

YOUNGSTOWN FREE LIBRARY - BUDGET FOR 2020

(Adopted at Board Meeting of 01-27-2020)

- showing Actuals for 2019 Year-End

<u>REVENUE</u>	Budget for 2019	2019 Year-End Actuals	Proposed Budget for 2020	Notes
TOWN OF PORTER	\$80,219	\$80,219	\$80,219	Approved TOP Budget Nov 2019 - no change
NIAGARA COUNTY	\$5,440	\$5,577	\$5,577	
YOUNGSTOWN VILLAGE	\$1,000	\$1,000	\$1,000	
LOC. LIBRARY SERVICE AID	\$1,420	\$1,580	\$1,420	
LEGISLATIVE INITIATIVE	\$5,000	\$5,000	\$0	Zero allocated for 2020
FRIENDS			\$8,000	Need to account for Friends' gifts to us
FINES/ COPIER/ FAX	\$2,300	\$2,941	\$2,400	
INTEREST	\$2,400	\$6,201	\$3,600	Estimate: 1.5% of \$240,000
GIFTS	\$2,000	\$6,424	\$4,000	
ANNUAL DRIVE	\$16,000	\$20,692	\$16,000	No change; conservative assessment for 2020
MISCELLANEOUS	\$300	\$306	\$300	
GRANT FUNDS	\$0	\$5,500	\$500	2019 \$5,000 was a restricted grant (chld rr
TOTAL REVENUE	\$116,079	\$135,440	\$123,016	

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EXPENDITURE	Budget for 2019	2019 Year-End Actuals	Proposed Budget for 2020	Notes
PERSONNEL				
SALARIES (GROSS)	\$78,662	\$76,053	\$82,600	Minimum wage is now \$11.80 per hour.
HEALTH BENEFIT	\$4,000	\$4,000	\$4,000	
SOCIAL SECURITY & MEDICARE	\$6,324	\$6,124	\$6,625	Needs to be 7.65 * (Gross Salaries + Health Benefit)
CONTINUING EDUCATION & NETWORKING/Memberships	\$500	\$48	\$500	
NEW YORK STATE DISABILITY & SUTA/FUTA	\$500	\$420	\$500	
WORKER'S COMPENSATION	\$500	\$0	\$500	
CHRISTMAS BONUSES	\$200	\$200	\$200	\$40 per staff member; same as 2019
TOTAL PERSONNEL	\$90,686	\$86,845	\$94,925	
LIBRARY MATERIALS & SERVICES				
AV MATERIALS	\$5,500	\$5,148	\$5,570	
BOOKS	\$11,000	\$6,199	\$8,500	
COMPUTER SOFTWARE	\$200	\$0	\$200	
PURCHASES FROM GRANT FUNDS		\$190		
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$2,500	\$150	\$4,000	
BOOK PROCESSING & SUPPLIES	\$1,600	\$1,683	\$1,680	
PROGRAMMING	\$800	-\$214	\$1,800	Increase to reflect Friends' gifts
PUBLICITY & PROMOTION	\$600	\$176	\$600	Keep the same as 2019
COPIER LEASE & USAGE	\$1,450	\$2,610	\$1,200	pro-rate at 50% between Services (for programming etc) & Operating; reduce slightly for Toshiba copier-costs
POSTAGE	\$280	\$75	\$280	pro-rate at 50% between Services (for programming etc) & Operating
INTERNET/PHONE	\$550	\$1,602	\$560	pro-rate at 50% between Services (for programming etc) & Operating
TOTAL LIBRARY MATERIALS & SERVICES	\$24,480	\$17,619	\$24,390	

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OPERATING EXPENDITURE	Budget for 2019	2019 Year-End Actuals	Proposed Budget for 2020	Notes
ALMS FEE	\$8,715	\$8,715	\$9,060	Per Lisa at NIOGA = 4% incr.
OFFICE SUPPLIES	\$1,500	\$1,542	\$1,600	
HOUSEKEEPING	\$150	\$162	\$400	Increase to reflect Friends' gifts (coffee supplies etc.)
INSURANCE	\$2,900	\$3,981	\$7,000	Allow +\$3,000 for D&O & Contents
RENT	\$1	\$2	\$1	
MAINTENANCE (SPACE)	\$2,000	\$520	\$1,500	To allow for unexpected/unplanned space-issues)
COPIER LEASE & USAGE	\$1,450	-\$80	\$1,200	pro-rate at 50% between Services (for programming etc) & Operating; reduce slightly for Toshiba copier-costs
POSTAGE	\$280	\$24	\$280	pro-rate at 50% between Services (for programming etc) & Operating
INTERNET/PHONE	\$550	\$0	\$560	pro-rate at 50% between Services (for programming etc) & Operating
TOTAL OPERATING EXPENDITURE	\$17,546	\$14,866	\$21,601	

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CAPITAL EXPENDITURE	Budget for 2019	2019 Year-End Actuals	Proposed Budget for 2020	Notes
TECHNOLOGY	\$1,750	-\$49	\$1,250	Balance of Web-site development fees
OTHER - SPACE etc	\$450	\$11,100	\$0	
TOTAL CAPITAL EXPENDITURES	\$2,200	\$11,051	\$1,250	Should really be funded from Long Term Planning Find, not Operating
MISCELLANEOUS				
ACCOUNTING & PAYROLL SERVICES:	\$3,450	\$3,060	\$3,632	Bundled all Financial Services incl Payroll & Tax Prep etc as listed below ***. Rates held steady for 2020
MONTHLY BOOK-KEEPING & ACCOUNTING		\$2,622	\$2,580	*** \$215 * 12
BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS		\$260	\$260	*** \$10 * 26
MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.		\$178	\$300	*** ' to include ACH fees of \$3.50 * 26 + Overnight postage \$7.20 * 26
990 PREPARATION & DEPRECIATION		\$0	\$400	***
W-2 PREPARATION		\$0	\$50	*** \$30 + \$2 PER STAFF MEMBER (5)
1099 PREPARATION		\$0	\$42	*** \$30 + \$4 PER RECIPIENT (Guestimate of
INVESTMENT & ADVISORY FEES	\$150	\$0	\$0	MORGAN STANLEY FEES
BANK CHARGES & FEES	\$50	\$3	\$10	
PROFESSIONAL SERVICES - AUDIT etc	\$250	\$0	\$200	
PROFESSIONAL SERVICES - LEGAL etc	\$750	\$0	\$500	If we decide to establish a Foundation, we may need to include Legal Fees, but should appropriate majority of funding from LTP Funds.
MISCELLANEOUS		\$20		
TOTAL MISCELLANEOUS	\$4,650	\$3,083	\$4,342	
TOTAL OPERATING EXPENDITURE	\$139,562	\$133,464	\$146,508	
Net Income (Loss)	-\$23,483	\$1,976	-\$23,492	For 2020, exclude Scholarship & Long Term Planning Funds
OTHER				
<i>(1). Mileage Allowance for 2020 will be based on 'IRS Standard Mileage Rate Guidelines for 2020' of 58 cents per mile.</i>				
<i>(2) Traditional Christmas Bonus Checks for Staff (Director, Clerks and Page) will be \$40 each</i>				