

YOUNGSTOWN FREE LIBRARY BUDGET FOR 2023

Adopted at Board Meeting 11-30-2022

	Budget for 2022	Budget 2023	
REVENUE			<i>Notes - all Revenue & Expenditure line items assume a 2023 Library-model of 36 hour week</i>
TOWN OF PORTER	\$70,000	\$70,000	Same as 2022, per TOP meeting 11-07-22
NIAGARA COUNTY	\$7,814	\$7,250	
YOUNGSTOWN VILLAGE	\$1,000	\$1,000	
LOC. LIBRARY SERVICE AID	\$1,386	\$1,260	
LEGISLATIVE INITIATIVE	\$0	\$0	
FRIENDS	\$14,000	\$16,000	Agreed by Friends' Board 11-16-22
FINES/ COPIER/ FAX	\$2,400	\$2,200	
INTEREST	\$150	\$270	
GIFTS	\$12,000	\$11,000	
ANNUAL DRIVE	\$27,000	\$28,900	
MISCELLANEOUS	\$100	\$450	
GRANT FUNDS	\$5,000	\$5,000	
OTHER INCOME	\$5,000		
TOTAL REVENUE	\$145,850	\$143,330	

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EXPENDITURE			
PERSONNEL			
SALARIES (GROSS)	\$83,900	\$86,702	Assumes full complement of Staff: Director + 3 clerks + 1 page
HEALTH BENEFIT	\$4,000	\$4,500	+ \$500 for 2023; Add'l +\$500 for 2024
SOCIAL SECURITY & MEDICARE	\$6,724	\$6,977	Staying same at 7.65%
CONTINUING EDUCATION & NETWORKING/Memberships	\$160	\$100	
NEW YORK STATE DISABILITY & SUTA/FUTA	\$408	\$700	
WORKER'S COMPENSATION	\$850	\$800	
CHRISTMAS BONUSES	\$200	\$250	Assumes 5 staff @ \$50
TOTAL PERSONNEL	\$96,242	\$100,029	<i>69.79% of revenue</i>
LIBRARY MATERIALS & SERVICES			
HOOPLA	\$4,850	\$5,570	Focus on Streaming Services
AV & DIGITAL MATERIALS (Excl HOOPLA)	\$6,086	\$3,800	...not so much purchasing
BOOKS	\$7,500	\$6,500	
COMPUTER SOFTWARE (incl Donation S/W)	\$280	\$300	for patron-computers & laptops
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$3,940	\$3,000	
BOOK PROCESSING & SUPPLIES	\$1,680	\$1,300	
PROGRAMMING	\$1,780	\$2,600	Increase to reflect Friends' gifts
PUBLICITY & PROMOTION (incl Donation	\$1,600	\$200	Includes Donation software net cost (\$100)
COPIER LEASE & USAGE	\$840	\$840	pro-rate at 50% between Services (for programming etc) & Operating
POSTAGE	\$120	\$30	pro-rate at 50% between Services (for programming etc) & Operating
INTERNET/PHONE	\$580	\$280	pro-rate at 50% between Services (for programming etc) & Operating
TOTAL LIBRARY	\$29,256	\$24,420	

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OPERATING EXPENDITURE	Budget for 2022	Budget for 2023	Notes
ALMS FEE	\$7,419	\$7,680	Per NIOGA 10-26-22
OFFICE SUPPLIES	\$800	\$750	
HOUSEKEEPING	\$80	\$70	
INSURANCE	\$4,500	\$3,800	
RENT	\$1	\$1	
MAINTENANCE (SPACE)	\$800	\$580	Carpet Deep-cleaning \$350, Sonitrol, A/C filters, air purifier filters, misc.
COPIER LEASE & USAGE	\$840	\$840	pro-rate at 50% between Services (for programming etc) & Operating
POSTAGE	\$120	\$30	pro-rate at 50% between Services (for programming etc) & Operating
INTERNET/PHONE	\$580	\$280	pro-rate at 50% between Services (for programming etc) & Operating
TOTAL OPERATING EXPENDITURE	\$15,140	\$14,031	
COVID-19 OPERATING EXPENDITURE			
LIBRARY CLEANING MATERIALS & PROCESSING			
OFFICE SUPPLIES	\$800		
REMOTE OPERATION			
TOTAL COVID-19 OPERATING EXPENDITURE	\$800.00	\$0	

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CAPITAL EXPENDITURE	Budget for 2022	Budget for 2023	Notes
TECHNOLOGY	\$500	\$980	3 Patron computers upgraded + 2 new
OTHER - SPACE etc	\$0		
TOTAL CAPITAL EXPENDITURES	\$500	\$980	
MISCELLANEOUS			
	Budget for 2022	Budget for 2023	
ACCOUNTING & PAYROLL SERVICES:	\$3,657	\$3,400	Bundled all Financial Services incl Payroll & Tax Prep etc as listed below
CPA SERVICES: MONTHLY BOOK-KEEPING, ALL PAYROLL SERVICES & ACCOUNTING \$250 / month	\$3,000	\$3,000	
BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$200		
MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$27		
990 PREPARATION & DEPRECIATION	\$400	\$400	
W-2 PREPARATION	\$30		
1099 PREPARATION	\$0		
INVESTMENT & ADVISORY FEES	\$0		MORGAN STANLEY fees are currently zero
PROFESSIONAL SERVICES - AUDIT etc	\$0		
PROFESSIONAL SERVICES - LEGAL etc	\$250	\$470	Outstanding Obligation from 2022
BANK CHARGES & FEES	\$5		
MISCELLANEOUS (Mural)	\$0		
TOTAL MISCELLANEOUS	\$3,912	\$3,870	
TOTAL OPERATING EXPENDITURE	\$145,850	\$143,330	
Net Income (Loss)	\$0	\$0	
<u>OTHER</u>			
<i>(1). Mileage Allowance for 2023 will be based on 'IRS Standard Mileage Rate Guidelines for 2023' of 62.5 cents per mile.</i>			
<i>(2) Traditional Christmas Bonus Checks for Staff (Director, Clerks and Page) will be \$50 each</i>			