Transit	07/10/2006	BKM fuel/repairs	<u>394.70</u>
Total First Transit			394.70
Gaylord Bros, Inc.	07/10/2006	ST book rack-Fiction books	<u>605.37</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of July 11, 2006

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Gaylord Bros, Inc.			605.37
Genealogical Publishing Company			
	07/10/2006	General materials	105.95
Total Genealogical Publishing Company			105.95
H. L. Treu Office Supply Corp.			
	07/10/2006	office supply-CCLD/ JUV prog. supplies	23.39
Total H. L. Treu Office Supply Corp.			23.39
Horwitz Supply Company			
	07/10/2006	cleaning supplies-HFL	210.91
Total Horwitz Supply Company			210.91
Howell, Liberatore & Wickham, Inc.			
	07/10/2006	June Newsletter-production & printing	7,520.00
Total Howell, Liberatore & Wickham, Inc.			7,520.00
Image Integrator			
	07/10/2006	Toner for Microfilm machine=ST	158.50
Total Image Integrator			158.50
Info USA Marketing, Inc.			
	07/10/2006	Electronic Reference materials-renewal	6,750.00
Total Info USA Marketing, Inc.			6,750.00
Ingram Library Services			
	07/10/2006	Library materials-all libraries	10,604.18
Total Ingram Library Services			10,604.18
Jamex, Inc.			
	07/10/2006	repair of two card readers for copy machines at ST	611.30
Total Jamex, Inc.			611.30
JanWay Company USA, Incl			
	07/10/2006	SRC programming supplies-all libraries	1,020.93
Total JanWay Company USA, Incl			1,020.93
John Santulli's Landscaping Service			
	07/10/2006	Lenox Ave Cemetery groundskeeping - June	30.00
Total John Santulli's Landscaping Service			30.00
Madcap Productions			
	07/10/2006	Balance due for 7/27 performance-Steele	317.50
Total Madcap Productions			317.50
Marilyn Fuller (Merry Mischief)			
	07/10/2006	Pirate show SML/WE; Renaiss. Show HFL/BF-Aug	1,512.00
Total Marilyn Fuller (Merry Mischief)			1,512.00
MidWest Tape			
	07/10/2006	DVD purchases- HFL & SML	1,308.16
Total MidWest Tape			1,308.16
Nel Cremean (In Jest)			
	07/10/2006	8/3 performance at ST	350.00
Total Nel Cremean (In Jest)			350.00
NYSEG			
	07/10/2006	HFL utility charges	154.52
Total NYSEG			154.52
Oriental Trading Company, Inc.			
	07/10/2006	programming supplies-SML, BF & WE	186.89
Total Oriental Trading Company, Inc.			186.89
Patricia Wald			
	07/10/2006	Patron Refund	8.00
Total Patricia Wald			8.00

Chemung County Library District General Fund
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 As of July 11, 2006

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Petty Cash-Steele			
	07/11/2006	reimburse PC expenses-SML, BF, WE	<u>381.58</u>
Total Petty Cash-Steele			381.58
ProQuest Information & Learning			
	07/10/2006	Microfilm S-G for May	<u>20.28</u>
Total ProQuest Information & Learning			20.28
Random House, Inc.			
	07/10/2006	AV purchases-ST	<u>367.20</u>
Total Random House, Inc.			367.20
Regent Book co.			
	07/10/2006	SML Juvenile materials	<u>354.66</u>
Total Regent Book co.			354.66
Rem-Southern Office Products, Inc.			
	07/10/2006	ST PCU unit- Savin copier	<u>334.00</u>
Total Rem-Southern Office Products, Inc.			334.00
Rhode Island Novelty			
	07/10/2006	SML programming supplies	<u>88.90</u>
Total Rhode Island Novelty			88.90
Robert Rogers Puppet Company			
	07/10/2006	8/15/06 program at BF	<u>395.00</u>
Total Robert Rogers Puppet Company			395.00
Rose Woodard			
	07/10/2006	Magic Show @ WE 6/26/06	<u>200.00</u>
Total Rose Woodard			200.00
SDS of NY			
	07/10/2006	garbage disposal-BF,WE,HFL May & June	<u>247.50</u>
Total SDS of NY			247.50
ServiceMaster of the Tri-Counties			
	07/10/2006	WE-carpet cleaning	<u>241.00</u>
Total ServiceMaster of the Tri-Counties			241.00
SKJ Facilities Management, Inc.			
	07/10/2006	HFL Janitor services 5/21-6/25	<u>720.00</u>
Total SKJ Facilities Management, Inc.			720.00
SmileMakers			
	07/10/2006	Programming-BF	<u>42.56</u>
Total SmileMakers			42.56
South Central Regional Library Council			
	07/10/2006	ILL Workshop - HFL staff	<u>25.00</u>
Total South Central Regional Library Council			25.00
Southern Tier Library System			
	07/10/2006	security strips, processing fees-May, cost share 2n	<u>9,388.00</u>
Total Southern Tier Library System			9,388.00
Staples Business Advantage			
	07/10/2006	All libraries office supplies	<u>774.22</u>
Total Staples Business Advantage			774.22
STLS			
	07/10/2006	late fee for ILL	<u>12.00</u>
Total STLS			12.00
The H. W. Wilson Company			
	07/10/2006	ST electronic reference material	<u>2,147.00</u>
Total The H. W. Wilson Company			2,147.00
The Library Store			

Chemung County Library District General Fund
Unpaid Bills Detail
As of July 11, 2006

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	07/10/2006	WE-labels for books	<u>7.27</u>
Total The Library Store			7.27
Thomson Gale			
	07/10/2006	ST fiction purchase	<u>500.22</u>
Total Thomson Gale			500.22
Time Warner Cable			
	07/10/2006	VPN Service	<u>200.00</u>
Total Time Warner Cable			200.00
Town of VanEtten			
	07/10/2006	Bulking rental-July	<u>416.66</u>
Total Town of VanEtten			416.66
Unique Management Services, Inc.			
	07/10/2006	collection agency fees-ALL libraries May & June	<u>1,585.68</u>
Total Unique Management Services, Inc.			1,585.68
Verizon			
	07/10/2006	phone service-BF,HFL,ST,WE	<u>950.27</u>
Total Verizon			950.27
Verizon Wireless			
	07/10/2006	BKM cellular service-July	<u>123.74</u>
Total Verizon Wireless			123.74
Wegmans Food Markets Inc.			
	07/10/2006	SRC prog. supply SML,HFL &WE	<u>68.29</u>
Total Wegmans Food Markets Inc.			<u>68.29</u>
TOTAL			<u><u>73,790.42</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of July 11, 2006

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	07/11/2006	Reference materials	254.30
Total Baker & Taylor Books			<u>254.30</u>
Grey House Publishing			
	07/11/2006	Reference Material	203.00
	07/11/2006	Reference Material	352.50
Total Grey House Publishing			<u>555.50</u>
Harris Infosource			
	07/11/2006	Reference material	198.10
Total Harris Infosource			<u>198.10</u>
Information Today, Inc.			
	07/11/2006	reference material	206.95
Total Information Today, Inc.			<u>206.95</u>
Ingram Library Services			
	07/11/2006	NonFiction book purchases	2,688.77
Total Ingram Library Services			<u>2,688.77</u>
Jim Sleeth			
	07/11/2006	Travel Reimbursement 1/24-7/10	517.19
Total Jim Sleeth			<u>517.19</u>
New York Library Association(NYLA)			
	07/11/2006	conference registration for Central Library staff	308.00
Total New York Library Association(NYLA)			<u>308.00</u>
Southern Tier Library System			
	07/11/2006	processing fees	106.50
Total Southern Tier Library System			<u>106.50</u>
Thomson Gale			
	07/11/2006	Reference Mat.	771.29
Total Thomson Gale			<u>771.29</u>
TOTAL			<u><u>5,606.60</u></u>

CHEMUNG COUNTY
LIBRARY DISTRICT

Memo

To: Board of Trustees

From: Joan Santulli & Jim Sleeth

Subject: 2007 Proposed Library District Budget

Date: July 12, 2006

101 East Church Street
Elmira, NY 14901
607-733-9173

Attached is the proposed 2007 Library District budget as approved for submission to the Library District Board by the Budget & Finance Committee.

This budget was created using the following assumptions:

Regarding revenues:

- This budget proposes a 3% increase in the tax levy to operate the Chemung County Library District. This means that the taxpayer cost on a property assessed at \$50,000 would be approximately \$32.70 in 2007, an increase of just 95 cents over the 2006 tax. (This information comes from the Real Property Tax Services Office.)
- While the central library program may face some changes in 2007, it is assumed that these changes will be phased in over a period of time, and thus no decreases in either Central Library Development (CLD) or Central Book Aid (CBA) have been made.
- It is assumed that both the Public Library Foundation of Chemung County and the Steele Memorial Library Foundation will distribute \$80,000 to the Library District in calendar year 2007.
- In previous years, both the Horseheads Free Library and the Steele Memorial Library received Local Library Services Aid. Now that there is one Library District in Chemung County there will be only one distribution of Local Library Services Aid from the State of New York, meaning the Library District will collect about \$8,000 less in Local Library Services Aid in 2007.
- Budgeted interest income is substantially higher in 2007 due to the fact that Library District tax receipts are invested in certificate of deposits for a significant portion of the calendar year.

- Following our experience with the first six months' revenue receipts, revenue lines such as library fines, fees, and contributions have been modestly increased.
- No revenues from either the Friends of the Horseheads Free Library or the Friends of the Steele Memorial Library have been anticipated.
- It is anticipated that the outreach services grant from the Southern Tier Library System to support the Library District Bookmobile will fall to \$5,000 in 2007 and be completely eliminated in 2008.

Regarding expenses:

- There will be a 3% increase in salaries of all Library District employees as required by the current contract with the bargaining unit.
- No new staff positions are proposed for any libraries. While there may be changes in the Library District staff during the course of the year, no retirements are anticipated or budgeted.
- Sunday & overtime costs total just over \$55,000. This budget will keep our libraries open the six holidays (President's weekend, Martin Luther King Day, Columbus Day, the day after Thanksgiving, the day after Christmas) when schools are closed and enable the Steele Memorial Library to be open Sunday afternoons during the Fall, Winter, and Spring months. Central Library Development Aid pays for Sunday library service at the Steele Memorial Library. Should those funds become unavailable in 2007 or the out years, other funds would need to be identified to continue this service.
- Fringe benefit costs include FICA, New York State Retirement, health care, disability, unemployment & workers compensation. Fringe benefits are 30.5% of the entire personnel budget.
- Proposed equipment purchases include replacement photocopiers, replacement computer monitors, the installation of fire detection equipment at Big Flats and West Elmira as requested by our insurance company, bookends, and a DVD/CD disc repair machine to will be housed at Horseheads but available for use by all our libraries.
- An increase in funds budgeted for Travel & Continuing Education includes funds set aside for board development as well as staff costs to attend the New York Library Association and other workshops held throughout the

year. Funds are budgeted for the Bookmobile driver to attend the National Bookmobile Conference; no other national conference attendance is anticipated.

- Repairs & maintenance includes the cost of maintenance agreements on the theft detection system, the automatic doors, and microfilm machines at the Steele Memorial Library, photocopiers in all our libraries, service of our libraries' microcomputers and local area networks at all our libraries, the mail machine in the Business Office, trash removal for most of our libraries, pest control at the Steele Library only, carpet cleaning at Big Flats and West Elmira libraries; and janitor services at the Horseheads Free Library.
- A very modest increase in the budget for new library materials – books, audio, video, electronic, magazines & newspapers, microfilm – is proposed for each library. The percentage of all funds allocated for new library materials equals just 12% of library district expenditures. If more than 20% of Central Book Aid funds (\$14,000) are used to pay for subscriptions to electronic databases, the central library's adult non-fiction and print reference materials budget will be negatively affected.
- The budget for insurance is based upon a 3% increase over 2006 actual costs and includes property & general liability, books & fine arts, public officials (errors & omissions insurance), crime, and Bookmobile insurance. Insurance for workers' compensation and disability are included in the budget as fringe benefits for Library District staff.
- The budget for rent pays the Town of Van Etten for the rent of the Van Etten Library.
- \$7,000 is budgeted for vehicle operation. This will cover repairs to the Bookmobile, should they be necessary. Board members should keep in mind that the Bookmobile is now more than 20 years old.
- Professional fees include legal fees, the development of engineering specifications, auditing the Library District's financial records, collection agency fees, and the production, printing, and mailing of a Library District newsletter three times a year.
- Data processing fees are paid to the Southern Tier Library System to support the operation of the computer system that connects our libraries to

the larger library world and to pay for the Library District's virtual private network.

- The Library District pays the following taxes: Downtown Development to the City of Elmira, sewer taxes to the City & Town of Elmira, a water use tax to the Town of Big Flats, and a sewer tax to the Town of Horseheads.
- The Library District's programming budget will bring performers and costumes, funds for craft programs, and supplies for summer and winter reading clubs. Library District staff rely upon these funds to bring special programs that are beyond their theatrical talents. These special programs often bring attention to the Library District in the media.
- Chemung County costs include building maintenance, Horseheads HVAC maintenance, elevator maintenance, and other costs incurred by the County on the Library District's behalf.
- \$45,000 is budgeted for Capital Improvements that will be identified by the Building & Grounds Committee and considered by the Library District Board in future weeks.
- Each library's budget now includes a contingency line equal to 10% of the non-personnel costs to pay for unanticipated expenses.
- Following our experience with the last twelve months' expenses, we have made minor changes to the telephone, utilities, postage, supplies, building cleaning, and Bookmobile fuel budget lines.
- The debt service budget pays the cost of retiring two bonds on the Steele Memorial Library: The Public Improvement Refunding (Serial) Bond of 1993 (\$161,475) will be paid in full after budget year 2008. The second bond, called Public Improvement (Serial) Bond of 1999, (\$47,041), will be paid in full after budget year 2015. The bond to pay for repairs to the fascia of the Steele Memorial Library, work completed in 2005 costing approximately \$95,000, is not anticipated to begin until budget year 2008.
- The chart illustrating the apportionment of taxpayer funding of Library District facilities shows that this proposed budget follows Library District policy allocating at least 13.7% of taxpayer funding to the Horseheads Free Library.

2007 Library District Budget Summary

Line number	Revenues	Library District	State of New York	Grants, fees, & more	Total	2006 budget
421271	Library -- fines & fees & contributions	\$ -	\$ -	\$ 101,110	\$ 101,110	\$ 90,625
422361	Grants (but not the State of New York)	\$ -	\$ 5,000	\$ 23,750	\$ 28,750	\$ 57,650
432401	Foundation contributions	\$ -	\$ -	\$ 160,000	\$ 160,000	\$ 78,500
	Interest income	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 1,500
452810	Library district tax receipts	\$ 2,140,001	\$ -	\$ -	\$ 2,140,001	\$1,963,969
463089	State Aid	\$ -	\$ -	\$ -	\$ -	\$ -
	Central Library Development	\$ -	\$ 105,000	\$ -	\$ 105,000	\$ 105,000
	Central Book Aid	\$ -	\$ 71,500	\$ -	\$ 71,500	\$ 71,500
	Local Library Services Aid	\$ -	\$ 41,700	\$ -	\$ 41,700	\$ 49,952
	Other State Aid	\$ -	\$ 1,600	\$ -	\$ 1,600	\$ 3,200
	Interfund transfer	\$ -	\$ -	\$ -	\$ -	\$ 94,619
	Total revenues	\$ 2,140,001	\$ 224,800	\$ 314,860	\$ 2,679,661	\$2,516,515
Expenditures						
50100	Salaries	\$ 888,946	\$ 153,300	\$ 60,500	\$ 1,102,746	\$1,084,071
	Sunday & holiday salaries	\$ 55,404	\$ -	\$ -	\$ 55,404	\$ 46,258
	FICA	\$ 117,882	\$ -	\$ -	\$ 117,882	\$ 86,470
	NY State Retirement	\$ 105,199	\$ -	\$ -	\$ 105,199	\$ 129,337
	Medical & dental	\$ 108,836	\$ -	\$ 138,780	\$ 247,616	\$ 225,456
	Other employee costs (disability, unemployment)	\$ 36,419	\$ -	\$ 2,220	\$ 38,639	\$ 37,628
	Payroll subtotal	\$ 1,312,687	\$ 153,300	\$ 201,500	\$ 1,667,487	\$1,609,220
		\$ 28,780	\$ -	\$ 1,000	\$ 29,780	\$ 14,281
50200	Equipment	\$ 10,330	\$ -	\$ -	\$ 10,330	\$ 12,530
50402	Telephone	\$ 26,114	\$ -	\$ -	\$ 26,114	\$ 28,300
50403	Supplies	\$ 14,155	\$ 5,000	\$ -	\$ 19,155	\$ 12,603
50404	Travel and continuing education	\$ 35,599	\$ -	\$ 60,000	\$ 95,599	\$ 43,279
50406	Repairs and maintenance	\$ 7,839	\$ -	\$ -	\$ 7,839	\$ 7,610
50407	Postage	\$ -	\$ -	\$ -	\$ -	\$ -
50410	Education -- Tuition Assistance	\$ 138,320	\$ 71,500	\$ 48,610	\$ 258,430	\$ 254,667
50412	Library materials (books, video, etc.)	\$ 92,000	\$ -	\$ -	\$ 92,000	\$ 80,901
50413	Utilities	\$ 4,760	\$ -	\$ -	\$ 4,760	\$ 4,150
50414	Building cleaning supplies	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ 1,200
50418	Fuel, gas, and oil	\$ 27,199	\$ -	\$ -	\$ 27,199	\$ 18,645
50419	Insurance	\$ 1,400	\$ -	\$ 3,750	\$ 5,150	\$ 5,000
50420	Rent	\$ 7,000	\$ -	\$ -	\$ 7,000	\$ 7,000
50428	Vehicle operational / lease	\$ 50,246	\$ -	\$ -	\$ 50,246	\$ 12,650
50433	Professional fees (auditing, memberships, legal)	\$ 38,231	\$ -	\$ -	\$ 38,231	\$ 37,118
50445	Data Processing Expenses	\$ 4,897	\$ -	\$ -	\$ 4,897	\$ 4,575
50484	Payment of taxes	\$ 11,588	\$ -	\$ -	\$ 11,588	\$ 11,250
	Library programming	\$ -	\$ -	\$ -	\$ -	\$ 94,619
	Interfund transfer	\$ 17,085	\$ -	\$ -	\$ 16,832	\$ -
	Chemung County costs (B&G, vision, etc.)	\$ 45,000	\$ -	\$ -	\$ 45,000	\$ -
	Capital improvements	\$ 56,254	\$ -	\$ -	\$ 56,254	\$ -
	Contingency	\$ 618,797	\$ 76,500	\$ 113,360	\$ 808,657	\$ 650,378
	Subtotal contractual fees	\$ -	\$ -	\$ -	\$ -	\$ -
	Debt service	\$ 208,517	\$ -	\$ -	\$ 208,517	\$ 221,065
		\$ -	\$ -	\$ -	\$ -	\$ -
	Grand total	\$ 2,140,001	\$ 229,800	\$ 314,860	\$ 2,684,661	\$2,480,663

Big Flats Library

Line number	Revenues	Library District	State of New York	Grants, fees, & more	Total	2006 budget
421271	Library -- fines & fees & contributions			\$ 2,960	\$ 2,960	\$ 3,160
422361	Grants (but not the State of New York)			\$ -	\$ -	\$ 3,000
432401	Foundation contributions				\$ -	
	Interest income				\$ -	
452810	Library district tax receipts	\$ 209,146			\$ 209,146	\$172,057
463089	State Aid				\$ -	
	Central Library Development				\$ -	
	Central Book Aid				\$ -	
	Local Library Services Aid				\$ -	
	Other State Aid				\$ -	
	Interfund transfer				\$ -	
	Total revenues	\$ 209,146	\$ -	\$ 2,960	\$ 212,106	\$178,217
Expenditures						
50100	Salaries	\$ 112,018			\$ 112,018	\$103,626
	Sunday & holiday salaries	\$ 3,153			\$ 3,153	\$ 2,559
	FICA	\$ 8,569			\$ 8,569	\$ 8,123
	NY State Retirement	\$ 12,322			\$ 12,322	\$ 11,941
	Medical & dental	\$ 14,081			\$ 14,081	\$ 18,498
	Other employee costs (disability, unemployment)	\$ 3,807			\$ 3,807	\$ 3,170
	Payroll subtotal	\$ 153,951	\$ -	\$ -	\$ 153,951	\$147,917
50200	Equipment	\$ 4,525			\$ 4,525	\$ 500
50402	Telephone	\$ 440			\$ 440	\$ 400
50403	Supplies	\$ 2,060			\$ 2,060	\$ 2,250
50404	Travel and continuing education	\$ 2,000			\$ 2,000	\$ 1,950
50406	Repairs and maintenance	\$ 3,554			\$ 3,554	\$ 3,088
50407	Postage	\$ 597			\$ 597	\$ 580
50410	Education -- Tuition Assistance				\$ -	
50412	Library materials (books, video, etc.)	\$ 13,520		\$ 2,960	\$ 16,480	\$ 16,000
50413	Utilities	\$ 10,000			\$ 10,000	\$ 11,580
50414	Building cleaning supplies	\$ 500			\$ 500	\$ 250
50418	Fuel, gas, and oil	\$ -			\$ -	
50419	Insurance	\$ 1,800			\$ 1,800	\$ 676
50420	Rent	\$ -			\$ -	
50428	Vehicle operational / lease	\$ -			\$ -	
50433	Professional fees (auditing, memberships, legal)	\$ 2,987			\$ 2,987	\$ 700
50445	Data Processing Expenses	\$ 3,974			\$ 3,974	\$ 3,698
50484	Payment of taxes	\$ 25			\$ 25	\$ 25
	Library programming	\$ 2,060			\$ 2,060	\$ 3,500
	Interfund transfer	\$ -			\$ -	
	Chemung County costs (B&G, vision, etc.)	\$ 2,136			\$ 2,136	
	Capital improvements	\$ -			\$ -	
	Contingency	\$ 5,018			\$ 5,018	
	Subtotal contractual fees	\$ 55,196	\$ -	\$ 2,960	\$ 58,156	\$ 45,197
	Debt service	\$ -	\$ -	\$ -	\$ -	\$ -
	Departmental total	\$ 209,146	\$ -	\$ 2,960	\$ 212,106	\$193,114
	Net:	\$ (0)	\$ -	\$ -	\$ (0)	

Bookmobile

Line number	Revenues	Library District	State of New York	Grants, fees, & more	Total	2006 budget
421271	Library -- fines & fees & contributions			\$ 250	\$ 250	\$ 250
422361	Grants (but not the State of New York)		\$ 5,000		\$ 5,000	\$ 10,500
432401	Foundation contributions				\$ -	
	Interest income				\$ -	
452810	Library district tax receipts	\$ 89,401			\$ 89,401	\$ 77,745
463089	State Aid				\$ -	
	Central Library Development				\$ -	
	Central Book Aid				\$ -	
	Local Library Services Aid				\$ -	
	Other State Aid				\$ -	
	Interfund transfer				\$ -	
	Total revenues	\$ 89,401	\$ 5,000	\$ 250	\$ 94,651	\$ 88,495
Expenditures						
50100	Salaries	\$ 42,269	\$ 5,000		\$ 47,269	\$ 42,474
	Sunday & holiday salaries	\$ -			\$ -	\$ -
	FICA	\$ 3,616			\$ 3,616	\$ 3,249
	NY State Retirement	\$ 5,200			\$ 5,200	\$ 5,857
	Medical & dental	\$ 12,693			\$ 12,693	\$ 10,624
	Other employee costs (disability, unemployment)	\$ 1,012			\$ 1,012	\$ 830
	Payroll subtotal	\$ 64,791	\$ 5,000	\$ -	\$ 69,791	\$ 63,034
50200	Equipment				\$ -	
50402	Telephone	\$ 1,800			\$ 1,800	\$ 1,800
50403	Supplies	\$ 261			\$ 261	\$ 400
50404	Travel and continuing education	\$ 750			\$ 750	\$ 695
50406	Repairs and maintenance	\$ 2,189			\$ 2,189	\$ 135
50407	Postage	\$ 155			\$ 155	\$ 150
50410	Education -- Tuition Assistance	\$ -			\$ -	
50412	Library materials (books, video, etc.)	\$ 3,870		\$ 250	\$ 4,120	\$ 4,000
50413	Utilities	\$ -			\$ -	
50414	Building cleaning supplies	\$ -			\$ -	
50418	Fuel, gas, and oil	\$ 2,000			\$ 2,000	\$ 1,200
50419	Insurance	\$ 1,118			\$ 1,118	\$ 1,600
50420	Rent	\$ -			\$ -	
50428	Vehicle operational / lease	\$ 7,000			\$ 7,000	\$ 7,000
50433	Professional fees (auditing, memberships, legal)	\$ 1,494			\$ 1,494	\$ 500
50445	Data Processing Expenses	\$ 1,483			\$ 1,483	\$ 1,549
50484	Payment of taxes	\$ -			\$ -	
	Library programming	\$ -			\$ -	
	Interfund Transfer	\$ -			\$ -	
	Chemung County costs (B&G, vision, etc.)	\$ 253			\$ 253	
	Capital improvements	\$ -			\$ -	
	Contingency	\$ 2,237			\$ 2,237	
	Subtotal contractual fees	\$ 24,610	\$ -	\$ 250	\$ 24,860	\$ 19,029
	Debt service	\$ -	\$ -	\$ -	\$ -	\$ -
	Departmental total	\$ 89,401	\$ 5,000	\$ 250	\$ 94,651	\$ 82,063

Horseheads Free Library

Line number	Revenues	Library District	State of New York	Grants, fees, & more	Total	2006 budget
421271	Library -- fines & fees & contributions			\$ 31,500	\$ 31,500	\$ 21,365
422361	Grants (but not the State of New York)				\$ -	\$ 8,400
432401	Foundation contributions			\$ 80,000	\$ 80,000	\$ 39,500
	Interest income				\$ -	
452810	Library district tax receipts	\$ 293,763			\$ 293,763	\$ 251,741
463089	State Aid				\$ -	
	Central Library Development				\$ -	
	Central Book Aid				\$ -	\$ 8,252
	Local Library Services Aid				\$ -	\$ 1,600
	Other State Aid				\$ -	
	Interfund transfer				\$ -	
	Total revenues	\$ 293,763	\$ -	\$ 111,500	\$ 405,263	\$ 330,858
Expenditures						
50100	Salaries	\$ 134,747		\$ 30,500	\$ 165,247	\$ 164,754
	Sunday & holiday salaries	\$ 1,282			\$ 1,282	\$ 1,230
	FICA	\$ 12,412			\$ 12,412	\$ 12,698
	NY State Retirement	\$ 13,695			\$ 13,695	\$ 18,640
	Medical & dental	\$ 31,319			\$ 31,319	\$ 31,657
	Other employee costs (disability, unemployment)	\$ 5,560			\$ 5,560	\$ 4,970
	Payroll subtotal	\$ 199,015	\$ -	\$ 30,500	\$ 229,515	\$ 233,949
50200	Equipment	\$ 8,700		\$ 1,000	\$ 9,700	\$ 2,600
50402	Telephone	\$ 1,650			\$ 1,650	\$ 1,600
50403	Supplies	\$ 4,635			\$ 4,635	\$ 4,800
50404	Travel and continuing education	\$ 1,500			\$ 1,500	\$ 2,175
50406	Repairs and maintenance	\$ 10,440		\$ 60,000	\$ 70,440	\$ 13,426
50407	Postage	\$ 515			\$ 515	\$ 500
50410	Education -- Tuition Assistance	\$ -			\$ -	
50412	Library materials (books, video, etc.)	\$ 18,110		\$ 20,000	\$ 38,110	\$ 36,756
50413	Utilities	\$ 16,000			\$ 16,000	\$ 13,100
50414	Building cleaning supplies	\$ 1,185			\$ 1,185	\$ 1,150
50418	Fuel, gas, and oil	\$ -			\$ -	
50419	Insurance	\$ 2,771			\$ 2,771	\$ 5,000
50420	Rent	\$ -			\$ -	
50428	Vehicle operational / lease	\$ -			\$ -	
50433	Professional fees (auditing, memberships, legal)	\$ 6,489			\$ 6,489	\$ 2,600
50445	Data Processing Expenses	\$ 8,987			\$ 8,987	\$ 8,725
50484	Payment of taxes	\$ 412			\$ 412	\$ 400
	Library programming	\$ 3,090			\$ 3,090	
	Interfund transfer	\$ -			\$ -	
	Chemung County costs (B&G, vision, etc.)	\$ 1,651			\$ 1,651	
	Capital improvements	\$ -			\$ -	
	Contingency	\$ 8,614			\$ 8,614	
	Subtotal contractual fees	\$ 94,749	\$ -	\$ 81,000	\$ 175,749	\$ 92,832
	Debt service	\$ -	\$ -	\$ -	\$ -	\$ -
	Departmental total	\$ 293,763	\$ -	\$ 111,500	\$ 405,263	\$ 326,781

Steele Memorial Library

Line number	Revenues	Library District	State of New York	Grants, fees, & more	Total	2006 budget
421271	Library -- fines & fees & contributions			\$ 61,000	\$ 61,000	\$ 61,780
422361	Grants (but not the State of New York)			\$ 20,000	\$ 20,000	\$ 29,000
432401	Foundation contributions			\$ 80,000	\$ 80,000	\$ 39,000
	Interest income				\$ -	
452810	Library district tax receipts	\$ 1,048,380			\$ 1,048,380	\$ 1,285,772
463089	State Aid				\$ -	
	Central Library Development		\$ 105,000		\$ 105,000	\$ 105,000
	Central Book Aid		\$ 71,500		\$ 71,500	\$ 71,500
	Local Library Services Aid		\$ 41,700		\$ 41,700	\$ 41,700
	Other State Aid		\$ 1,600		\$ 1,600	\$ 1,600
	Interfund transfer				\$ -	\$ 94,619
	Total revenues	\$ 1,048,380	\$ 219,800	\$ 161,000	\$ 1,429,180	\$ 1,729,971
Expenditures						
50100	Salaries	\$ 385,267	\$ 148,300		\$ 533,567	\$ 560,671
	Sunday & holiday salaries	\$ 47,715			\$ 47,715	\$ 39,910
	FICA	\$ 40,818			\$ 40,818	\$ 45,944
	NY State Retirement	\$ 50,323			\$ 50,323	\$ 68,114
	Medical & dental	\$ 1,136		\$ 138,780	\$ 139,916	\$ 126,796
	Other employee costs (disability, unemployment)	\$ 17,962		\$ 2,220	\$ 20,182	\$ 23,258
	Payroll subtotal	\$ 543,221	\$ 148,300	\$ 141,000	\$ 832,521	\$ 864,693
50200	Equipment	\$ 5,000			\$ 5,000	\$ 11,181
50402	Telephone	\$ 6,000			\$ 6,000	\$ 7,930
50403	Supplies	\$ 16,480			\$ 16,480	\$ 17,500
50404	Travel and continuing education		\$ 5,000		\$ 5,000	\$ 4,683
50406	Repairs and maintenance	\$ 13,802			\$ 13,802	\$ 24,037
50407	Postage	\$ 5,974			\$ 5,974	\$ 5,800
50410	Education -- Tuition Assistance	\$ -			\$ -	
50412	Library materials (books, video, etc.)	\$ 89,680	\$ 71,500	\$ 20,000	\$ 181,180	\$ 177,610
50413	Utilities	\$ 57,000			\$ 57,000	\$ 49,121
50414	Building cleaning supplies	\$ 2,575			\$ 2,575	\$ 2,500
50418	Fuel, gas, and oil	\$ -			\$ -	
50419	Insurance	\$ 19,079			\$ 19,079	\$ 10,444
50420	Rent	\$ -			\$ -	
50428	Vehicle operational / lease	\$ -			\$ -	
50433	Professional fees (auditing, memberships, legal)	\$ 15,450			\$ 15,450	\$ 6,380
50445	Data Processing Expenses	\$ 19,342			\$ 19,342	\$ 18,931
50484	Payment of taxes	\$ 4,275			\$ 4,275	\$ 3,970
	Library programming	\$ 4,120			\$ 4,120	\$ 4,000
	Interfund transfer	\$ -			\$ -	\$ 94,619
	Chemung County costs (B&G, vision, etc.)	\$ 10,897			\$ 10,897	
	Capital improvements	\$ -			\$ -	
	Contingency	\$ 26,967			\$ 26,967	
	Subtotal contractual fees	\$ 296,641	\$ 76,500	\$ 20,000	\$ 393,141	\$ 438,706
	Debt service	\$ 208,517			\$ 208,517	\$ 221,065
	Departmental total	\$ 1,048,380	\$ 224,800	\$ 161,000	\$ 1,434,180	\$ 1,524,464

Line number	Revenues	Library District	State of New York	Grants, fees, & more	Total	2006 budget
421271	Library – fines & fees & contributions				\$ -	
422361	Grants (but not the State of New York)			\$ 3,750	\$ 3,750	\$ 3,750
432401	Foundation contributions				\$ -	
	Interest income				\$ -	
452810	Library district tax receipts	\$ 13,164			\$ 13,164	\$ 7,114
463089	State Aid				\$ -	
	Central Library Development				\$ -	
	Central Book Aid				\$ -	
	Local Library Services Aid				\$ -	
	Other State Aid				\$ -	
	Interfund transfer				\$ -	
	Total revenues	\$ 13,164	\$ -	\$ 3,750	\$ 16,914	\$ 10,864
Expenditures						
50100	Salaries	\$ 2,878			\$ 2,878	
	Sunday & holiday salaries	\$ -			\$ -	
	FICA	\$ 220			\$ 220	
	NY State Retirement	\$ 317			\$ 317	
	Medical & dental	\$ 604			\$ 604	
	Other employee costs (disability, unemployment)	\$ 31			\$ 31	
	Payroll subtotal	\$ 4,051	\$ -	\$ -	\$ 4,051	\$ -
50200	Equipment	\$ -			\$ -	
50402	Telephone	\$ -			\$ -	
50403	Supplies	\$ 103			\$ 103	\$ 100
50404	Travel and continuing education	\$ 405			\$ 405	\$ 150
50406	Repairs and maintenance	\$ 2,060			\$ 2,060	
50407	Postage	\$ -			\$ -	
50410	Education -- Tuition Assistance	\$ -			\$ -	
50412	Library materials (books, video, etc.)	\$ 2,060			\$ 2,060	\$ 4,301
50413	Utilities	\$ -			\$ -	
50414	Building cleaning supplies	\$ -			\$ -	
50418	Fuel, gas, and oil	\$ -			\$ -	
50419	Insurance	\$ 210			\$ 210	\$ 118
50420	Rent	\$ 1,400		\$ 3,750	\$ 5,150	\$ 5,000
50428	Vehicle operational / lease	\$ -			\$ -	
50433	Professional fees (auditing, memberships, legal)	\$ 979			\$ 979	
50445	Data Processing Expenses	\$ 798			\$ 798	\$ 775
50484	Payment of taxes	\$ -			\$ -	
	Library programming	\$ 258			\$ 258	\$ 250
	Interfund transfer	\$ -			\$ -	
	Chemung County costs (B&G, vision, etc.)	\$ 12			\$ 12	
	Capital improvements	\$ -			\$ -	
	Contingency	\$ 829			\$ 829	
	Subtotal contractual fees	\$ 9,114	\$ -	\$ 3,750	\$ 12,864	\$ 10,694
	Debt service	\$ -	\$ -	\$ -	\$ -	
	Departmental total	\$ 13,164	\$ -	\$ 3,750	\$ 16,914	\$ 10,694

West Elmira Library

Line number	Revenues	Library District	State of New York	Grants, fees, & more	Total	2006 budget
421271	Library -- fines & fees & contributions			\$ 5,400	\$ 5,400	\$ 4,070
422361	Grants (but not the State of New York)			\$ -	\$ -	\$ 3,000
432401	Foundation contributions				\$ -	
	Interest income				\$ -	
452810	Library district tax receipts	\$ 264,876			\$ 264,876	\$ 166,390
463089	State Aid				\$ -	
	Central Library Development				\$ -	
	Central Book Aid				\$ -	
	Local Library Services Aid				\$ -	
	Other State Aid				\$ -	
	Interfund transfer				\$ -	
	Total revenues	\$ 264,876	\$ -	\$ 5,400	\$ 270,276	\$ 173,460
Expenditures						
50100	Salaries	\$ 120,742			\$ 120,742	\$ 102,546
	Sunday & holiday salaries	\$ 3,254			\$ 3,254	\$ 2,559
	FICA	\$ 42,988			\$ 42,988	\$ 8,041
	NY State Retirement	\$ 10,030			\$ 10,030	\$ 12,300
	Medical & dental	\$ 29,618			\$ 29,618	\$ 18,498
	Other employee costs (disability, unemployment)	\$ 5,418			\$ 5,418	\$ 3,200
	Payroll subtotal	\$ 212,050	\$ -	\$ -	\$ 212,050	\$ 147,144
50200	Equipment	\$ 5,555			\$ 5,555	
50402	Telephone	\$ 440			\$ 440	\$ 400
50403	Supplies	\$ 2,060			\$ 2,060	\$ 2,250
50404	Travel and continuing education	\$ 2,000			\$ 2,000	\$ 1,950
50406	Repairs and maintenance	\$ 3,554			\$ 3,554	\$ 2,593
50407	Postage	\$ 598			\$ 598	\$ 580
50410	Education -- Tuition Assistance	\$ -			\$ -	
50412	Library materials (books, video, etc.)	\$ 11,080		\$ 5,400	\$ 16,480	\$ 16,000
50413	Utilities	\$ 9,000			\$ 9,000	\$ 7,100
50414	Building cleaning supplies	\$ 500			\$ 500	\$ 250
50418	Fuel, gas, and oil	\$ -			\$ -	
50419	Insurance	\$ 2,221			\$ 2,221	\$ 807
50420	Rent	\$ -			\$ -	
50428	Vehicle operational / lease	\$ -			\$ -	
50433	Professional fees (auditing, memberships, legal)	\$ 2,987			\$ 2,987	\$ 700
50445	Data Processing Expenses	\$ 3,647			\$ 3,647	\$ 3,440
50484	Payment of taxes	\$ 185			\$ 185	\$ 180
	Library programming	\$ 2,060			\$ 2,060	\$ 3,500
	Interfund transfer	\$ -			\$ -	
	Chemung County costs (B&G, vision, etc.)	\$ 2,136			\$ 2,136	
	Capital improvements	\$ -			\$ -	
	Contingency	\$ 4,802			\$ 4,802	
	Subtotal contractual fees	\$ 52,825	\$ -	\$ 5,400	\$ 58,225	\$ 39,750
	Debt service	\$ -	\$ -	\$ -	\$ -	
	Departmental total	\$ 264,876	\$ -	\$ 5,400	\$ 270,276	\$ 186,894

Library Administration

Line number	Revenues	Library District	State of New York	Grants, fees, & more	2007 Total	2006 budget
421271	Library – fines & fees & contributions				\$ -	
422361	Grants (but not the State of New York)				\$ -	
432401	Foundation contributions				\$ -	
	Interest income			\$ 30,000	\$ 30,000	\$ 1,500
452810	Library district tax receipts	\$ 221,271			\$ 221,271	\$ 3,150
463089	State Aid				\$ -	
	Central Library Development				\$ -	
	Central Book Aid				\$ -	
	Local Library Services Aid				\$ -	
	Other State Aid				\$ -	
	Interfund transfer				\$ -	
	Total revenues	\$ 221,271	\$ -	\$ 30,000	\$ 251,271	\$ 4,650
	Expenditures					
50100	Salaries	\$ 91,025		\$ 30,000	\$ 121,025	\$ 110,000
	Sunday & holiday salaries	\$ -			\$ -	\$ -
	FICA	\$ 9,258			\$ 9,258	\$ 8,415
	NY State Retirement	\$ 13,313			\$ 13,313	\$ 12,485
	Medical & dental	\$ 19,384			\$ 19,384	\$ 19,383
	Other employee costs (disability, unemployment, Payroll subtotal	\$ 2,628			\$ 2,628	\$ 2,200
		\$ 135,609	\$ -	\$ 30,000	\$ 165,609	\$ 152,483
50200	Equipment	\$ 5,000			\$ 5,000	
50402	Telephone	\$ -			\$ -	\$ 400
50403	Supplies	\$ 515			\$ 515	\$ 1,000
50404	Travel and continuing education	\$ 7,500			\$ 7,500	\$ 1,000
50406	Repairs and maintenance	\$ -			\$ -	
50407	Postage	\$ -			\$ -	
50410	Education – Tuition Assistance	\$ -			\$ -	
50412	Library materials (books, video, etc.)	\$ -			\$ -	
50413	Utilities	\$ -			\$ -	
50414	Building cleaning supplies	\$ -			\$ -	
50418	Fuel, gas, and oil	\$ -			\$ -	
50419	Insurance	\$ -			\$ -	
50420	Rent	\$ -			\$ -	
50428	Vehicle operational / lease	\$ -			\$ -	
50433	Professional fees (auditing, memberships, legal	\$ 19,860			\$ 19,860	\$ 1,770
50445	Data Processing Expenses	\$ -			\$ -	
50484	Payment of taxes	\$ -			\$ -	
	Library programming	\$ -			\$ -	
	Interfund transfer	\$ -			\$ -	
	Chemung County costs (B&G, vision, etc.)	\$ -			\$ -	
	Capital improvements	\$ 45,000			\$ 45,000	
	Contingency	\$ 7,788			\$ 7,788	
	Subtotal contractual fees	\$ 85,663	\$ -	\$ -	\$ 85,663	\$ 4,170
	Debt service	\$ -	\$ -	\$ -	\$ -	\$ -
	Departmental total	\$ 221,271	\$ -	\$ 30,000	\$ 251,271	\$ 156,653
	Net:	\$ (0)	\$ -	\$ -	\$ (0)	\$ (152,003)

The apportionment of taxpayer funding of Library District

	Big Flats	Bookmobile	Horseheads	Steele	VanEtten	West Elmira	Totals
Administration costs	\$22,127	\$11,064	\$30,314	\$124,576	\$11,064	\$22,127	\$221,271
Operating costs	\$209,146	\$89,401	\$293,763	\$839,863	\$13,164	\$264,876	\$1,710,213
Total cost	\$231,273	\$100,465	\$324,077	\$964,439	\$24,228	\$287,003	\$1,931,484
Percentage of cost	11.97%	5.20%	16.78%	49.93%	1.25%	14.86%	

The following amendment to the Bylaws of the Chemung County Library District was proposed at the June 15, 2006 regular meeting of the Library District. Final action on this amendment is expected at the July 20, 2006 regular meeting:

ARTICLE III Executive Committee

Section I. The Executive Committee shall be composed of the Officers of the Board and the immediate past President, if still on the Board, or a member selected by the Board.

Section II. The Executive Committee shall have all of the authority of the Board between its meetings. The Committee shall be subject to the orders of the Board, and none of its acts shall conflict with action taken by the Board.

Section III. In order to conduct a meeting, a quorum of three members of the Executive Committee must be present.

Section III. Meetings of the Committee may be called by the President or by the request of any three officers.

April 19, 2006

Mr. Jim Sleeth, Director
Chemung County Library District
c/o Steele Memorial Library
101 E. Church Street
Elmira, NY 14901

Dear Mr. Sleeth,

The New York State Archives has been notified recently of your library's designation as a local government agency. The regulations governing the records management responsibilities of local governments are defined generally under the New York State Local Government Records Law (Arts and Cultural Affairs law 57-A) and specifically under Regulations of the Commissioner of Education (Part 185, 8NYCRR). Copies of both law and regulations are enclosed. It is necessary for the Library to appoint a Records Management Officer (RMO) as defined in the regulations. A model resolution for appointing an RMO can be found on page xx in the MI-1 Retention and Disposition Schedule also enclosed.

This same law and regulations charges the New York State Archives, a part of the State Education Department, with the regulation and advisement of local governments in New York State concerning records and archives management. The State Archives also provides records management grants to local governments from the Local Government Records Management Improvement Fund. Government Records Services (GRS) is the primary unit of the State Archives that provides direct services to local governments. GRS is also the unit that develops records retention schedules to guide local governments on how long to maintain their records.

The State Archives provides most of its direct services to local governments from its nine regional offices, each of which is headed by a Regional Advisory Officer (RAO). I am the RAO for Region 6 and your main contact point for State Archives services including:

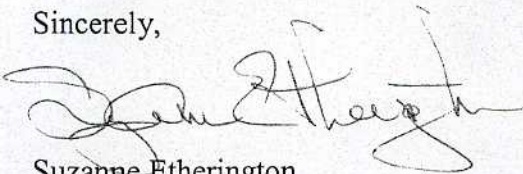
- advisory services through on-site visits and telephone consultations;
- publications such as informational leaflets and retention and disposition schedules;
- workshops on records management issues;
- assistance in applying for Local Government Records Management Improvement Fund grants.

There is no charge for State Archives services to local governments.

Once an RMO is appointed and I am informed, s/he will automatically receive all new State Archives publications and other mailings, including our grant application and information packet as soon as it is available each year. However, you may want some of our publications already in circulation so I have enclosed our publications order form. As I mentioned above, there is no charge for the publications. You may also access them and other information about our program at our internet web-site: www.archives.nysed.gov.

If you have questions or need assistance, please contact me by telephone at (607) 721-8428 or email at setherin@mail.nysed.gov. If you would like to receive the monthly Region 6 electronic newsletter, just send me an email message and I'll add you to the list. If you are unable to reach me, you can also receive assistance from our Albany office at (518)-474-6926.

Sincerely,



Suzanne Etherington
Regional Advisory Officer
State Archives Region 6

cc: JoAnn Ridosh, Town Clerk
Town of Elmira
Member, NY State Archives' Region 6 Advisory Committee

cc: Geof Huth, Director
Government Records Services
New York State Archives

SE:jr

enc.

Appointment of the Library District's Records Management Officer and Resolution regarding *Records Retention and Disposition Schedule MI-1*

As a local government agency, the Chemung County Library District must comply with New York State laws regarding records retention schedule and appoint a records management officer. I recommend the following action:

- (1) Designate the Administrative Assistant of the Chemung County Library District as the Records Management Officer; and
- (2) Adopt the following resolution:

“Resolved, by the Board of Trustees of the Chemung County Library District that *Records Retention and Disposition Schedule MI-1* issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

“Further resolved, that in accordance with Article 57-A:

- (a) only those records will be disposed of that are described in *Records Retention and Disposition Schedule MI-1* after they have met the minimum retention periods described therein;
- (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.”