

YOUNGSTOWN FREE LIBRARY BUDGET FOR 2021

Adopted at Board Meeting 11-23-2020

<u>REVENUE</u>	Budget for 2020	Actuals 2020 Year-End	Budget for 2021	<i>Notes - all Revenue & Expenditure line items assume a 2021 Library-model in "Browsing" mode</i>
TOWN OF PORTER	\$80,219	\$80,219.00	\$65,000	Approved TOP Budget Nov 2020 - \$15,000 less
NIAGARA COUNTY	\$5,577	\$4,917.00	\$3,786	77% of 2020
YOUNGSTOWN VILLAGE	\$1,000	\$1,000.00	\$1,000	
LOC. LIBRARY SERVICE AID	\$1,420	\$1,008.00	\$776	77% of 2020
LEGISLATIVE INITIATIVE	\$0	\$0.00	\$0	
FRIENDS	\$8,000	\$8,239.10	\$10,000	Will they be able to repeat?
FINES/ COPIER/ FAX	\$2,400	\$1,053.24	\$2,400	
INTEREST	\$3,600	\$4,343.27	\$2,000	Interest rates have been extremely low since July 2020 - 0.1%
GIFTS	\$4,000	\$11,569.00	\$4,000	
ANNUAL DRIVE	\$16,000	\$24,138.30	\$16,000	
MISCELLANEOUS	\$300	\$88.79	\$100	
GRANT FUNDS	\$500	\$10,265.70	\$500	(Any A/C Grant payment will go against Space Budget)
OTHER INCOME: PPP GRANT INCOME			\$17,995	Anticipate PPP loan being forgiven in mid-2021
TOTAL REVENUE	\$123,016	\$146,841.40	\$123,557	

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<u>EXPENDITURE</u>	Budget for 2020	Actuals 2020 Year-End	Budget for 2021	Notes
PERSONNEL				
SALARIES (GROSS)	\$82,600	\$81,914.85	\$85,798	Minimum wage is now \$12.50 per hour. FTE = 2.35
HEALTH BENEFIT	\$4,000	\$4,000.10	\$4,000	
SOCIAL SECURITY & MEDICARE	\$6,625	\$6,558.86	\$6,870	Rate unchanged for 2021 at 7.65 * (Gross Salaries + Health Benefit)
CONTINUING EDUCATION & NETWORKING/Memberships	\$500	\$39.10	\$500	81914.85
NEW YORK STATE DISABILITY & SUTA/FUTA	\$500	\$630.08	\$510	
WORKER'S COMPENSATION	\$500	\$0.00	\$510	
CHRISTMAS BONUSES	\$200	\$500.00	\$250	\$50 per staff member; increase by \$10
TOTAL PERSONNEL	\$94,925	\$93,642.99	\$98,438	
LIBRARY MATERIALS & SERVICES				
AV & DIGITAL MATERIALS	\$5,570	\$2,764.21	\$10,881	\$5,681 for AV & \$5,200 for digital matl's (Hoopla etc)
BOOKS	\$8,500	\$12,331.22	\$8,500	
COMPUTER SOFTWARE	\$200	\$216.41	\$300	for patron-computers & laptops
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$4,000	\$4,304.71	\$4,100	
BOOK PROCESSING & SUPPLIES	\$1,680	\$1,045.63	\$1,680	
PROGRAMMING PUBLICITY & PROMOTION	\$1,800	\$3,172.37	\$1,980	Increase to reflect Friends' gifts
	\$600	\$70.00	\$400	Keep the same as 2019
COPIER LEASE & USAGE	\$1,200	\$888.12	\$1,230	pro-rate at 50% between Services (for programming etc) & Operating
POSTAGE	\$280	\$42.05	\$290	pro-rate at 50% between Services (for programming etc) & Operating
INTERNET/PHONE	\$560	\$558.98	\$560	pro-rate at 50% between Services (for programming etc) & Operating
TOTAL LIBRARY MATERIALS & SERVICES	\$24,390	\$25,393.70	\$29,921	

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OPERATING EXPENDITURE	Budget for 2020	Actuals 2020 Year-End	Budget for 2021	Notes
ALMS FEE	\$9,060	\$9,060.00	\$7,295	No longer contains Hoopla charges (see Digital Mat'ls above)
OFFICE SUPPLIES	\$1,600	\$1,034.65	\$1,600	
HOUSEKEEPING	\$400	\$46.50	\$100	
INSURANCE	\$7,000	\$4,220.90	\$4,900	Incr. for D&O & Contents
RENT	\$1	\$1.00	\$1	
MAINTENANCE (SPACE)	\$1,500	\$1,931.26	\$1,150	A/C filters, air purifier filters, misc.
COPIER LEASE & USAGE	\$1,200	\$769.54	\$1,230	pro-rate at 50% between Services (for programming etc) & Operating
POSTAGE	\$280	\$42.05	\$290	pro-rate at 50% between Services (for programming etc) & Operating
INTERNET/PHONE	\$560	\$558.98	\$560	pro-rate at 50% between Services (for programming etc) & Operating
TOTAL OPERATING EXPENDITURE	\$21,601	\$17,664.88	\$17,126	
COVID-19 OPERATING EXPENDITURE				
LIBRARY CLEANING MATERIALS & PROCESSING		\$919.21	\$2,000	
OFFICE SUPPLIES		\$2,803.88	\$1,000	Includes an addt'l air-purifier
REMOTE OPERATION		\$4.24	\$500	Call-forward, ZOOM etc
TOTAL COVID-19 OPERATING EXPENDITURE		\$3,727.33	\$3,500.00	

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CAPITAL EXPENDITURE	Budget for 2020	Actuals 2020 Year-End	Budget for 2021	Notes
TECHNOLOGY	\$1,250	\$1,396.01	\$1,000	Staff desktop & add'l Receipt printer
OTHER - SPACE etc	\$0	\$0.00	\$0	
TOTAL CAPITAL EXPENDITURES	\$1,250	\$1,396.01	\$1,000	
MISCELLANEOUS				
ACCOUNTING & PAYROLL SERVICES:	\$3,632	\$3,250.00	\$3,709	Bundled all Financial Services incl Payroll & Tax Prep etc as listed below ***. Rates held steady for 2021
MONTHLY BOOK-KEEPING & ACCOUNTING	\$2,580	\$2,455.00	\$2,580	*** \$215 * 12
BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$260	\$234.00	\$260	*** \$10 * 26
MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$300	\$561.00	\$377	*** to include ACH fees of \$3.50 * 26 + Overnight postage \$7.50 * 26
990 PREPARATION & DEPRECIATION	\$400	\$0.00	\$400	***
W-2 PREPARATION	\$50	\$0.00	\$50	*** \$30 + \$2 PER STAFF MEMBER (5)
1099 PREPARATION	\$42	\$0.00	\$42	*** \$30 + \$4 PER RECIPIENT (Guestimate of 5)
INVESTMENT & ADVISORY FEES	\$0	\$120.00	\$0	MORGAN STANLEY fees are currently zero
BANK CHARGES & FEES	\$10	\$0.00	\$10	Occasional foreign currency transfer fees
PROFESSIONAL SERVICES - AUDIT etc	\$200	\$0.00	\$200	
PROFESSIONAL SERVICES - LEGAL etc	\$500	\$3.81	\$500	If we move forward towards a Foundation, we may need to include Legal Fees
MISCELLANEOUS		\$500.00	\$0	
TOTAL MISCELLANEOUS	\$4,342	\$3,873.81	\$4,419	
TOTAL OPERATING EXPENDITURE	\$146,508	\$145,698.72	\$154,404	
Net Revenue (Loss)	-\$23,492	\$1,142.68	-\$30,847	Assumes \$17,995 is forgiven/revenue
<u>OTHER</u>				
<i>(1). Mileage Allowance for 2021 is based on 'IRS Standard Mileage Rate Guidelines for 2021' and is set at 56.0 cents per mile.</i>				
<i>(2) Traditional Christmas Bonus Checks for Staff (Director, Clerks and Page) will be \$50 each</i>				