

YOUNGSTOWN FREE LIBRARY BUDGET FOR 2022

Adopted at Board Meeting 11-22-2021

REVENUE	Budget for 2021	Budget for 2022	Notes - Library will be offering Service Hours of 36 Hours per week throughout the year
TOWN OF PORTER	\$65,000	\$70,000	
NIAGARA COUNTY	\$3,786	\$7,814	Assume the same (Rec'd Sept 2021)
YOUNGSTOWN VILLAGE	\$1,000	\$1,000	Assume the same
LOC. LIBRARY SERVICE AID	\$776	\$1,386	Based on Materials & Services lines of our budget, which have increased in recent years
LEGISLATIVE INITIATIVE	\$0	\$0	
FRIENDS	\$10,000	\$14,000	Requested a significant increase from the Friends, which was approved
FINES/ COPIER/ FAX	\$2,400	\$2,400	
INTEREST	\$2,000	\$150	Low/negligible interest rates
GIFTS / SUSTAINABILITY EVENTS	\$4,000	\$12,000	Events: (1) The Jug - 5K run - Feb; (2) "Somewhere" event (TBD); (3) Event at Mug (TBD); (4) Letter-writing Campaign
ANNUAL DRIVE	\$16,000	\$27,000	We are already close to \$27,000 in 2021
MISCELLANEOUS UNRESTRICTED GRANT FUNDS	\$100	\$100	
RESTRICTED GRANT FUNDS	\$500	\$5,000	Grant for books, media
TOTAL REVENUE	\$123,557	\$145,850	

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EXPENDITURE	Budget for 2021	Budget for 2022	Notes
PERSONNEL			
SALARIES (GROSS)	\$85,798	\$83,900	Staff FTE: 1.33
HEALTH BENEFIT	\$4,000	\$4,000	
SOCIAL SECURITY & MEDICARE	\$6,870	\$6,724	Rate unchanged for 2022 at 7.65 * (Gross Salaries + Health Benefit)
CONTINUING EDUCATION & NETWORKING/Memberships	\$500	\$160	
NEW YORK STATE DISABILITY & SUTA/FUTA	\$510	\$408	
WORKER'S COMPENSATION	\$510	\$850	Underbudgeted in 2021
CHRISTMAS BONUSES	\$250	\$200	\$50 per staff member;
TOTAL PERSONNEL	\$98,438	\$96,242	
LIBRARY MATERIALS & SERVICES	Budget for 2021	Budget for 2022	Notes
AV & DIGITAL MATERIALS (excl HOOPLA) purchased	\$10,881	\$6,086	Split-out Hoopla element from other digital materials purchased
HOOPLA (streaming, rentals)		\$4,850	
BOOKS	\$8,500	\$7,500	
COMPUTER SOFTWARE	\$300	\$280	For Patron computers
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$4,100	\$3,940	
BOOK PROCESSING & SUPPLIES	\$1,680	\$1,680	
PROGRAMMING	\$1,980	\$1,780	
PUBLICITY & PROMOTION	\$400	\$1,600	NFG (\$1,200pa) has been added here
COPIER LEASE & USAGE	\$1,230	\$840	
POSTAGE	\$290	\$120	
INTERNET/PHONE	\$560	\$580	
TOTAL LIBRARY MATERIALS & SERVICES	\$29,921	\$29,256	

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OPERATING EXPENDITURE	Budget for 2021	Budget for 2022	Notes
ALMS FEE	\$7,295	\$7,419	Confirmed at NIOGA meeting on Sept 28th
OFFICE SUPPLIES	\$1,600	\$800	
HOUSEKEEPING	\$100	\$80	
INSURANCE	\$4,900	\$4,500	
RENT	\$1	\$1	
MAINTENANCE (SPACE)	\$1,150	\$800	
COPIER LEASE & USAGE	\$1,230	\$840	pro-rate at 50% between Services (for programming etc) & Operating; contract is for \$128 per month + Overage
POSTAGE	\$290	\$120	pro-rate at 50% between Services (for programming etc) & Operating
INTERNET/PHONE	\$560	\$580	pro-rate at 50% between Services (for programming etc) & Operating
TOTAL OPERATING EXPENDITURE	\$17,126	\$15,140	
COVID-19 OPERATING EXPENDITURE	Budget for 2021	Budget for 2022	Notes
LIBRARY CLEANING MATERIALS & PROCESSING	\$2,000	\$0	
OFFICE SUPPLIES	\$1,000	\$800	
REMOTE OPERATION	\$500	\$0	
TOTAL COVID-19 OPERATING EXPENDITURE	\$3,500.00	\$800	

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CAPITAL EXPENDITURE			
TECHNOLOGY	\$1,000	\$500	Staff monitor
OTHER - SPACE etc	\$0	\$0	
TOTAL CAPITAL EXPENDITURES	\$1,000	\$500	
MISCELLANEOUS	Budget for 2021	Budget for 2022	Notes
ACCOUNTING & PAYROLL SERVICES:	\$3,709	\$3,657	Bundled all Financial Services incl Payroll & Tax Prep etc as listed below ***.
MONTHLY BOOK-KEEPING & ACCOUNTING	\$2,580		*** \$215 * 12
BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$260		*** \$10 * 26
MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$377		*** ' to include ACH fees of \$3.50 * 26 + Overnight postage \$7.50 * 26
990 PREPARATION & DEPRECIATION	\$400		***
W-2 PREPARATION	\$50		*** \$30 + \$2 PER STAFF MEMBER (4)
1099 PREPARATION	\$42		*** \$30 + \$4 PER RECIPIENT (Guestimate of 5)
INVESTMENT & ADVISORY FEES	\$0	\$0	MORGAN STANLEY fees are currently zero
BANK CHARGES & FEES	\$10	\$5	Occasional foreign currency transfer fees
PROFESSIONAL SERVICES - AUDIT & NFG etc	\$200	\$0	Relocated NFG & then Removed for 2022
PROFESSIONAL SERVICES - LEGAL etc	\$500	\$250	Cole's fees for occasional support
MISCELLANEOUS	\$0	\$0	
TOTAL MISCELLANEOUS	\$4,419	\$3,912	

SUMMARY	Budget for 2021	Budget for 2022	Notes
TOTAL EXPENDITURE	\$154,404	\$145,850	
TOTAL REVENUE	\$123,557	\$145,850	
Net Gain (Loss)	-\$30,847	\$0	

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OTHER

- (1). *Mileage Allowance for 2022 will be based on 'IRS Standard Mileage Rate Guidelines for 2022' of TBD (was 57.5 cents in 2021) cents per mile.*
 - (2) *Traditional Christmas Bonus Checks for Staff (Director, Clerks and Page) will remain at \$50 each*
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