

Catskill Public Library
Revised FY 2021 Fall Working Budget

Voter Approved 5/2021		Franklin St	Palenville	Fall Working Budget
	Income			
	Public Support- School and Pilot			
	Local Public Funds			
783,828.00	Catskill Central School District	571,479.00	212,349.00	783,828.00
66,339.00	PILOT	60,000.00	6,339.00	66,339.00
850,167.00	Total Local Public Funds	631,479.00	218,688.00	850,167.00
850,167.00	Total Public Support- School and Pilot	631,479.00	218,688.00	850,167.00
	Public Support- Unrestricted			
	Individuals			
1,400.00	Donations	1,000.00	250.00	1,250.00
1,100.00	Program Support	0.00	800.00	800.00
2,500.00	Total Individuals	1,000.00	1,050.00	2,050.00
650.00	Corporate Contributions	350.00	0.00	350.00
0.00	Friends of the Catskill Public Library	0.00	0.00	0.00
	Foundations			
0.00	BOGC Charitable Foundation	0.00	0.00	0.00
750.00	Other (Misc) Foundations	0.00	0.00	0.00
0.00	Stewart's Foundation	500.00	500.00	1,000.00
750.00	Total Foundations	500.00	500.00	1,000.00
2,440.00	Greene Co Libraries Assoc	2,500.00	238.00	2,738.00
750.00	GCLA Computer Tech Support	238.00	238.00	476.00
1,000.00	GCLA OverDrive Support	250.00	0.00	250.00
0.00	Local Legislative Support	0.00	0.00	0.00
0.00	MHLS Mini-Grant for Meals on Wheels	1,200.00	0.00	1,200.00
3,659.00	NYS Local Libraries Services	4,069.00	180.00	4,249.00
11,749.00	Total Public Support- Unrestricted	10,107.00	2,206.00	12,313.00
	Register Income			
7,500.00	Fines & Fees	1,300.00	375.00	1,675.00
1,900.00	Donation for Used Books	125.00	1,000.00	1,125.00
1,850.00	Patron Photocopying	750.00	110.00	860.00
3,200.00	Patron Printing	1,200.00	225.00	1,425.00
1,000.00	Patron Fax	400.00	95.00	495.00
445.00	Cash Donations	250.00	175.00	425.00
65.00	USB's & Ear Buds	100.00	150.00	250.00
15,960.00	Total Register Income	4,125.00	2,130.00	6,255.00
	Reimbursement to CPL			
3,600.00	Inland Marine/Fine Art Insurance	1,250.00	0.00	1,250.00
3,600.00	Total Reimbursement to CPL	1,250.00	0.00	1,250.00
0.00	Carryover From Prior Fiscal Year	26,385.00	15,966.00	42,351.00
0.00	Board Transfer for Computer Purchases	13,000.00	1,140.00	14,140.00
	Interest Income			
750.00	Operating Account Interest Income	650.00	0.00	650.00
750.00	Total Interest Income	650.00	0.00	650.00
882,226.00	Total Income	686,996.00	240,130.00	927,126.00

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	Expense			
	Personnel			
	Salaries & Wages			
70,607.00	Director Salary	71,116.00	9,000.00	80,116.00
63,044.80	Bookkeeping	48,872.00	16,125.00	64,997.00
55,265.60	Library Branch Manager	500.00	56,740.00	57,240.00
54,641.60	Adult Services Librarian	49,283.00	1,400.00	50,683.00
54,641.60	Youth Services Librarian	26,460.00	1,400.00	27,860.00
16,598.00	Reference Librarian	18,000.00	0.00	18,000.00
36,915.85	Head of Circulation	37,205.00	0.00	37,205.00
93,000.00	Catskill Support Staff	85,400.00	0.00	85,400.00
9,180.00	Palenville Support Staff	0.00	12,300.00	12,300.00
13,005.00	Program Support Staff	10,027.00	5,000.00	15,027.00
3,200.00	Tech Support	4,000.00	1,200.00	5,200.00
470,099.45	Total Salaries & Wages	350,863.00	103,165.00	454,028.00
	CPL Payroll Expenses			
	CPL Payroll Taxes			
29,146.17	Social Security	21,754.00	6,396.23	28,150.23
6,816.44	Medicare	5,088.00	1,495.89	6,583.89
4,765.51	NYS Unemployment Tax	3,818.00	945.75	4,763.75
276.51	NYS Re-employment Service Fund	200.00	75.59	275.59
41,004.63	Total CPL Payroll Taxes	30,860.00	8,913.46	39,773.46
	Payroll Benefits & Insurances			
	NYS Retirement Benefits			
34,170.00	CPL Pension Contribution	30,417.00	5,300.00	35,717.00
34,170.00	Total NYS Retirement Benefits	30,417.00	5,300.00	35,717.00
	Disability Insurance			
1,320.00	Disability Insurance Premium	3,500.00	871.00	4,371.00
0.00	Taxable Third Party Sick Pay	0.00	0.00	0.00
1,320.00	Total Disability Insurance	3,500.00	871.00	4,371.00
1,360.00	Family Leave Insurance	0.00	0.00	0.00
47,520.00	Health Insurance	27,000.00	9,567.54	36,567.54
3,978.00	Workers Compensation	1,857.00	972.00	2,829.00
88,348.00	Total Payroll Benefits & Insurances	62,774.00	16,710.54	79,484.54
129,352.63	Total CPL Payroll Expenses	93,634.00	25,624.00	119,258.00
599,452.08	Total Personnel	444,497.00	128,789.00	573,286.00

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	Library Services			
	Library Materials			
	Print Materials			
	Circulating Print Materials			
8,300.00	Adult Fiction	5,800.00	2,170.00	7,970.00
5,800.00	Adult Non-Fiction	4,600.00	1,500.00	6,100.00
4,700.00	Juvenile & YA Fiction	4,600.00	1,425.00	6,025.00
3,295.00	Juvenile & YA Non Fiction	2,900.00	915.00	3,815.00
2,500.00	Large Print Books	1,500.00	0.00	1,500.00
2,100.00	Magazines	990.00	625.00	1,615.00
26,695.00	Total Circulating Print Materials	20,390.00	6,635.00	27,025.00
	Non Circulating Print Materials			
3,000.00	Reference: Digitized Materials	4,022.00	0.00	4,022.00
1,530.00	Reference: Print Materials	1,627.00	0.00	1,627.00
904.00	Local & State History	900.00	105.00	1,005.00
2,714.00	Newspapers	1,500.00	400.00	1,900.00
825.00	Professional Collection	2,150.00	0.00	2,150.00
8,973.00	Total Non Circulating Print Materials	10,199.00	505.00	10,704.00
35,668.00	Total Print Materials	30,589.00	7,140.00	37,729.00
	Audiovisual			
4,100.00	Adult Books on CD	2,800.00	1,100.00	3,900.00
13,440.00	Adult DVD	6,500.00	4,440.00	10,940.00
1,750.00	Adult Music on CD	1,250.00	375.00	1,625.00
680.00	Juvenile & YA Books on CD	1,060.00	75.00	1,135.00
1,700.00	Juvenile & YA DVD	2,000.00	250.00	2,250.00
625.00	Juvenile & YA Music on CD	250.00	0.00	250.00
7,500.00	Video Games	2,690.00	1,975.00	4,665.00
825.00	Azuradisk Repairs	0.00	1,500.00	1,500.00
30,620.00	Total Audiovisual	16,550.00	9,715.00	26,265.00
	Circulating eDevices			
0.00	Hoopla	1,500.00	1,500.00	3,000.00
15,000.00	Overdrive: Local eBooks	19,500.00	19,500.00	39,000.00
15,000.00	Total Overdrive: Local eBooks	19,500.00	19,500.00	39,000.00
260.00	iPad and Leap Pad Tablet & Materials	130.00	130.00	260.00
15,260.00	Total Circulating eDevices	21,130.00	21,130.00	42,260.00
	Online Databases			
830.00	Daily Mail Online Database	450.00	450.00	900.00
0.00	OverDrive Databases	1,750.00	1,750.00	3,500.00
400.00	Worldbook Online Database	200.00	200.00	400.00
1,230.00	Total Online Databases	2,400.00	2,400.00	4,800.00
6,325.00	MHLS Holds/Delivery Fee	4,034.00	1,334.50	5,368.50
6,092.50	Processing Library Materials	5,000.00	1,092.50	6,092.50
95,195.50	Total Library Materials	79,703.00	42,812.00	122,515.00

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	Patron Services			
	Mid-Hudson Library System Services			
1,725.00	MHLS General Fee	1,410.00	432.00	1,842.00
3,155.66	MHLS Sierra Fee - General	2,100.00	789.00	2,889.00
3,121.56	MHLS Sierra Fee - License	2,900.00	781.00	3,681.00
350.00	MHLS Web Hosting	175.00	175.00	350.00
500.00	MHLS Computer Services	843.00	250.00	1,093.00
8,852.22	Total Mid-Hudson Library System Services	7,428.00	2,427.00	9,855.00
	Patron Computers & Printers			
3,720.00	Internet Service Providers	2,460.00	1,524.00	3,984.00
1,250.00	Computer Tech Support	0.00	250.00	250.00
950.00	LibData	750.00	0.00	750.00
2,200.00	Ethernet Upgrades	1,500.00	0.00	1,500.00
0.00	Patron Computers	3,425.00	1,140.00	4,565.00
938.00	Patron Computer Supplies	250.00	400.00	650.00
0.00	Patron Printer Hardware	0.00	0.00	0.00
4,100.00	Patron Copier & Printer Supplies	215.00	350.00	565.00
4,900.00	Patron Copier & Printer Usage	2,100.00	600.00	2,700.00
0.00	Patron Copier & Printer Leases	1,860.00	835.00	2,695.00
1,970.00	Software & Software Licenses	2,957.00	400.00	3,357.00
20,028.00	Total Patron Computers & Printers	15,517.00	5,499.00	21,016.00
	Library Programming			
5,500.00	Program Facilitators	1,250.00	1,250.00	2,500.00
0.00	Publicity & Printing	8,650.00	7,750.00	16,400.00
13,500.00	Program Supplies	1,200.00	0.00	1,200.00
0.00	Program: MOW Supplies	3,850.00	1,500.00	5,350.00
0.00	Web Design & Maintenance	5,580.00	1,860.00	7,440.00
19,000.00	Total Library Programming	20,530.00	12,360.00	32,890.00
47,880.22	Total Patron Services	43,475.00	20,286.00	63,761.00
	Other Library Services & Support			
1,240.00	Library Cards	350.00	0.00	350.00
0.00	Library Computer (staff/circ)	11,296.00	0.00	11,296.00
6,621.00	Library Furnishing/Displays	12,000.00	4,400.00	16,400.00
1,114.00	Library Equipment	4,000.00	300.00	4,300.00
3,700.00	Library Office Supplies	1,900.00	800.00	2,700.00
0.00	Specialized Purchases - COVID-19	2,750.00	1,200.00	3,950.00
0.00	Curbside	1,300.00	0.00	1,300.00
700.00	Stamps	275.00	100.00	375.00
4,484.00	Telephone	2,750.00	1,260.00	4,010.00
17,859.00	Total Other Library Services & Support	36,621.00	8,060.00	44,681.00
160,934.72	Total Library Services	159,799.00	71,158.00	230,957.00

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	Library Administration			
	Outside Services			
0.00	Appraisers	0.00	0.00	0.00
7,750.00	Audit/Accounting	7,500.00	0.00	7,500.00
0.00	HR Consultant - Handbook	1,400.00	700.00	2,100.00
2,040.00	Legal Services	0.00	500.00	500.00
9,790.00	Total Outside Services	8,900.00	1,200.00	10,100.00
	Travel and Meetings			
2,750.00	Conference, Convention, Meetings	350.00	0.00	350.00
2,375.00	Mileage & Tolls	500.00	0.00	500.00
3,600.00	NYLA/ALA Conference	1,300.00	0.00	1,300.00
2,350.00	Training	1,000.00	250.00	1,250.00
11,075.00	Total Travel and Meetings	3,150.00	250.00	3,400.00
	Insurance			
8,917.86	Commercial Insurance	6,520.00	1,600.00	8,120.00
0.00	Cyber Liability	604.00	225.00	829.00
965.00	Director & Officers Insurance	925.00	0.00	925.00
3,600.00	Fine Art Insurance (partially funded)	2,675.00	0.00	2,675.00
13,482.86	Total Insurance	10,724.00	1,825.00	12,549.00
1,350.00	Meeting Supplies	1,000.00	150.00	1,150.00
1,625.00	Membership Dues	1,600.00	0.00	1,600.00
	Office Expenses			
0.00	Admin Computer Hardware	4,600.00	0.00	4,600.00
0.00	Admin Computer Supplies	100.00	0.00	100.00
500.00	Office Equipment & Repairs	100.00	0.00	100.00
918.00	Office Furnishings	1,650.00	0.00	1,650.00
300.00	Office Internet	300.00	0.00	300.00
300.00	Office Postage	110.00	0.00	110.00
0.00	Admin Printer Hardware	800.00	0.00	800.00
1,100.00	Admin Copier & Printer Supplies	250.00	0.00	250.00
0.00	Admin Copier & Printer Usage	600.00	0.00	600.00
2,500.00	Office Supplies	1,205.00	0.00	1,205.00
550.00	Office Telephone	550.00	0.00	550.00
1,075.00	QB Tax Tables & Backup	1,300.00	0.00	1,300.00
7,243.00	Total Office Expenses	11,565.00	0.00	11,565.00
44,565.86	Total Library Administration	36,939.00	3,425.00	40,364.00

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	Building			
	Fuel & Utilities			
8,300.00	Electricity	5,700.00	2,730.00	8,430.00
8,025.00	Heating Fuel	5,550.00	660.00	6,210.00
325.00	Water & Sewer	425.00	0.00	425.00
<u>16,650.00</u>	Total Fuel & Utilities	<u>11,675.00</u>	<u>3,390.00</u>	<u>15,065.00</u>
	Maintenance & Repairs			
128.00	Boiler Inspection	128.00	0.00	128.00
12,447.00	Building Repairs & Maintenance	12,000.00	500.00	12,500.00
12,581.70	Custodial Service	9,133.00	3,882.00	13,015.00
3,550.00	Custodial Supplies	1,500.00	750.00	2,250.00
248.00	Fire Extinguisher Inspection	125.00	50.00	175.00
1,500.00	Grounds	1,500.00	500.00	2,000.00
1,263.00	Security System	7,200.00	600.00	7,800.00
3,928.00	Snow Removal	1,500.00	2,059.00	3,559.00
1,128.00	Trash Removal	1,000.00	700.00	1,700.00
<u>36,773.70</u>	Total Maintenance & Repairs	<u>34,086.00</u>	<u>9,041.00</u>	<u>43,127.00</u>
<u>23,849.64</u>	Palenville Branch Rent	<u>0.00</u>	<u>24,327.00</u>	<u>24,327.00</u>
<u>77,273.34</u>	Total Building	<u>45,761.00</u>	<u>36,758.00</u>	<u>82,519.00</u>
<u>882,226.00</u>	Total Expense	<u>686,996.00</u>	<u>240,130.00</u>	<u>927,126.00</u>
0.00	Net Operating Income	0.00	0.00	0.00

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	Other Income			
	Local Public Funds: Reserve for future year			
6,100.00	CCSD Computer Reserves	4,500.00	1,600.00	6,100.00
12,000.00	CCSD: Reserved for Major Maintenance	12,000.00	0.00	12,000.00
18,100.00	Total Local Public Funds: Reserve for future year	16,500.00	1,600.00	18,100.00
	Savings Interest Income			
0.00	Reserve Account Interest Income	0.00	0.00	0.00
0.00	Board Designated Accounts Interest Income	0.00	0.00	0.00
0.00	Total Savings Interest Income	0.00	0.00	0.00
18,100.00	Total Other Income	16,500.00	1,600.00	18,100.00
	Other Expense			
	Computer Purchases from Reserves			
4,000.00	Patron Computer Purchases	2,800.00	1,200.00	4,000.00
1,800.00	Staff Computer Purchases from Reserves	1,400.00	400.00	1,800.00
300.00	Admin Computer Purchases from Reserves	300.00	0.00	300.00
6,100.00	Total Computer Purchases from Reserves	4,500.00	1,600.00	6,100.00
12,000.00	Maintenance Provision	12,000.00	0.00	12,000.00
18,100.00	Total Other Expense	16,500.00	1,600.00	18,100.00
0.00	Net Other Income	0.00	0.00	0.00
0.00	Net Income	0.00	0.00	0.00

Approved by Board Vote 12/15/2021

Gil Bagnell, President

Helene Tieger, Vice President

Vasuki Wilson, Treasurer

Rishema Fox, Secretary

Michael Maloney, Trustee

Erin Koen, Trustee