

# Clinton-Essex-Franklin Library System

## State Aid Budget Application - 2007-2008

### Central Book Aid

#### CENTRAL BOOK AID/CENTRAL LIBRARY DEVELOPMENT AID (CBA/CLDA)

**Statutory Reference:** Education Law § 272, 273(1)(b)  
Commissioners Regulations 90.4

Central Book Aid is a flat sum to each of the public library systems for use at the central and/or co-central library. The amount for each public library system is \$71,500.

Central Library Development Aid is based on population. Legislation provides for an allocation of \$0.32 per capita or \$105,000, whichever is greater.

**2.1-2.2 Code 15 - Professional Salaries:** Indicate total FTE and salaries (paid from CLDA funds only), for all professional employees working at the central/co-central library.

2.1	Total Full-Time Equivalents (FTE)	2.0
2.2	Total Proposed Expenditure for Professional Salaries	\$68,900

**2.3-2.4 Code 16 - Other Staff Salaries:** Indicate total FTE and salaries (paid from CLDA funds only), for all other employees working at the central/co-central library.

2.3	Total Full-Time Equivalents (FTE)	1.75
2.4	Total Proposed Expenditures for Other Staff Salaries	\$27,100

**2.5 Code 40 - Purchased Services:** Does the central/co-central Y library or the library system expend funds for purchased services for central/co-central library functions? Enter Y for Yes, N for No.

Include in this category system expenditures for CBA/CLDA library materials. CBA funds may only be expended for adult non-fiction library materials, including electronic content. List materials purchased with CBA funds in separate repeating groups, itemizing by vendor contract.

If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Description	Computer Tech Support
2.	Provider of Services	Novatec
3.	Proposed Expenditure	\$7,800
2.6	<b>Total Proposed Expenditure - Code 40</b>	\$7,800

**Code 45 – Supplies and Materials:**

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2.7 Does the Y  
 central/co-central library, or the library system on behalf of  
 the central/co-central library, expend funds for adult  
 non-fiction library materials, supply items, postage, or  
 equipment and furnishings with a unit cost less than  
 \$5,000? Enter Y for Yes, N for No.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Expenditure Category Office/library supplies, and postage

2. Proposed Expenditure \$1,200

1. Expenditure Category Books and other print materials

2. Proposed Expenditure \$71,500

2.8 **Total Proposed Expenditure - Code 45** \$72,700

2.9 **Code 46 – Travel Expenditures:** Indicate the proposed \$0  
 total expenditures for central library staff travel only in this  
 category.

2.10 **Code 80 – Employee Benefits:** Indicate the proposed total \$0  
 expenditures for all central library staff fringe benefits.

2.11 **Code 20 – Equipment and Furnishings:** Does the central N  
 library expend CLDA funds for equipment and furnishings  
 with a unit cost of \$5,000 or more and having a useful life  
 of more than one year? Enter Y for Yes, N for No.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

1. Type of item N/A

2. Quantity N/A

3. Unit cost N/A

4. Proposed Expenditure N/A

2.12 **Total Proposed Expenditure - Code 20** \$0

2.13 **Total Proposed Expenditure (total of all codes above)** \$176,500

2.14 **Total Allocation (must equal Total Proposed Expenditure)** \$176,500

NOTE: Please be aware that the allocation is an estimate. Estimates are based on current provisions in Education Law, which may change with enactment of a final state budget.

**Budget Narrative:**

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- 2.15 Provide a brief narrative, no more than five hundred (500) words, explaining how expenditures in the proposed budget application attain the goals and intended results described in the system's approved Five-Year Plan of Service for the funding year.
- CBA/CLDA funds are being used to meet the reference and information needs of the residents of the City of Plattsburgh and the counties that comprise the Clinton Essex Franklin Library System. The Plattsburgh Public Library maintains a professional reference and adult services staff that is available to handle reference questions or material requests from patrons or member libraries all hours that the library is open. PPL purchases databases that can be accessed by member libraries and patrons. A toll free number is maintained to allow patrons and member libraries to access PPL from remote areas. The professional staff selects adult non-fiction materials which are purchased with Central Book Aid funds and are available for inter library loan to system patrons. Plattsburgh Public Library will collaborate with CEFLS staff and member libraries to create the Cooperative Collection Development policy for non-fiction materials starting with an evaluation of system wide holdings. PPL will also solicit input from member libraries on areas for purchase. Electronic resources have been purchased to replace some traditional print resources. These will be publicized to member librarians and training will be offered. Funds also support technology to allow access to databases.

**Assurances:**

- 2.16 Enter the date the Central Library Development Aid/Central Book Aid budget application was reviewed and approved by the Central/Co-Central Library's Board of Trustees. 05/22/07
- 2.17 Enter the date the Central Library Development Aid budget application was reviewed and approved by the Library System's Board of Trustees. 05/29/07
- 2.18 Enter the date the Library System's Board of Trustees certified that Central Book Aid received in the previous funding year, pursuant to § 273.1(b)(2) of Education Law, has been totally expended for adult non-fiction or foreign language materials in print, non-print or microform. 05/29/07