

YOUNGSTOWN FREE LIBRARY - BUDGET FOR 2019
(Adopted at Board Meeting of January 28th, 2019)
- showing Actuals for 2018 Year-End

REVENUE	Budget for 2018	Actuals for 2018	Proposed Budget for 2019	Notes
TOWN OF PORTER	\$78,646	\$78,646.00	\$80,219	Approved TOP Budget Nov 2018
NIAGARA COUNTY	\$5,711	\$5,440.00	\$5,440	2%
YOUNGSTOWN VILLAGE	\$6,000	\$1,000.00	\$1,000	2%
LOC. LIBRARY SERVICE AID	\$1,420	\$1,293.00	\$1,420	2%
LEGISLATIVE INITIATIVE	\$0	\$0.00	\$5,000	Assume Ortt Bullet funds awarded in Sept 2018 won't be received/deposited until Jan 2019
FINES/ COPIER/ FAX	\$2,000	\$2,812.80	\$2,300	2383 in 2017
INTEREST	\$2,400	\$4,086.29	\$2,400	Estimate: 1% of \$240,000
GIFTS	\$1,000	\$2,825.53	\$2,000	2150 in 2017
ANNUAL DRIVE	\$14,000	\$15,497.03	\$16,000	11560 in 2017
MISCELLANEOUS	\$100	\$268.12	\$300	
GRANT FUNDS	\$0	\$400.00	\$0	630 in 2017; estimated Friends money
TOTAL REVENUE	\$111,277	\$112,268.77	\$116,079	

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<u>EXPENDITURE</u>	Budget for 2018	Actuals for 2018	Proposed Budget for 2019	Notes
PERSONNEL				
SALARIES (GROSS)	\$73,610	\$72,197.31	\$78,662	2.33 FTE
HEALTH BENEFIT	\$4,000	\$4,000.00	\$4,000	
SOCIAL SECURITY & MEDICARE	\$5,630	\$5,829.07	\$6,324	Needs to be 7.65 * (Gross Salaries + Health Benefit)
CONTINUING EDUCATION & NETWORKING	\$500	\$425.61	\$500	
NEW YORK STATE DISABILITY	\$350	\$520.52	\$500	
WORKER'S COMPENSATION	\$750	\$226.00	\$500	
CHRISTMAS BONUSES		\$175.00	\$200	\$40 per staff member; same as 2018
TOTAL PERSONNEL	\$84,840	\$83,373.51	\$90,686	
LIBRARY MATERIALS & SERVICES				change heading to 'Materials & Services'
AV MATERIALS	\$6,500	\$3,826.41	\$5,500	
BOOKS	\$16,000	\$6,576.56	\$11,000	less \$6000, then 2% only (not appl.for 2019)
COMPUTER SOFTWARE	\$200	\$159.00	\$200	2% only (not appl.for 2019)
PURCHASES FROM GRANT FUNDS				
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$4,000	\$853.43	\$2,500	
BOOK PROCESSING & SUPPLIES	\$1,500	\$900.34	\$1,600	
PROGRAMMING	\$700	\$245.50	\$800	Move from Operating to Services; 10% increase (not appl.for 2019)
PUBLICITY & PROMOTION	\$1,000	\$572.48	\$600	decreased to 800 with 2% increase (not appl.for 2019)
COPIER LEASE & USAGE	\$0		\$1,450	prorate at 50% between Services (for programming etc) & Operating; 2% only (not appl.for 2019)
POSTAGE	\$0		\$280	prorate at 50% between Services (for programming etc) & Operating; 2% only (not appl.for 2019)
INTERNET/PHONE	\$0		\$550	prorate at 50% between Services (for programming etc) & Operating; decreased due to NIOGA's grant coverage, then 2%
TOTAL LIBRARY MATERIALS & SERVICES	\$29,900.00	\$13,133.72	\$24,480	

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OPERATING EXPENDITURE	Budget for 2018	Actuals for 2018	Proposed Budget for 2019	Notes
ALMS FEE	\$8,328	\$8,328.00	\$8,715	Per Lisa at NIOGA
OFFICE SUPPLIES	\$1,500	\$1,988.90	\$1,500	2% only (not appl.for 2019)
HOUSEKEEPING	\$300	\$83.51	\$150	Friends cover coffee supplies, so halved.
INSURANCE	\$2,800	\$2,851.38	\$2,900	
RENT			\$1	
MAINTENANCE (SPACE)	\$1,500	\$1,035.89	\$2,000	
COPIER LEASE & USAGE	\$2,200	\$2,844.79	\$1,450	prorate at 50% between Services (for programming etc) & Operating; 2% only (not appl.for 2019)
POSTAGE	\$550	\$1,236.92	\$280	prorate at 50% between Services (for programming etc) & Operating; 2% only (not appl.for 2019)
INTERNET/PHONE	\$1,600	\$1,039.74	\$550	prorate at 50% between Services (for programming etc) & Operating; decreased due to NIOGA's grant coverage, then 2%
TOTAL OPERATING EXPENDITURE	\$18,778	\$19,409.13	\$17,546	

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CAPITAL EXPENDITURE	Budget for 2018	Actuals for 2018	Proposed Budget for 2019	Notes
TECHNOLOGY	\$1,200	\$1,342.96	\$1,750	down to 1000, then 2% only (not appl.for 2019)
OTHER - SPACE etc	\$4,300	-\$118.38	\$450	back to nothing because of grant & Friends
TOTAL CAPITAL EXPENDITURES	\$5,500	\$1,224.58	\$2,200	
MISCELLANEOUS				
ACCOUNTING & PAYROLL SERVICES:	\$3,450	\$3,535.75	\$3,450	Bundled all Financial Services incl Payroll & Tax Prep etc as listed below ***. Rates held steady for 2019
MONTHLY BOOK-KEEPING & ACCOUNTING	\$2,580	\$2,710.00		*** \$215 * 12
BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$260	\$387.75		*** \$10 * 26
MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$124			*** ' to include ACH fees of \$3.50 * 26 etc.
990 PREPARATION & DEPRECIATION	\$400	\$400.00		***
W-2 PREPARATION	\$40			*** \$30 + \$2 PER STAFF MEMBER (5)
1099 PREPARATION	\$46	\$38.00		*** \$30 + \$4 PER RECIPIENT (4)
INVESTMENT & ADVISORY FEES	\$150	-\$120.00	\$150	MORGAN STANLEY FEES
BANK CHARGES & FEES		\$45.31	\$50	
PROFESSIONAL SERVICES - AUDIT etc	\$5,000	\$0.00	\$250	planned for 1200 year * 2% inflation to allow for audits every 5 years (not appl.for 2019)
PROFESSIONAL SERVICES - LEGAL etc	\$5,000	\$0.00	\$750	planned for 500 per year * 2% inflation (not appl.for 2019)
MISCELLANEOUS	\$0	\$0.00		
TOTAL MISCELLANEOUS	\$13,600	\$3,461.06	\$4,650	
TOTAL OPERATING EXPENDITURE	\$152,618.00	\$120,602.00	\$139,562	
Net Income (Loss)	-\$41,341	-\$8,333.23	-\$23,483	Excludes scholarship
<i>OTHER</i>				
<i>(1). Mileage Allowance for 2019 will be based on 'IRS Standard Mileage Rate Guidelines for 2019' of 54.5 cents per mile.</i>				
<i>(2) Traditional Christmas Bonus Checks for Staff (Director, Clerks and Page) will be \$40 each</i>				

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<i>OTHER FUNDS</i>	Budget for 2018	Actuals for 2018	Proposed Budget for 2019	
RUBY CAREY FUND				
INTEREST			-\$25	
SCHOLARSHIP AWARD	\$750	\$750.00	\$750	scholarship runs out at four years
TOTAL FUND EXPENSES	\$750	\$750.00	\$725	