

**New York State Education Department
New York State Library
Division of Library Development**

**INTRODUCTION
PROPOSED BUDGET APPLICATIONS FOR STATE AID
FY 2012-2013**

This document provides general guidance to applicant agencies on the procedures for applying for and the use of State funds. State funds must be used in accordance with applicable State laws, regulations, program guidelines, and directives, including but not limited to:

- State Authorizing Legislation
- State Education Law and State Regulations of the Commissioner
- State Education Department Policy

All questions concerning the contents of this document should be referred directly to Barbara Lilley, State Aid Coordinator, at (518) 486-4864.

NOTE: **These procedures do not apply to Special Legislative Appropriations/Grants, state funded competitive grants (for example, Adult Literacy, Conservation/Preservation), state aided programs not included in this initiative (Construction for Public Libraries Aid, Coordinated Collection Development Aid, Documentary Heritage Program), or federally funded grants (Library Services and Technology Act [LSTA]).**

Applicant agencies should submit the following items to the New York State Library, Division of Library Development, as a part of their annual application for state funds. Failure to submit the online proposed budget application and signed FS-20 forms in a timely fashion could result in payment delays.

- Submit the online proposed budget application forms that include fiscal and narrative information for state aid only.
- Submit three (3) completed copies of the *FS-20 Proposed Budget for Library Aid*. Each copy must have the original signature, in blue ink, of the library system director or the applicant's chief administrative officer or his/her official designee.
- The New York State Library will review each proposed budget application's fiscal and narrative information. When the proposed budget applications and FS-20 forms are reviewed for release of state aid, the FS-20 forms will be forwarded to the Grants Finance Office of the New York State Education Department. A formal payment notification will be sent to the library system, BOCES/Big Five Cities or applicant agency by the State Education Department Grants Finance Office. NOTE: The actual amount of payment may vary from the original amount on the FS-20 and/or proposed Budget Application form due to legislative, statutory, regulatory, or policy requirements. The New York State Library will notify the library system director or agency's chief administrative officer if there is a

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change in the payment amounts and/or if any modifications must be made to the proposed Budget Application.

PURPOSE OF THE FS-20 FOR LIBRARY AID FORM

- To assist the State Education Department in making accurate payments.
- The signed FS-20 form is required by the State Education Department and the Office of the State Comptroller. No payment will be processed by the State Education Department without a signed FS-20 form.

PROPOSED STATE AID BUDGET APPLICATIONS

ONLINE PROPOSED BUDGET APPLICATION FORM GENERAL INSTRUCTIONS FOR ALL STATE AID PROGRAMS

Library systems and applicant agencies must enter information in all data entry fields on the proposed budget applications forms. If there is no activity, enter N/A (Not Applicable) in the data entry fields, when needed.

Below are general instructions for each component of the online proposed budget applications.

Personnel (Codes 15 and 16)

- Indicate total FTE and salaries for all employees paid from each category of state aid.
- Total Full-Time Equivalent (FTE) is the amount of time that an employee works in the state funded program. For example, one Total Full-Time equivalent (1.0 FTE) equals one person working an entire week each week of the year; two half-time employees working the full year equal one Total Full-Time equivalent (1.0 FTE), while an employee working one day a week (0.2 FTE) for the whole year equals 0.20 Total Full-Time equivalent (FTE).
- When there exists an employer-employee relationship between the library system or applicant agency and program personnel, such personnel should be budgeted under Professional or Other Staff Salaries. System and agency staff should not be budgeted as independent consultants. System and agency employees only should be included in Code 15 or 16; consultants should be included in Purchased Services (Code 40).

Professional Salaries (Code 15)

- Indicate the proposed total expenditures for the library system or agency director and New York State certified librarians only. Do not itemize positions except where indicated in specific program instructions. Independent consultants or per diem workers should be included in Purchased Services (Code 40).

Other Staff Salaries (Code 16)

- Except for the library system or agency director and New York State certified librarians, indicate total FTEs and total salaries for all other system staff paid from each category of library system state aid. Include: library specialists or M.L.S. degree holders without the school or public library certificate issued by the New York State Education Department; paraprofessionals; business managers; accountants; archivists; support staff; clerical assistants; building and maintenance staff; and any other staff paid by these funds. Independent consultants or per diem workers should be included in Purchased Services (Code 40).

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Purchased Services (Code 40)

- Indicate the proposed total expenditures for purchased services.
- Enter “To Be Determined” where the provider of services is unknown at the time the proposed budget is submitted.
- Purchased services include, but are not limited to, the hiring of personnel from outside the agency as consultants, as well as rentals, admission fees, tuition costs, telephone, repairs to equipment and contractual services (leases, database vendor service, etc.). Include independent consultants or per diem workers. An independent consultant decides when, where and how the work is to be performed, and is paid according to an agreed-upon performance or result of work.
- Grants to member libraries from state aid only should be included in this category.
- Mileage reimbursement/travel expenses for member library staff and member library or system or agency trustees should be included in this category. System and agency staff travel expenses should be included in Travel Expenses (Code 46).

Supplies and Materials (Code 45)

- Indicate proposed total expenditures for supply items, postage and library materials. Equipment and furnishings with a unit cost less than \$5,000 should be included in this category.

Equipment and Furnishings (Code 20)

- Indicate proposed total expenditures for all equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Where indicated in specific program instructions, include type of item purchased.

Travel Expenses (Code 46)

- Indicate the proposed total expenditures for system and agency staff travel only in this category.

Employee Benefits (Code 80)

- Indicate the proposed total expenditures for all system and agency employee fringe benefits. This total includes Social Security, retirement benefits, health insurance, worker’s compensation, unemployment insurance, and any other benefits.

Proposed Budget Narrative

- 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 library system’s approved Five-Year Plan of Service for the funding year, or in the agency’s service goals for the funding year.

PROPOSED STATE AID BUDGET APPLICATIONS

PUBLIC LIBRARY SYSTEMS BASIC AID, SUPPLEMENTARY AID and either LOCAL LIBRARY SERVICES AID and LOCAL SERVICES SUPPORT AID or LOCAL CONSOLIDATED SERVICES AID (Brooklyn, New York Public and Queens Borough only)

- Statutory Reference (Basic Aid):** Education Law § 272, 273(1)(a, c, d, e, l, m)
Commissioners Regulations 90.3
- Statutory Reference (LLSA):** Education Law § 272, 273(5)
Commissioners Regulations 90.3 and 90.9
The formula is \$0.31 per capita of a member library's chartered services area with a minimum of \$1,500 per library with formula equity to 1991 LLIA.
- Statutory Reference (LSSA):** Education Law § 272, 273(1)(f)(6)
Commissioners Regulations 90.3 and 90.10
The formula is \$0.31 per capita for system population living outside the chartered service areas of member libraries plus 2/3 members LLSA.
- Statutory Reference (LCSA):** Education Law § 272, 273(1)(f)(7)
Commissioners Regulations 90.3
The formula is \$0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.

1.1-1.2 Code 15 – Professional Salaries: Indicate total FTE and salaries for all professional system employees.

- 1.1 Total Full-Time Equivalents (FTE)
- 1.2 Total Proposed Expenditure for Professional Salaries

1.3-1.4 Code 16 – Other Staff Salaries: Indicate total FTE and salaries for all other system employees.

- 1.3 Total Full-Time Equivalents (FTE)
- 1.4 Total Proposed Expenditure for Other Staff Salaries

1.5 Code 40 – Purchased Services: Does the system expend funds for purchased services? Enter Y for Yes, N for No.

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

Repeating Group #1

- 1. Expenditure Category
 - a. Building and maintenance expenses
 - b. Consultant fees/professional fees

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- c. Institutional membership dues
 - d. Telecommunications
 - e. Delivery/courier
 - f. Library system's vendor contract for automation (*e.g.*, integrated library system, virtual union catalog)
 - g. Grants to member libraries from state aid (*e.g.*, incentive grants, etc. Do not list individual libraries.)
 - h. Payment of Local Library Services Aid to member libraries. (Enter total; do not list individual libraries.)
 - i. Printing
 - j. Commercial electronic content vendor contracts
 - k. Other (specify)
 - l. N/A
2. Provider of Services
 3. Proposed Expenditure

1.6 **Total Proposed Expenditure – Code 40**

- 1.7 **Code 45 – Supplies and Materials:** Does the system expend funds for supply items, postage, library materials, 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.

Repeating Group #2

1. Expenditure Category
 - a. Office/library supplies and postage
 - b. Books and other print materials
 - c. Non-print resources (excluding electronic content)
 - d. Equipment with a unit cost less than \$5,000
 - e. Other (specify)
 - f. N/A
2. Proposed Expenditure

1.8 **Total Proposed Expenditure – Code 45**

- 1.9 **Code 46 – Travel Expenditures:** Indicate the proposed total expenditures for system staff travel only in this category.

- 1.10 **Code 80 – Employee Benefits:** Indicate the proposed total expenditures for all system employee fringe benefits.

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1.11 **Code 20 – Equipment and Furnishings:** Indicate proposed total expenditures for all equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year.

1.12 **Total Proposed Expenditure (total of all codes above)**

1.13 **Total Allocation (must equal Total Proposed Expenditure)**

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.

1.14 **Budget Narrative:** 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.

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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)
- 2.2 Total Proposed Expenditure for Professional Salaries

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)
- 2.4 Total Proposed Expenditure for Other Staff Salaries

2.5 Code 40 – Purchased Services: Does the central/co-central 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.

Repeating Group #3

- 1. Description
- 2. Provider of Services
- 3. Proposed Expenditure

PROPOSED STATE AID BUDGET APPLICATIONS

2.6 Total Proposed Expenditure – Code 40

2.7 **Code 45 – Supplies and Materials:** Does the 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.

Repeating Group #4

1. Expenditure Category
 - a. Office/library supplies, and postage
 - b. Books and other print materials
 - c. Other (specify)
 - d. N/A
2. Proposed Expenditure

2.8 Total Proposed Expenditure – Code 45

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

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

2.11 **Code 20 – Equipment and Furnishings:** Does the central 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.

Repeating Group #5

1. Type of item
2. Quantity
3. Unit cost
4. Proposed Expenditure

2.12 Total Proposed Expenditure – Code 20

2.13 **Total Proposed Expenditure (total of all codes above)**

2.14 **Total Allocation (must equal Total Proposed Expenditure)**

PROPOSED STATE AID BUDGET APPLICATIONS

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.

- 2.15 **Budget Narrative:** 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.

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.
- 2.17 Enter the date the Central Library Development Aid budget application was reviewed and approved by the Library System's Board of Trustees.
- 2.18.1 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.

PROPOSED STATE AID BUDGET APPLICATIONS

COORDINATED OUTREACH LIBRARY SERVICES AID

Statutory Reference: Education Law § 273(1)(h)
Commissioners Regulations 90.3

3.1-3.2 Code 15 – Professional Salaries: Indicate total FTE and salaries for all professional system employees.

- 3.1 Total Full-Time Equivalents (FTE)
- 3.2 Total Proposed Expenditure for Professional Salaries

3.3-3.4 Code 16 – Other Staff Salaries: Indicate total FTE and salaries for all other system employees.

- 3.3 Total Full-Time Equivalents (FTE)
- 3.4 Total Proposed Expenditure for Other Staff Salaries

3.5 Code 40 – Purchased Services: Does the system expend funds for purchased services? Enter Y for Yes, N for No.

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

Repeating Group #6

- 1. Description
- 2. Proposed Expenditure

3.6 Total Proposed Expenditure – Code 40

3.7 Code 45 – Supplies and Materials: Indicate total expenditures for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000.

3.8 Code 46 – Travel Expenditures: Indicate the proposed total expenditures for system employee travel only in this category.

3.9 Code 80 – Employee Benefits: Indicate the proposed total expenditures for all system employee benefits.

3.10 Code 20 – Equipment and Furnishings: Does the system expend 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 and 2 of one repeating group.

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Repeating Group #7

1. Type of item
2. Proposed Expenditure

3.11 **Total Proposed Expenditure – Code 20**

3.12 **Total Proposed Expenditure (total of all codes above)**

3.13 **Total Allocation (must equal Total Proposed Expenditure)**

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.

3.14 **Budget Narrative:** Provide a brief narrative, no more than five hundred (500) words, explaining how expenditures in this proposed budget application attain the goals and intended results described in the system's approved Five-Year Plan of Service for the funding year.

Assurances:

- 3.15 Does the system have, as required by regulations, one full-time certified librarian on staff with outreach expertise serving the system as Outreach Coordinator?
- 3.16 Does the system have, as required by regulations, an Outreach Council?

PROPOSED STATE AID BUDGET APPLICATIONS

STATE CORRECTIONAL FACILITIES AID

Statutory Reference: Education Law § 285
Commissioners Regulations 90.14

The allocation is \$9.25 per inmate in facilities as of July 1 of the previous year.

4.1-4.2 **Code 15 – Professional Salaries:** Indicate total FTE and salaries for all system professional employees.

- 4.1 Total Full-Time Equivalents (FTE)
- 4.2 Total Proposed Expenditure for Professional Salaries

4.3-4.4 **Code 16 – Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

- 4.3 Total Full-Time Equivalents (FTE)
- 4.4 Total Proposed Expenditure for Other Staff Salaries

4.5 **Code 40 – Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No.

Include in this category: grants to state correctional facility libraries for either library materials or system-provided services, or grants to member libraries to work with state correctional facilities; and costs budgeted by the system to pay state correctional facility librarians to attend professional development meetings or other events.

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

Repeating Group #8

- 1. Description
- 2. Provider of Services
- 3. Proposed Expenditure

4.6 **Total Proposed Expenditure – Code 40**

4.7 **Code 45 – Supplies and Materials:** Does the system expend funds for supply items, postage, library materials, 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 type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

PROPOSED STATE AID BUDGET APPLICATIONS

Repeating Group #9

1. Description
2. Proposed Expenditure

4.8 Total Proposed Expenditure – Code 45

4.9 **Code 46 – Travel Expenditures:** Indicate the proposed total expenditures for system employee travel only in this category.

4.10 **Code 80 – Employee Benefits:** Indicate the proposed total expenditures for all system employee benefits.

4.11 **Code 20 – Equipment and Furnishings:** Does the system expend 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 and 2 of one repeating group.

Repeating Group #10

1. Type of item
2. Proposed Expenditure

4.12 Total Proposed Expenditure – Code 20

4.13 Total Proposed Expenditure (total of all codes above)

4.14 Total Allocation (must equal Total Proposed Expenditure)

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.

4.15 **Budget Narrative:** Provide a brief narrative, no more than five hundred (500) words, explaining how expenditures in this budget application attain the goals and intended results described in the system's approved Five-Year Plan of Service for the funding year.

Assurance:

4.16 Does the Library System's Board of Trustees have on file at system headquarters a signed Authentication of Annual Application form from each State Correctional Facility in the system's service area? If no, please explain using the State note.

PROPOSED STATE AID BUDGET APPLICATIONS

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference: Education Law § 285(2)

5.1-5.2 Code 15 – Professional Salaries: Indicate total FTE and salaries for all professional system employees.

- 5.1 Total Full-Time Equivalents (FTE)
- 5.2 Total Proposed Expenditure for Professional Salaries

5.3-5.4 Code 16 – Other Staff Salaries: Indicate total FTE and salaries for all other system employees.

- 5.3 Total Full-Time Equivalents (FTE)
- 5.4 Total Proposed Expenditure for Other Staff Salaries

5.5 Code 40 – Purchased Services: Does the system expend funds for purchased services? Enter Y for Yes, N for No.

Include in this category: grants to member libraries to work with county jails or grants to libraries in county jails for either library materials or system-provided services; and costs budgeted by the system to pay county jail librarians to attend professional development meetings or other events.

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

Repeating Group #11

- 1. Description
- 2. Proposed Expenditure

5.6 Total Proposed Expenditure – Code 40

5.7 Code 45 – Supplies and Materials: Does the system expend funds for supply items, postage, library materials, 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 type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

Repeating Group #12

- 1. Description
- 2. Proposed Expenditure

PROPOSED STATE AID BUDGET APPLICATIONS

- 5.8 **Total Proposed Expenditure – Code 45**
- 5.9 **Code 46 – Travel Expenditures:** Indicate the proposed total expenditures for system employee travel only in this category.
- 5.10 **Code 80 – Employee Benefits:** Indicate the proposed total expenditures for all system employee benefits.
- 5.11 **Code 20 – Equipment and Furnishings:** Indicate proposed total expenditures for all equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year.
- 5.12 **Total Proposed Expenditure (total of all codes above)**
- 5.13 **Total Allocation (must equal Total Proposed Expenditure)**

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.

- 5.14 **Budget Narrative:** Provide a brief narrative, no more than five hundred (500) words, explaining how expenditures in this proposed budget application attain the goals and intended results described in the system's approved Five-Year Plan of Service for the funding year.

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ANDREW HEISKELL BRAILLE AND TALKING BOOK LIBRARY AID (New York Public only)

Statutory Reference: Education Law § 273(i)
Commissioners Regulations 90.3

6.1-6.2 Code 15 – Professional Salaries: Indicate total FTE and salaries for all professional system employees.

- 6.1 Total Full-Time Equivalents (FTE)
- 6.2 Total Proposed Expenditure for Professional Salaries

6.3-6.4 Code 16 – Other Staff Salaries: Indicate total FTE and salaries for all other system employees.

- 6.3 Total Full-Time Equivalents (FTE)
- 6.4 Total Proposed Expenditure for Other Staff Salaries

6.5 Code 40 – Purchased Services: Does the system expend funds for purchased services? 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.

Repeating Group #13

- 1. Expenditure Category
 - a. Building and maintenance expenses
 - b. Consultant fees/professional fees
 - c. Institutional membership dues
 - d. Telecommunications
 - e. Delivery/courier
 - f. Library system's vendor contract for automation (*e.g.*, integrated library system, virtual union catalog)
 - g. Printing
 - h. Commercial electronic content vendor contracts
 - i. Other (specify using the State note)
 - j. N/A
- 2. Proposed Expenditure

6.6 Total Proposed Expenditure – Code 40

6.7 Code 45 – Supplies and Materials: Does the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.

PROPOSED STATE AID BUDGET APPLICATIONS

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

Repeating Group #14

1. Expenditure Category
 - a. Office/library supplies and postage
 - b. Books and other print materials
 - c. Non-print resources (excluding electronic content)
 - d. Equipment with a unit cost less than \$5,000
 - e. Other (specify using the State note)
 - f. N/A
2. Proposed Expenditure

6.8 **Total Proposed Expenditure – Code 45**

6.9 **Code 46 – Travel Expenditures:** Indicate the proposed total expenditures for system staff travel only in this category.

6.10 **Code 80 – Employee Benefits:** Indicate the proposed total expenditures for all system employee fringe benefits.

6.11 **Code 20 – Equipment and Furnishings:** Indicate proposed total expenditures for all equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year.

6.12 **Total Proposed Expenditure (total of all codes above)**

6.13 **Total Allocation (must equal Total Proposed Expenditure)**

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.

6.14 **Budget Narrative:** Provide a brief narrative, no more than five hundred (500) words, explaining how expenditures in this proposed budget application attain the goals and intended results described in the system's approved Five-Year Plan of Service for the funding year.

PROPOSED STATE AID BUDGET APPLICATIONS

SCHOMBURG CENTER FOR RESEARCH IN BLACK CULTURE LIBRARY AID (New York Public only)

Statutory Reference: Education Law § 273(i)
Commissioners Regulations 90.3

7.1-7.2 Code 15 – Professional Salaries: Indicate total FTE and salaries for all professional system employees.

- 7.1 Total Full-Time Equivalents (FTE)
- 7.2 Total Proposed Expenditure for Professional Salaries

7.3-7.4 Code 16 – Other Staff Salaries: Indicate total FTE and salaries for all other system employees.

- 7.3 Total Full-Time Equivalents (FTE)
- 7.4 Total Proposed Expenditure for Other Staff Salaries

7.5 Code 40 – Purchased Services: Does the system expend funds for purchased services? 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.

Repeating Group #15

- 1. Expenditure Category
 - a. Building and maintenance expenses
 - b. Consultant fees/professional fees
 - c. Institutional membership dues
 - d. Telecommunications
 - e. Delivery/courier
 - f. Library system's vendor contract for automation (*e.g.*, integrated library system, virtual union catalog)
 - g. Printing
 - h. Commercial electronic content vendor contracts
 - i. Other (specify using the State note)
 - j. N/A
- 2. Proposed Expenditure

7.6 Total Proposed Expenditure – Code 40

7.7 Code 45 – Supplies and Materials: Does the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.

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

Repeating Group #16

1. Expenditure Category
 - a. Office/library supplies and postage
 - b. Books and other print materials
 - c. Non-print resources (excluding electronic content)
 - d. Equipment with a unit cost less than \$5,000
 - e. Other (specify using the State note)
 - f. N/A
2. Proposed Expenditure

7.8 **Total Proposed Expenditure – Code 45**

7.9 **Code 46 – Travel Expenditures:** Indicate the proposed total expenditures for system staff travel only in this category.

7.10 **Code 80 – Employee Benefits:** Indicate the proposed total expenditures for all system employee fringe benefits.

7.11 **Code 20 – Equipment and Furnishings:** Indicate proposed total expenditures for all equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year.

7.12 **Total Proposed Expenditure (total of all codes above)**

7.13 **Total Allocation (must equal Total Proposed Expenditure)**

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.

7.14 **Budget Narrative:** Provide a brief narrative, no more than five hundred (500) words, explaining how expenditures in this proposed budget application attain the goals and intended results described in the system's approved Five-Year Plan of Service for the funding year.

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CITY UNIVERSITY OF NEW YORK AID (New York Public Library only)

Statutory Reference: Education Law §273(g)

8.1-8.2 Code 15 – Professional Salaries: Indicate total FTE and salaries for all professional Library employees.

- 8.1 Total Full-Time Equivalents (FTE)
- 8.2 Total Proposed Expenditure for Professional Salaries

8.3-8.4 Code 16 – Other Staff Salaries: Indicate total FTE and salaries for all other Library employees.

- 8.3 Total Full-Time Equivalents (FTE)
- 8.4 Total Proposed Expenditure for Other Staff Salaries

8.5 Code 40 – Purchased Services: Does the Library expend funds for purchased services? 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.

Repeating Group #17

- 1. Expenditure Category
 - a. Building and maintenance expenses
 - b. Consultant fees/professional fees
 - c. Institutional membership dues
 - d. Telecommunications
 - e. Delivery/courier
 - f. Library vendor contracts
 - g. Printing
 - h. Other (specify using the State note)
 - i. N/A
- 2. Proposed Expenditure

8.6 Total Proposed Expenditure – Code 40

8.7 Code 45 – Supplies and Materials: Does the Library expend funds for supply items, postage, library materials, 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.

PROPOSED STATE AID BUDGET APPLICATIONS

Repeating Group #18

1. Expenditure Category
 - a. Office/library supplies, and postage
 - b. Books and other print materials
 - c. Non-print resources (excluding electronic content)
 - d. Equipment with a unit cost less than \$5,000
 - e. Other (specify using the State note)
 - f. N/A
2. Proposed Expenditure

8.8 Total Proposed Expenditure – Code 45

8.9 **Code 46 – Travel Expenditures:** Indicate the proposed total expenditures for Library staff travel only in this category.

8.10 **Code 80 – Employee Benefits:** Indicate the proposed total expenditures for all Library employee fringe benefits.

8.11 **Code 20 – Equipment and Furnishings:** Does the Library expend 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.

Repeating Group #19

1. Type of item
2. Quantity
3. Unit Cost
4. Proposed Expenditure

8.12 Total Proposed Expenditure – Code 20

8.13 **Total Proposed Expenditure (total of all codes above)**

8.14 **Total Allocation (must equal Total Proposed Expenditure)**

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.

8.15 **Budget Narrative:** 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.

PROPOSED STATE AID BUDGET APPLICATIONS

SCIENCE, INDUSTRY AND BUSINESS LIBRARY AID (New York Public Library only)

Statutory Reference:

Education Law § 273(g)

9.1-9.2 **Code 15 – Professional Salaries:** Indicate total FTE and salaries for all professional Library employees.

9.1 Total Full-Time Equivalents (FTE)

9.2 Total Proposed Expenditure for Professional Salaries

9.3-9.4 **Code 16 – Other Staff Salaries:** Indicate total FTE and salaries for all other Library employees.

9.3 Total Full-Time Equivalents (FTE)

9.4 Total Proposed Expenditure for Other Staff Salaries

9.5 **Code 40 – Purchased Services:** Does the Library expend funds for purchased services? 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.

Repeating Group #20

1. Expenditure Category
 - a. Building and maintenance expenses
 - b. Consultant fees/professional fees
 - c. Institutional membership dues
 - d. Telecommunications
 - e. Delivery/courier
 - f. Library vendor contracts
 - g. Printing
 - h. Other (specify using the State note)
 - i. N/A
2. Proposed Expenditure

9.6 **Total Proposed Expenditure – Code 40**

9.7 **Code 45 – Supplies and Materials:** Does the Library expend funds for 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.

Repeating Group #21

PROPOSED STATE AID BUDGET APPLICATIONS

1. Expenditure Category
 - a. Office/library supplies, and postage
 - b. Books and other print materials
 - c. Non-print resources (excluding electronic content)
 - d. Equipment with a unit cost less than \$5,000
 - e. Other (specify using the State note)
 - f. N/A
2. Proposed Expenditure

9.8 **Total Proposed Expenditure – Code 45**

9.9 **Code 46 – Travel Expenditures:** Indicate the proposed total expenditures for Library staff travel only in this category.

9.10 **Code 80 – Employee Benefits:** Indicate the proposed total expenditures for all Library staff fringe benefits.

9.11 **Code 20 – Equipment and Furnishings:** Does the Library expend 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.

Repeating Group #22

1. Type of item
2. Quantity
3. Unit cost
4. Proposed Expenditure

9.12 **Total Proposed Expenditure – Code 20**

9.13 **Total Proposed Expenditure (total of all codes above)**

9.14 **Total Allocation (must equal Total Proposed Expenditure)**

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.

9.15 **Budget Narrative:** 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.

PROPOSED STATE AID BUDGET APPLICATIONS

REFERENCE AND RESEARCH LIBRARY RESOURCES SYSTEMS BASIC AID AND SUPPLEMENTARY AID

Statutory Reference: Education Law § 272 and 273(4)
Commissioners Regulations 90.5, 90.6

10.1-10.2 **Code 15 – Professional Salaries:** Indicate total FTE and salaries for all professional system employees.

- 10.1 Total Full-Time Equivalents (FTE)
- 10.2 Total Proposed Expenditure for Professional Salaries

10.3 **Code 16 – Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

- 10.3 Total Full-Time Equivalents (FTE)
- 10.4 Total Proposed Expenditure for Other Staff Salaries

10.5 **Code 40 – Purchased Services:** Does the system expend funds for purchased services? 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.

Repeating Group #23

- 1. Expenditure Category
 - a. Building and maintenance expenses
 - b. Consultant fees/professional fees
 - c. Telecommunications
 - d. Library system's vendor contract for automation (*e.g.*, virtual union catalog)
 - e. Grants to member libraries
 - f. Printing
 - g. Commercial electronic content vendor contracts
 - h. Other (specify using the State note)
 - i. N/A
- 2. Proposed Expenditure

10.6 **Total Proposed Expenditure – Code 40**

10.7 **Code 45 – Supplies and Materials:** Does the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.

PROPOSED STATE AID BUDGET APPLICATIONS

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

Repeating Group #24

1. Expenditure Category
 - a. Office/library supplies and postage
 - b. Books and other print materials
 - c. Non-print resources (excluding electronic content)
 - d. Equipment with a unit cost less than \$5,000
 - e. Other (specify using the State note)
 - f. N/A
2. Proposed Expenditure

10.8 **Total Proposed Expenditure – Code 45**

10.9 **Code 46 – Travel Expenditures:** Indicate the proposed total expenditures for system staff travel only in this category.

10.10 **Code 80 – Employee Benefits:** Indicate the proposed total expenditures for all system employee fringe benefits.

10.11 **Code 20 – Equipment and Furnishings:** Indicate proposed total expenditures for all equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year.

10.12 **Total Proposed Expenditure (total of all codes above)**

10.13 **Total Allocation (must equal Total Proposed Expenditure)**

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.

10.14 **Budget Narrative:** Provide a brief narrative, no more than five hundred (500) words, explaining how expenditures in this proposed budget application attain the goals and intended results described in the system's approved Five-Year Plan of Service for the funding year.

PROPOSED STATE AID BUDGET APPLICATIONS

HOSPITAL LIBRARY SERVICES PROGRAM AID

Statutory Reference: Education Law § 272 and 273(4)(c)
Commissioners Regulations 90.17

11.1-11.2 **Code 15 – Professional Salaries:** Indicate total FTE and salaries for all professional system employees.

- 11.1 Total Full-Time Equivalents (FTE)
- 11.2 Total Proposed Expenditure for Professional Salaries

11.3-11.4 **Code 16 – Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

- 11.3 Total Full-Time Equivalents (FTE)
- 11.4 Total Proposed Expenditure for Other Staff Salaries

11.5 **Code 40 – Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No.

If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2 and 3 of one repeating group. For grants to hospital libraries, complete #1 (enter “Grants to Hospitals”) and #3; enter N/A for #2.

Repeating Group #25

- 1. Description
- 2. Provider of Services
- 3. Proposed Expenditure

11.6 **Total Proposed Expenditure – Code 40**

11.7 **Code 45 – Supplies and Materials:** Does the system expend funds for supply items, postage, library materials, 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 type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

Repeating Group #26

- 1. Description
- 2. Proposed Expenditure

11.8 **Total Proposed Expenditure – Code 45**

PROPOSED STATE AID BUDGET APPLICATIONS

- 11.9 **Code 46 – Travel Expenditures:** Indicate the proposed total expenditures paid for system staff travel only in this category.
- 11.10 **Code 80 – Employee Benefits:** Indicate the proposed total expenditures for all employee fringe benefits.
- 11.11 **Code 20 – Equipment and Furnishings:** Does the system expend 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 and 2 of one repeating group.

Repeating Group #27

1. Type of item
2. Proposed Expenditure

- 11.12 **Total Proposed Expenditure – Code 20**
- 11.13 **Total Proposed Expenditure (total of all codes above)**
- 11.14 **Total Allocation (must equal Total Proposed Expenditure)**

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.

- 11.15 **Budget Narrative:** Provide a brief narrative, no more than five hundred (500) words, explaining how expenditures in this proposed budget application attain the goals and intended results described in the system's approved Five-Year Plan of Service for the funding year.

PROPOSED STATE AID BUDGET APPLICATIONS

REGIONAL BIBLIOGRAPHIC DATA BASES (RBDB) PROGRAM

Statutory Reference: Education Law § 273(6)
Commissioners Regulations 90.19

12.1-12.2 **Code 15 – Professional Salaries:** Indicate total FTE and salaries for all professional system employees.

- 12.1 Total Full-Time Equivalents (FTE)
- 12.2 Total Proposed Expenditure for Professional Salaries

12.3-12.4 **Code 16 – Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

- 12.3 Total Full-Time Equivalents (FTE)
- 12.4 Total Proposed Expenditure for Other Staff Salaries

12.5 **Code 40 – Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No.

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

Repeating Group #28

1. Expenditure Category
 - a. Consultant fees/professional fees
 - b. Telecommunications
 - c. Library system's vendor contract for automation (*e.g.*, integrated library system, virtual union catalog)
 - d. Project grants to member libraries/systems
 - e. Printing
 - f. Commercial electronic content vendor contracts
 - g. Other (specify using the State note)
 - h. N/A
2. Provider of Services
3. Proposed Expenditure

12.6 **Total Proposed Expenditure – Code 40**

12.7 **Code 45 – Supplies and Materials:** Does the system expend funds for supply items, postage, library materials, 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.

PROPOSED STATE AID BUDGET APPLICATIONS

Repeating Group #29

1. Expenditure Category
 - a. Office/library supplies and postage
 - b. Books and other print materials
 - c. Non-print resources (excluding electronic content)
 - d. Equipment with a unit cost less than \$5,000
 - e. Other (specify using the State note)
 - f. N/A
2. Proposed Expenditure

12.8 Total Proposed Expenditure – Code 45

12.9 **Code 46 – Travel Expenditures:** Indicate the proposed total expenditures for system employee travel only in this category.

12.10 **Code 80 – Employee Benefits:** Indicate the proposed total expenditures for all system employee benefits.

12.11 **Code 20 – Equipment and Furnishings:** Does the system expend 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 and 2 of one repeating group.

Repeating Group #30

1. Type of item
2. Proposed Expenditure

12.12 Total Proposed Expenditure – Code 20

12.13 **Total Proposed Expenditure (total of all codes above)**

12.14 **Total Allocation (must equal Total Proposed Expenditure)**

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.

12.15 **Budget Narrative:** Provide a brief narrative, no more than five hundred (500) words, explaining how expenditures in this proposed budget application attain the goals and intended results described in the system's approved Five-Year Plan of Service for the funding year.

PROPOSED STATE AID BUDGET APPLICATIONS

Proposed Allocation and Project Description – Code 95 (similar to Chart 1 previously used in this program): Complete one record in each project category, identifying the name of the recipient (include system projects), the proposed allocation, and a brief project description. This chart is designed to show the RBDB proposed budget by categories of projects. It does not have to include rent, utilities, travel, supplies and materials, etc. used in the routine operation of the office. Salaries may be included if personnel are used specifically for certain projects.

12.16 Will the RBDB program provide grants for access projects? Enter Y for Yes, N for No. If yes, complete one record for each access project; if No, enter N/A for questions 1, 2 and 3 of one repeating group.

- **Access** – Infrastructure upgrade, software and hardware (including telefacsimile), tape loading: cost-effective alternatives to existing telephone/telecommunications lines, wiring, Internet connections/connectivity upgrade, improving access and resource sharing through regional or sub-regional bibliographic databases or through programs based on bibliographic utilities, enabling access to and delivery from for-profits and not-for profit databases, improved networking activities; and studies related to the planning and implementation of improved access to resource sharing, enabling access to and delivery from for-profit and not-for-profit databases, and other networking activities.

Repeating Group #31

1. Recipient
2. Proposed Allocation
3. Description of Project (no more than 300 words)

12.17 Will the RBDB program provide grants for e-resources projects? Enter Y for Yes, N for No. If yes, complete one record for each access project; if No, enter N/A for questions 1, 2 and 3 of one repeating group.

- **E-Resources** – Subscription costs for electronic services, web-accessible content.

Repeating Group #32

1. Recipient
2. Proposed Allocation
3. Description of Project (no more than 300 words)

12.18 Will the RBDB program provide grants for training projects? Enter Y for Yes, N for No. If yes, complete one record for each access project; if No, enter N/A for questions 1, 2 and 3 of one repeating group.

- **Training** – Continuing education or training programs directly related to the regional automation program for multiple libraries in more than one type of system.

Repeating Group #33

1. Recipient
2. Proposed Allocation
3. Description of Project (no more than 300 words)

PROPOSED STATE AID BUDGET APPLICATIONS

12.19 Will the RBDB program provide grants for metadata projects? Enter Y for Yes, N for No. If yes, complete one record for each access project; if No, enter N/A for questions 1, 2 and 3 of one repeating group.

- **Metadata** – Information about items, apart from the item itself.

Repeating Group #34

1. Recipient
2. Proposed Allocation
3. Description of Project (no more than 300 words)

12.20 Will the RBDB program provide grants for digitization projects? Enter Y for Yes, N for No. If yes, complete one record for each access project; if No, enter N/A for questions 1, 2 and 3 of one repeating group.

- **Digitization** – Converting of paper or film-based documents which include both text and graphics into electronic format which is web-accessible and enriches the electronic resources available in the region.

Repeating Group #35

1. Recipient
2. Proposed Allocation
3. Description of Project (no more than 300 words)

12.21 Will the RBDB program provide grants for retrospective conversion projects? Enter Y for Yes, N for No. If yes, complete one record for each access project; if No, enter N/A for questions 1, 2 and 3 of one repeating group.

- **Retrospective Conversion** – The addition of a record (and its holding statement) to a catalog or utility, which would establish it in machine-readable form. Retrospective conversion (up to \$1.00 per record for ‘ubiquitous records’, and up to \$11.00 per record for ‘unique’ records) will be provided through RBDB funding. A Database Criteria Assessment Form is no longer required.

Repeating Group #36

1. Recipient
2. Proposed Allocation
3. Description of Project (no more than 300 words)

12.22 Will the RBDB program provide grants for union catalog projects? Enter Y for Yes, N for No. If yes, complete one record for each access project; if No, enter N/A for questions 1, 2 and 3 of one repeating group.

- **Union Catalog** – Including virtual union catalog.

Repeating Group #37

1. Recipient
2. Proposed Allocation
3. Description of Project (no more than 300 words)

PROPOSED STATE AID BUDGET APPLICATIONS

12.23 Will the RBDB program provide grants for union list of serials projects? Enter Y for Yes, N for No. If yes, complete one record for each access project; if No, enter N/A for questions 1, 2 and 3 of one repeating group.

- **Union List of Serials – Maintenance**

- **Repeating Group #38**

1. Recipient
2. Proposed Allocation
3. Description of Project (no more than 300 words)

12.24 Will the RBDB program provide grants for other projects? Enter Y for Yes, N for No. If yes, complete one record for each access project; if No, enter N/A for questions 1, 2 and 3 of one repeating group.

- **Other (specify) – Projects which do not fit in one of the above categories.**

- **Repeating Group #39**

1. Recipient
2. Proposed Allocation
3. Description of Project (no more than 300 words)

12.25 **Total Proposed Allocation**

The figure in 12.25 will not necessarily agree with the total figures entered in 12.13. This part of the budget narrative is designed to show the RBDB proposed budget by categories of projects.

PROPOSED STATE AID BUDGET APPLICATIONS

MEDICAL INFORMATION SERVICES PROGRAM (MISP)

Statutory Reference: Education Law § 273(4)(b)

- 13.1 **Code 40 – Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No.

Expenditures must be limited to services purchased from the National Network of Libraries of Medicine DDP or the National Library of Medicine.

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

Repeating Group #40

1. Description
2. Provider of Services
 - a. Resource Libraries of the National Network of Libraries of Medicine (NN/LM)
 - b. National Library of Medicine
 - c. Grants to member libraries
 - d. N/A
3. Proposed Expenditure

- 13.2 **Total Proposed Expenditure – Code 40**

- 13.3 **Code 90 – Indirect Costs:** Administrative costs can not exceed 3% of total allocation.

- 13.4 **Total Proposed Expenditure (total of all codes above)**

- 13.5 **Total Allocation (must equal Total Proposed Expenditure)**

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.

- 13.6 **Budget Narrative:** Provide a brief narrative, no more than five hundred (500) words, explaining how expenditures in this proposed budget application attain the goals and intended results described in the system's approved Five-Year Plan of Service for the funding year.

PROPOSED STATE AID BUDGET APPLICATIONS

SCHOOL LIBRARY SYSTEMS OPERATING AND SUPPLEMENTARY AID

Statutory Reference (Basic Aid): Education Law § 284
Commissioners Regulations 90.18

14.1 **Code 15 – Professional Salaries:** Indicate total FTE and salaries for each professional system employee; complete one record for each employee. The specific job title and name of the person performing job duties, as well as the Full-Time Equivalent (FTE) must be identified for each position. Full-time for this program equals 0.83 FTE (10 months) to 1.0 FTE (12 months). If the total FTE combined in both the Operating Aid and the Categorical Aid for Automation is less than 0.83 FTE, the educational agency supporting the School Library System program must apply for a variance from the New York State Library. If other sources supplement mandated salaries, provide FTE and source of funds in the narrative (*e.g.*, administration of library-related CO-SERS at a BOCES or district library services provided by School Library System staff in the Big 5 Cities).

Repeating Group #41

1. Title
2. Total Full-Time Equivalent (FTE)
3. Proposed Expenditure

14.2 **Total Proposed Expenditure – Code 15**

14.3 **Code 16 – Other Staff Salaries:** Indicate total FTE and salaries for all other system employees; complete one record for each employee. The specific job title and name of the person performing job duties, as well as the Full-Time Equivalent (FTE) must be identified for each position. Full-time for this program equals 0.83 FTE (10 months) to 1.0 FTE (12 months). If the total FTE combined in both the Operating Aid and the Categorical Aid for Automation is less than 0.83 FTE, the educational agency supporting the School Library System program must apply for a variance from the New York State Library. If other sources supplement mandated salaries, provide FTE and source of funds in the narrative (*e.g.*, administration of library-related CO-SERS at a BOCES or district library services provided by School Library System staff in the Big 5 Cities). Note: If the School Library System hired professional, certified librarians that are on staff at component school districts to manage a program or to provide training, the New York State Education Department considers them per diem staff. The salary for services rendered by per diem staff should be reported on Q14.3, Other Staff Salaries. Details (total number of per diem staff, total days worked and total salaries paid) should be provided in the State note. Benefits paid for per diem staff should be reported on Q14.10, Code 80 – Employee Benefits. The amount expended for per diem staff should be provided in the State note. Expenditures for consultants, other than per diem staff from a component school district, should be reported on Q14.5, Code 40, Purchased Services (select choice ‘a’ from the drop-down menu).

Repeating Group #42

PROPOSED STATE AID BUDGET APPLICATIONS

1. Title
2. Total Full-Time Equivalent (FTE)
3. Proposed Expenditure

14.4 Total Proposed Expenditure – Code 16

- 14.5 **Code 40 – Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No.

Installation of direct telephone lines (voice, data, or telecommunications) for School Library System purposes (in school library media centers in member public school districts and buildings and in nonpublic school library media centers and program office) are allowable expenses. Monthly service charges may not be prorated and charged as a project expense. Monthly service fees and long distance charges are the responsibility of the public school district or nonpublic school members. Telephone and telecommunications fees provided by the educational agency and charged to the school library system program may be included in this category.

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

Repeating Group #43

1. Expenditure Category
 - a. Consultant fees/professional fees
 - b. Institutional membership dues
 - c. Telecommunications
 - d. Delivery/courier
 - e. Library system's vendor contract for automation
 - f. Grants to member libraries
 - g. Printing
 - h. Commercial electronic content vendor contracts
 - i. Other (specify using the State note)
 - j. N/A
2. Proposed Expenditure

14.6 Total Proposed Expenditure – Code 40

- 14.7 **Code 45 – Supplies and Materials:** Does the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.

Serial subscriptions (both print and non print) for School Library System use may be approved for periods extending beyond the 12 months of the fiscal year in which the

PROPOSED STATE AID BUDGET APPLICATIONS

program was funded if it is evident that the rate during the longer period of time would be less than would be the rate for single-year subscriptions.

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

Repeating Group #44

1. Expenditure Category
 - a. Office/library supplies and postage
 - b. Books and other print materials
 - c. Non-print resources (excluding electronic content)
 - d. Equipment with a unit cost less than \$5,000
 - e. Other (specify using the State note)
 - f. N/A
2. Proposed Expenditure

14.8 Total Proposed Expenditure – Code 45

14.9 **Code 46 – Travel Expenditures:** Indicate the proposed total expenditures for system staff travel only in this category.

14.10 **Code 80 – Employee Benefits:** Indicate the proposed total expenditures for all system employee fringe benefits.

Code 90 – Indirect Cost: Computed annually by the New York State Education Department for administrative costs. Indirect cost rates for the Big 5 Cities (New York City, Buffalo, Rochester, Syracuse, and Yonkers) and each BOCES are computed annually by the New York State Education Department. BOCES and Big 5 Cities must use their approved Department indirect cost rate (supplied by the Division of Library Development) when applying it to the school library system program. For the school library system program, the maximum indirect cost rate that an educational agency may charge is 5% of the direct cost base. Indirect costs are applied against the Direct Cost Base and result in an amount available for indirect cost purposes for the Operating Aid Budget only. **Note:** Indirect cost is not an allowable expense in the Categorical Aid for Automation State Aid Budget.

14.11 **Direct Cost Base** – Sum of all preceding subtotals (Codes 15, 16, 40, 45, 46 and 80).

14.12 **Approved Restricted Indirect Cost Rate** – The maximum allowable rate for the School Library System program is 5%. Enter as decimal (for example, 3.1% = 0.031).

14.13 **Total Indirect Cost** – Question 14.11 x Question 14.12

PROPOSED STATE AID BUDGET APPLICATIONS

- 14.14 **Code 49 – Purchased Services with BOCES:** Does the system expend funds to purchase services from or cross-contract with a BOCES other than the applicant agency cross-contract? Enter Y for Yes, N for No.

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

Repeating Group #45

1. Description of Services
2. Name of BOCES
 - a. Albany-Schoharie-Schenectady-Saratoga BOCES
 - b. Broome-Delaware-Tioga BOCES
 - c. Cattaraugus-Allegany-Erie-Wyoming BOCES
 - d. Cayuga-Onondaga BOCES
 - e. Clinton-Essex-Warren-Washington BOCES
 - f. Delaware-Chenango-Madison-Otsego BOCES
 - g. Dutchess BOCES
 - h. Erie 1 BOCES
 - i. Erie 2-Chautauqua-Cattaraugus BOCES
 - j. Franklin-Essex-Hamilton BOCES
 - k. Genesee-Livingston-Steuben-Wyoming BOCES
 - l. Hamilton-Fulton-Montgomery BOCES
 - m. Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES
 - n. Madison-Oneida BOCES
 - o. Monroe 1 BOCES
 - p. Monroe 2-Orleans BOCES
 - q. Nassau BOCES
 - r. Oneida-Herkimer-Madison BOCES
 - s. Onondaga-Cortland-Madison BOCES
 - t. Ontario-Seneca-Yates-Cayuga-Wayne BOCES
 - u. Orange-Ulster BOCES
 - v. Orleans-Niagara BOCES
 - w. Oswego BOCES
 - x. Otsego-Delaware-Schoharie-Greene BOCES
 - y. Putnam-Westchester BOCES
 - z. Rensselaer-Columbia-Greene BOCES
 - aa. Rockland BOCES
 - bb. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES
 - cc. Southern Westchester BOCES
 - dd. St. Lawrence-Lewis BOCES
 - ee. Suffolk Eastern BOCES
 - ff. Suffolk Western BOCES
 - gg. Sullivan BOCES
 - hh. Tompkins-Seneca-Tioga BOCES
 - ii. Ulster BOCES

PROPOSED STATE AID BUDGET APPLICATIONS

jj. Washington-Saratoga-Warren-Hamilton-Essex BOCES

kk. N/A

3. Proposed Expenditure

14.15 **Total Proposed Expenditure – Code 49**

14.16 **Code 20 – Equipment and Furnishings:** Indicate the proposed total expenditures for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Equipment items under \$5,000 should be budgeted under Supplies and Materials, (Code 45). Contracts for repairs and maintenance of equipment must be budgeted under Purchased Services, (Code 40).

14.17 **Total Proposed Expenditure (total of all codes above) SOATOTAL**

14.18 **Total Allocation (must equal Total Proposed Expenditure) SOAALL**

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.

14.19 **Budget Narrative:** Provide a brief narrative, no more than five hundred (500) words, explaining how expenditures in this proposed budget application attain the goals and intended results described in the system's approved Five-Year Plan of Service for the funding year. Proposed dollar amounts should be aligned with the narrative for each of the budget categories.

PROPOSED STATE AID BUDGET APPLICATIONS

SCHOOL LIBRARY SYSTEMS CATEGORICAL AID FOR AUTOMATION

Statutory Reference (Basic Aid): Education Law § 284(1)(g)
Commissioners Regulations 90.18

15.1 **Code 15 – Professional Salaries:** Indicate total FTE and salaries for each professional system employee; complete one record for each employee. The specific job title and name of the person performing job duties, as well as the Full-Time Equivalent (FTE) must be identified for each position. Full-time for this program equals 0.83 FTE (10 months) to 1.0 FTE (12 months). If the total FTE combined in both the Operating Aid and the Categorical Aid for Automation is less than 0.83 FTE, the educational agency supporting the School Library System program must apply for a variance from the New York State Library. If other sources supplement mandated salaries, provide FTE and source of funds in the narrative (*e.g.*, administration of library-related CO-SERS at a BOCES or district library services provided by School Library System staff in the Big 5 Cities).

Repeating Group #46

1. Title
2. Total Full-Time Equivalent (FTE)
3. Proposed Expenditure

15.2 **Total Proposed Expenditure – Code 15**

15.3 **Code 16 – Other Staff Salaries:** Indicate total FTE and salaries for all other system employees; complete one record for each employee. The specific job title and name of the person performing job duties, as well as the Full-Time Equivalent (FTE) must be identified for each position. Full-time for this program equals 0.83 FTE (10 months) to 1.0 FTE (12 months). If the total FTE combined in both the Operating Aid and the Categorical Aid for Automation is less than 0.83 FTE, the educational agency supporting the School Library System program must apply for a variance from the New York State Library. If other sources supplement mandated salaries, provide FTE and source of funds in the narrative (*e.g.*, administration of library-related CO-SERS at a BOCES or district library services provided by School Library System staff in the Big 5 Cities). Note: If the School Library System hired professional, certified librarians that are on staff at component school districts to manage a program or to provide training, the New York State Education Department considers them per diem staff. The salary for services rendered by per diem staff should be reported on Q15.3, Other Staff Salaries. Details (total number of per diem staff, total days worked and total salaries paid) should be provided in the State note. Benefits paid for per diem staff should be reported on Q15.10, Code 80 – Employee Benefits. The amount expended for per diem staff should be provided in the State note. Expenditures for consultants, other than per diem staff from a component school district should be reported on Q14.3, Code 40, Purchased Services (select choice ‘a’ from the drop-down menu).

Repeating Group #47

PROPOSED STATE AID BUDGET APPLICATIONS

1. Title
2. Total Full-Time Equivalent (FTE)
3. Proposed Expenditure

15.4 Total Proposed Expenditure – Code 16

- 15.5 **Code 40 – Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No.

Installation of direct telephone lines (voice, data, or telecommunications) for School Library System purposes (in school library media centers in member public school districts and buildings and in nonpublic school library media centers and program office) are allowable expenses. Monthly service charges may not be prorated and charged as a project expense. Monthly service fees and long distance charges are the responsibility of the public school district or nonpublic school members. Telephone and telecommunications fees provided by the educational agency and charged to the school library system program may be included in this category.

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

Repeating Group #48

1. Expenditure Category
 - a. Consultant fees/professional fees
 - b. Institutional membership dues
 - c. Telecommunications
 - d. Delivery/courier
 - e. Library system's vendor contract for automation
 - f. Grants to member libraries
 - g. Printing
 - h. Commercial electronic content vendor contracts
 - i. Other (specify using the State note)
 - j. N/A
2. Provider of Services
3. Proposed Expenditure

15.6 Total Proposed Expenditure – Code 40

- 15.7 **Code 45 – Supplies and Materials:** Does the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.

Serial subscriptions (both print and non print) for School Library System use may be approved for periods extending beyond the 12 months of the fiscal year in which the

PROPOSED STATE AID BUDGET APPLICATIONS

program was funded if it is evident that the rate during the longer period of time would be less than would be the rate for single-year subscriptions.

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

Repeating Group #49

1. Expenditure Category
 - a. Office/library supplies and postage
 - b. Books and other print materials
 - c. Non-print resources (excluding electronic content)
 - d. Equipment with a unit cost less than \$5,000
 - e. Other (specify using the State note)
 - f. N/A
2. Proposed Expenditure

15.8 Total Proposed Expenditure – Code 45

15.9 **Code 46 – Travel Expenditures:** Indicate the proposed total expenditures for system staff travel only in this category.

15.10 **Code 80 – Employee Benefits:** Indicate the proposed total expenditures for all system employee fringe benefits.

15.11 **Code 49 – Purchased Services with BOCES:** Does the system expend funds to purchase services from or cross-contract with a BOCES other than the applicant agency cross-contract? Enter Y for Yes, N for No.

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

Repeating Group #50

1. Description of Services
2. Name of BOCES
 - a. Albany-Schoharie-Schenectady-Saratoga BOCES
 - b. Broome-Delaware-Tioga BOCES
 - c. Cattaraugus-Allegany-Erie-Wyoming BOCES
 - d. Cayuga-Onondaga BOCES
 - e. Clinton-Essex-Warren-Washington BOCES
 - f. Delaware-Chenango-Madison-Otsego BOCES
 - g. Dutchess BOCES
 - h. Erie 1 BOCES
 - i. Erie 2-Chautauqua-Cattaraugus BOCES
 - j. Franklin-Essex-Hamilton BOCES

PROPOSED STATE AID BUDGET APPLICATIONS

- k. Genesee-Livingston-Steuben-Wyoming BOCES
 - l. Hamilton-Fulton-Montgomery BOCES
 - m. Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES
 - n. Madison-Oneida BOCES
 - o. Monroe 1 BOCES
 - p. Monroe 2-Orleans BOCES
 - q. Nassau BOCES
 - r. Oneida-Herkimer-Madison BOCES
 - s. Onondaga-Cortland-Madison BOCES
 - t. Ontario-Seneca-Yates-Cayuga-Wayne BOCES
 - u. Orange-Ulster BOCES
 - v. Orleans-Niagara BOCES
 - w. Oswego BOCES
 - x. Otsego-Delaware-Schoharie-Greene BOCES
 - y. Putnam-Westchester BOCES
 - z. Rensselaer-Columbia-Greene BOCES
 - aa. Rockland BOCES
 - bb. Schuylar-Steuben-Chemung-Tioga-Allegany BOCES
 - cc. Southern Westchester BOCES
 - dd. St. Lawrence-Lewis BOCES
 - ee. Suffolk Eastern BOCES
 - ff. Suffolk Western BOCES
 - gg. Sullivan BOCES
 - hh. Tompkins-Seneca-Tioga BOCES
 - ii. Ulster BOCES
 - jj. Washington-Saratoga-Warren-Hamilton-Essex BOCES
 - kk. N/A
3. Proposed Expenditure

15.12 Total Proposed Expenditure – Code 49

- 15.13 **Code 20 – Equipment and Furnishings:** Does the system expend 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.

All equipment to be purchased in support of this program with a unit cost of \$5,000 or more and having a useful life of more than one year should be itemized in this category. Do not use the term “workstation”. Itemize components of a workstation here if over \$5,000. Equipment items under \$5,000 should be budgeted under Supplies and Materials, (Code 45). Contracts for repairs and maintenance of equipment must be budgeted under Purchased Services, (Code 40). All proposed expenditures must relate to technology and resource-sharing goals, activities, and intended results in the system’s approved Five-Year Plan of Service and included in the “Guidelines” for this categorical aid program.

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

PROPOSED STATE AID BUDGET APPLICATIONS

Repeating Group #51

1. Type of item
2. Proposed Expenditure

15.14 **Total Proposed Expenditure – Code 20**

15.15 **Total Proposed Expenditure (total of all codes above)**

15.16 **Total Allocation (must equal Total Proposed Expenditure)**

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.

15.17 **Budget Narrative:** Provide a brief narrative, no more than five hundred (500) words, explaining how expenditures in this proposed budget application attain the goals and intended results described in the system's approved Five-Year Plan of Service for the funding year. Proposed dollar amounts should be aligned with the narrative for each of the budget categories.

PROPOSED STATE AID BUDGET APPLICATIONS

CENTER FOR JEWISH HISTORY AID

Statutory Reference: Education Law § 273(9)

16.1-16.2 **Code 15 – Professional Salaries:** Indicate total FTE and salaries for all professional Center employees.

- 16.1 Total Full-Time Equivalents (FTE)
- 16.2 Total Proposed Expenditure for Professional Salaries

16.3-16.4 **Code 16 – Other Staff Salaries:** Indicate total FTE and salaries for all other Center employees.

- 16.3 Total Full-Time Equivalents (FTE)
- 16.4 Total Proposed Expenditure for Other Staff Salaries

16.5 **Code 40 – Purchased Services:** Does the Center expend funds for purchased services? 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.

Repeating Group #52

- 1. Expenditure Category
 - a. Building and maintenance expenses
 - b. Consultant fees/professional fees
 - c. Institutional membership dues
 - d. Telecommunications
 - e. Delivery/courier
 - f. Library vendor contracts
 - g. Printing
 - h. Other (specify using the State note)
 - i. N/A
- 2. Proposed Expenditure

16.6 **Total Proposed Expenditure – Code 40**

16.7 **Code 45 – Supplies and Materials:** Does the Center expend funds for 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.

Repeating Group #53

PROPOSED STATE AID BUDGET APPLICATIONS

1. Expenditure Category
 - a. Office/library supplies, and postage
 - b. Books and other print materials
 - c. Non-print resources (excluding electronic content)
 - d. Equipment with a unit cost less than \$5,000
 - e. Other (specify using the State note)
 - f. N/A
2. Proposed Expenditure

16.8 Total Proposed Expenditure – Code 45

16.9 **Code 46 – Travel Expenditures:** Indicate the proposed total expenditures for Center staff travel only in this category.

16.10 **Code 80 – Employee Benefits:** Indicate the proposed total expenditures for all Center staff fringe benefits.

16.11 **Code 20 – Equipment and Furnishings:** Does the Center expend 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.

Repeating Group #54

1. Type of item
2. Quantity
3. Unit cost
4. Proposed Expenditure

16.12 Total Proposed Expenditure – Code 20

16.13 **Total Proposed Expenditure (total of all codes above)**

16.14 **Total Allocation (must equal Total Proposed Expenditure)**

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.

16.15 **Budget Narrative:** Provide a brief narrative, no more than five hundred (500) words, explaining how expenditures in the proposed budget application attain the Center's service goals for the funding year.

PROPOSED STATE AID BUDGET APPLICATIONS

NEW YORK HISTORICAL SOCIETY AID

Statutory Reference: Education Law § 273(j)

17.1-17.2 **Code 15 – Professional Salaries:** Indicate total FTE and salaries for all professional Library employees.

- 17.1 Total Full-Time Equivalents (FTE)
- 17.2 Total Proposed Expenditure for Professional Salaries

17.3-17.4 **Code 16 – Other Staff Salaries:** Indicate total FTE and salaries for all other Library employees.

- 17.3 Total Full-Time Equivalents (FTE)
- 17.4 Total Proposed Expenditure for Other Staff Salaries

17.5 **Code 40 – Purchased Services:** Does the Library expend funds for purchased services? 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.

Repeating Group #55

1. Expenditure Category
 - a. Building and maintenance expenses
 - b. Consultant fees/professional fees
 - c. Institutional membership dues
 - d. Telecommunications
 - e. Delivery/courier
 - f. Library vendor contracts
 - g. Printing
 - h. Other (specify using the State note)
 - i. N/A
2. Proposed Expenditure

17.6 **Total Proposed Expenditure – Code 40**

17.7 **Code 45 – Supplies and Materials:** Does the Library expend funds for 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.

Repeating Group #56

PROPOSED STATE AID BUDGET APPLICATIONS

1. Expenditure Category
 - a. Office/library supplies, and postage
 - b. Books and other print materials
 - c. Non-print resources (excluding electronic content)
 - d. Equipment with a unit cost less than \$5,000
 - e. Other (specify using the State note)
 - f. N/A
2. Proposed Expenditure

17.8 Total Proposed Expenditure – Code 45

17.9 Code 46 – Travel Expenditures: Indicate the proposed total expenditures for Library staff travel only in this category.

17.10 Code 80 – Employee Benefits: Indicate the proposed total expenditures for all Library staff fringe benefits.

17.11 Code 20 – Equipment and Furnishings: Does the Library expend 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.

Repeating Group #57

1. Type of item
2. Quantity
3. Unit cost
4. Proposed Expenditure

17.12 Total Proposed Expenditure – Code 20

17.13 Total Proposed Expenditure (total of all codes above)

17.14 Total Allocation (must equal Total Proposed Expenditure)

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.

17.15 Budget Narrative: Provide a brief narrative, no more than five hundred (500) words, explaining how expenditures in the proposed budget application attain the Library's service goals for the funding year.

PROPOSED STATE AID BUDGET APPLICATIONS

AID TO INDIAN LIBRARIES

Statutory Reference: Education Law § 253 and 271
Commissioners Regulations § 90.13

18.1-18.2 **Code 15 – Professional Salaries:** Indicate total FTE and salaries for all professional library employees.

- 18.1 Total Full-Time Equivalents (FTE)
- 18.2 Total Proposed Expenditure for Professional Salaries

18.3-18.4 **Code 16 – Other Staff Salaries:** Indicate total FTE and salaries for all other library employees.

- 18.3 Total Full-Time Equivalents (FTE)
- 18.4 Total Proposed Expenditure for Other Staff Salaries

18.5 **Code 40 – Purchased Services:** Does the library expend funds for purchased services? 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.

Repeating Group #58

- 1. Expenditure Category
 - a. Building and maintenance expenses
 - b. Consultant fees/professional fees
 - c. Institutional membership dues
 - d. Telecommunications
 - e. Delivery/courier
 - f. Library vendor contracts
 - g. Library vendor contracts for automation
 - h. Printing
 - i. Other (specify using the State note)
 - j. N/A
- 2. Description
- 3. Provider of Services
- 4. Proposed Expenditure

18.6 **Total Proposed Expenditure – Code 40**

18.7 **Code 45 – Supplies and Materials:** Does the library expend funds for supply items, postage, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.

PROPOSED STATE AID BUDGET APPLICATIONS

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

Repeating Group #59

1. Expenditure Category
 - a. Office/library supplies, and postage
 - b. Books and other print materials
 - c. Non-print resources (excluding electronic content)
 - d. Equipment with a unit cost less than \$5,000
 - e. Other (specify using the State note)
 - f. N/A
2. Proposed Expenditure

18.8 **Total Proposed Expenditure – Code 45**

18.9 **Code 46 – Travel Expenditures:** Indicate the proposed total expenditures for library staff travel only in this category.

18.10 **Code 80 – Employee Benefits:** Indicate the proposed total expenditures for all library staff fringe benefits.

18.11 **Code 20 – Equipment and Furnishings:** Does the library expend 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.

Repeating Group #60

1. Type of item
2. Quantity
3. Unit cost
4. Proposed Expenditure

18.12 **Total Proposed Expenditure – Code 20**

18.13 **Total Proposed Expenditure (total of all codes above)**

18.14 **Total Allocation (must equal Total Proposed Expenditure)**

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.

PROPOSED STATE AID BUDGET APPLICATIONS

- 18.15 **Budget Narrative:** Provide a brief narrative, no more than five hundred (500) words, explaining how expenditures in the proposed budget application attain the library's service goals for the funding year.

PROPOSED STATE AID BUDGET APPLICATIONS

ASSURANCE AND CONTACT INFORMATION

Question	Description	Field Name	Type of System
	CONTACT INFORMATION		
19.1	Contact name (person completing Proposed State Aid Budget Applications)	CONTACTNAME	A
19.2	Contact telephone number (enter 10 digits only)	CONTACTPHONE	A
19.3	Contact e-mail address	CONTACTEMAIL	A
	ASSURANCE		
19.4	The library system will be operating under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the "Proposed State Aid Budget Application and Budget Narrative" were reviewed and accepted by the System Board/Council (date – mm/dd/yyyy).	BASSURE	A
19.5	APPROVAL (for New York State Library use only/Not a required field)	BAPPROVE	A
	The Library System's Plan of Service was reviewed and approved by the New York State Library on (date – mm/dd/yyyy).		