

3/16/2022
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Catskill Public Library
FY 2022

1 Franklin St.
Catskill, NY 12414


Spring Working Budget

Joan

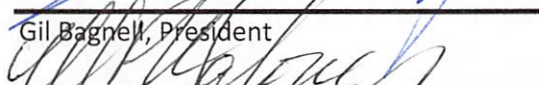
FY 2022 Spring Budget Summary Sheet

Voted	Ordinary Income/Expense	Franklin St.	Palenville	Total Spring Working
	Income			
913,325.00	Public Support- School and Pilot	668,023.00	245,302.00	913,325.00
11,620.00	Public Support- Unrestricted	15,963.14	6,234.38	22,197.52
16,160.00	Register Income	9,650.00	3,745.00	13,395.00
1,250.00	Reimbursement to CPL	1,250.00	0.00	1,250.00
0.00	Carryover from Prior Fiscal Year	14,500.00	0.00	14,500.00
1,200.00	Interest Income	900.00	0.00	900.00
<u>943,555.00</u>	Total Income	<u>710,286.14</u>	<u>255,281.38</u>	<u>965,567.52</u>
	Expense			
617,290.00	Personnel	501,618.22	151,996.48	653,614.70
0.00	Less credit for unfilled positions	(13,862.83)	(7,078.10)	(20,940.93)
189,687.00	Library Services	125,045.75	66,561.00	191,606.75
42,261.00	Library Administration	39,210.00	3,780.00	42,990.00
94,317.00	Building	58,275.00	40,022.00	98,297.00
<u>943,555.00</u>	Total Expense	<u>710,286.14</u>	<u>255,281.38</u>	<u>965,567.52</u>
<i>0.00</i>	<i>Net Ordinary Income</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>


Approved by Board Vote 03/16/2022



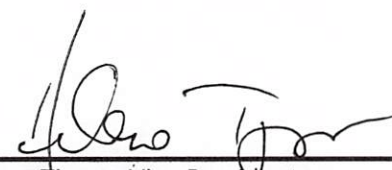
Gil Bagnell, President



Michael Maloney, Trustee

VIA VIDEO ZOOM 

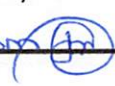
Vasuki Wilson, Trustee



Helene Tjeger, Vice President

absent from meeting

Rishema Fox, Secretary

VIA VIDEO ZOOM 

Erin Koen, Trustee

3/16/2022
5:20 PM

Catskill Public Library
FY 2022
Spring Working Budget

1 Franklin St.
Catskill, NY 12414

2022 Voted Budget May, 2021		2022 Franklin Working	2022 Palenville Working	Total 2022 Spring Working	\$ change
	Operating Income				
	Public Support- School and Pilot				
	Local Public Funds				
828,886.00	Catskill Central School District	591,523.00	237,363.00	828,886.00	0.00
6,100.00	Reserved for Computers	4,500.00	1,600.00	6,100.00	0.00
12,000.00	Reserved for Major Maintenance	12,000.00	0.00	12,000.00	0.00
66,339.00	PILOT	60,000.00	6,339.00	66,339.00	0.00
913,325.00	Total Public Support- School and Pilot	668,023.00	245,302.00	913,325.00	0.00
	Public Support- Unrestricted				
	Individuals				
1,400.00	Donations	800.00	600.00	1,400.00	0.00
1,100.00	Programming Donations	500.00	600.00	1,100.00	0.00
2,500.00	Total Individuals	1,300.00	1,200.00	2,500.00	0.00
	Corporate & Friends				
650.00	Corporate	1,000.00	0.00	1,000.00	350.00
1,000.00	Friends of the Library	0.00	0.00	0.00	(1,000.00)
1,650.00	Total Corporate Donations	1,000.00	0.00	1,000.00	(650.00)
	Foundations				
750.00	BOGC Charitable Foundation	1,500.00	250.00	1,750.00	1,000.00
0.00	Other (Misc) Foundations	0.00	0.00	0.00	0.00
750.00	Stewart's Foundation	500.00	250.00	750.00	0.00
1,500.00	Total Foundations	2,000.00	500.00	2,500.00	1,000.00
2,500.00	Greene Co Libraries Assoc	3,553.14	1,184.38	4,737.52	2,237.52
470.00	GCLA Computer Tech Support	235.00	235.00	470.00	0.00
500.00	GCLA Overdrive Support	250.00	250.00	500.00	0.00
0.00	Greene County ARPA Funding	5,625.00	1,875.00	7,500.00	7,500.00
0.00	MHLS Mini Grant	0.00	0.00	0.00	0.00
2,500.00	NYS Local Libraries Services	2,000.00	990.00	2,990.00	490.00
11,620.00	Total Public Support- Unrestricted	15,963.14	6,234.38	22,197.52	10,577.52
	Register Income				
7,500.00	Fines & Fees	4,000.00	1,500.00	5,500.00	(2,000.00)
2,100.00	Donation for Used Books	600.00	1,000.00	1,600.00	(500.00)
1,850.00	Photocopies	1,500.00	350.00	1,850.00	0.00
3,200.00	Printing	2,400.00	500.00	2,900.00	(300.00)
1,000.00	Faxing	800.00	200.00	1,000.00	0.00
445.00	Cash Donations	300.00	145.00	445.00	0.00
65.00	Bags & Ear Buds	50.00	50.00	100.00	35.00
16,160.00	Total Register Income	9,650.00	3,745.00	13,395.00	(2,765.00)
	Reimbursement to CPL				
1,250.00	Inland Marine/Fine Art Insurance	1,250.00	0.00	1,250.00	0.00
1,250.00	Total Reimbursement to CPL	1,250.00	0.00	1,250.00	0.00
	Carryover from Prior Fiscal Year				
0.00	PPP \$ from 2021	14,500.00	0.00	14,500.00	14,500.00
0.00	Total Carryover from Prior Fiscal Year	14,500.00	0.00	14,500.00	14,500.00
	Interest Income				
1,200.00	Operating Account Interest Income	900.00	0.00	900.00	(300.00)
0.00	Saving Account(s) Interest Income	0.00	0.00	0.00	0.00
1,200.00	Total Interest Income	900.00	0.00	900.00	(300.00)
943,555.00	Total Operating Income	710,286.14	255,281.38	965,567.52	22,012.52

Catskill Public Library
FY 2022
Spring Working Budget

Personnel					
Salaries & Wages					
72,028.32	Director Salary (34/6)	61,028.32	11,000.00	72,028.32	0.00
65,972.08	Bookkeeping (30/10)	52,733.33	17,856.80	70,590.13	4,618.05
59,575.83	Branch Manager (1/39)	2,081.15	61,664.99	63,746.14	4,170.31
56,066.28	Adult Services Librarian (38/2)	57,842.80	2,148.12	59,990.92	3,924.64
56,066.28	Youth Services Librarian (38/2)	57,126.76	2,864.16	59,990.92	3,924.64
17,263.46	Reference Librarian	18,471.90	0.00	18,471.90	1,208.44
38,320.28	Head of Circulation (36/4)	29,021.90	11,980.80	41,002.70	2,682.42
87,963.00	Catskill Support Staff	94,120.41	0.00	94,120.41	6,157.41
7,800.00	Palenville Support Staff	0.00	13,260.00	13,260.00	5,460.00
13,713.59	Programming	11,299.77	2,448.00	13,747.77	34.18
6,180.00	Tech Support	4,552.60	2,060.00	6,612.60	432.60
480,949.12	Total Salaries & Wages	388,278.94	125,282.87	513,561.81	32,612.69
0.00	Less Credit from Unfilled Positions	(13,862.83)	(7,078.10)	(20,940.93)	(20,940.93)
480,949.12	Spring Budget Salaries & Wages	374,416.11	118,204.77	492,620.88	11,671.76
	CPL Payroll Expenses				
	CPL Payroll Taxes				
29,818.70	Social Security	24,073.29	7,767.54	31,840.83	2,022.13
6,974.35	Medicare	5,630.04	1,816.60	7,446.65	472.30
2,500.00	NYS Unemployment Tax (1.65%)	2,216.12	682.79	2,898.91	398.91
201.61	NYS Re-employment Service Fund (0.00075)	179.60	25.68	205.28	3.67
39,494.66	Total CPL Payroll Taxes	32,099.06	10,292.61	42,391.67	2,897.01
	Payroll Benefits & Insurances				
	NYS Retirement Benefits				
41,300.00	CPL Pension Contribution	36,000.00	5,500.00	41,500.00	200.00
41,300.00	Total NYS Retirement Benefits	36,000.00	5,500.00	41,500.00	200.00
	Payroll Insurance Benefits				
1,330.00	Disability Insurance Premium	1,000.00	900.00	1,900.00	570.00
1,255.00	Family Leave	1,000.00	0.00	1,000.00	(255.00)
48,580.00	Health Insurance	40,180.00	8,700.00	48,880.00	300.00
4,381.22	Workers Comp(0.72% of gross)	3,060.22	1,321.00	4,381.22	(0.00)
96,846.22	Total Payroll Benefits & Insurances	81,240.22	16,421.00	97,661.22	815.00
136,340.88	Total CPL Payroll Expenses	113,339.28	26,713.61	140,052.89	3,712.01
617,290.00	Total Personnel	487,755.39	144,918.38	632,673.77	15,383.77

Catskill Public Library
FY 2022
Spring Working Budget

Library Materials					
Print Materials					
Circulating Print Materials					
8,000.00	Adult Fiction	5,500.00	2,350.00	7,850.00	(150.00)
5,800.00	Adult Non-Fiction	6,000.00	1,500.00	7,500.00	1,700.00
5,000.00	Juvenile & YA Fiction	4,000.00	1,200.00	5,200.00	200.00
3,000.00	Juvenile & YA Non Fiction	2,200.00	1,015.00	3,215.00	215.00
1,300.00	Large Print Books	3,000.00	319.00	3,319.00	2,019.00
1,600.00	Magazines	1,000.00	625.00	1,625.00	-25.00
<u>24,700.00</u>	Total Circulating Print Materials	<u>21,700.00</u>	<u>7,009.00</u>	<u>28,709.00</u>	<u>4,009.00</u>
Non Circulating Print Materials					
6,000.00	Reference: Digitized Materials	6,000.00	0.00	6,000.00	0.00
729.00	Reference: Print Materials	729.00	0.00	729.00	0.00
1,075.00	Local & State History	900.00	100.00	1,000.00	(75.00)
2,784.00	Newspapers	1,200.00	320.00	1,520.00	(1,264.00)
825.00	Professional Collection	900.00	0.00	900.00	75.00
<u>11,413.00</u>	Total Non Circulating Print Materials	<u>9,729.00</u>	<u>420.00</u>	<u>10,149.00</u>	<u>(1,264.00)</u>
<u>36,113.00</u>	Total Print Materials	<u>31,429.00</u>	<u>7,429.00</u>	<u>38,858.00</u>	<u>2,745.00</u>
Audiovisual					
3,300.00	Adult Books on CD	3,500.00	1,100.00	4,600.00	1,300.00
11,940.00	Adult DVD	7,000.00	4,440.00	11,440.00	(500.00)
1,700.00	Adult Music on CD	1,300.00	300.00	1,600.00	(100.00)
870.00	Juvenile & YA Books on CD	1,050.00	125.00	1,175.00	305.00
1,000.00	Juvenile & YA DVD	1,275.00	250.00	1,525.00	525.00
475.00	Juvenile & YA Music on CD	300.00	0.00	300.00	(175.00)
3,975.00	Video Gaming - PS, xBox, Switch	2,500.00	900.00	3,400.00	(575.00)
3,000.00	Azuradisk Repairs	500.00	1,500.00	2,000.00	(1,000.00)
<u>26,260.00</u>	Total Audiovisual	<u>17,425.00</u>	<u>8,615.00</u>	<u>26,040.00</u>	<u>(220.00)</u>
Electronic Materials					
12,000.00	Hoopla	3,000.00	3,000.00	6,000.00	(6,000.00)
30,000.00	Overdrive	15,000.00	15,000.00	30,000.00	0.00
260.00	iPad & Leap Pad Tablet & Materials	130.00	130.00	260.00	0.00
<u>42,260.00</u>	Total Electronic Materials	<u>18,130.00</u>	<u>18,130.00</u>	<u>36,260.00</u>	<u>0.00</u>
Online Databases					
900.00	Daily Mail Online Database	450.00	450.00	900.00	0.00
0.00	Overdrive Databases	1,750.00	1,750.00	3,500.00	3,500.00
400.00	Worldbook Online Database	250.00	250.00	500.00	100.00
<u>1,300.00</u>	Total Online Databases	<u>2,450.00</u>	<u>2,450.00</u>	<u>4,900.00</u>	<u>3,600.00</u>
5,368.50	MHLS Holds/Delivery Fee	4,080.00	1,360.00	5,440.00	71.50
6,092.50	Processing Library Materials	5,000.00	1,100.00	6,100.00	7.50
<u>117,394.00</u>	Total Library Materials	<u>78,514.00</u>	<u>39,084.00</u>	<u>117,598.00</u>	<u>204.00</u>

3/16/2022
5:20 PM

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1 Franklin St.
Catskill, NY 12414

Patron Services					
Mid-Hudson Library System Services					
1,726.00	MHLS General Fee	1,125.00	375.00	1,500.00	(226.00)
3,156.00	MHLS Sierra Fee - General	2,081.25	694.00	2,775.25	(380.75)
3,123.00	MHLS Sierra Fee - License	2,769.00	923.00	3,692.00	569.00
0.00	MHLS Web Hosting	0.00	0.00	0.00	0.00
500.00	MHLS Computer Services	250.00	0.00	250.00	(250.00)
<u>8,505.00</u>	Total MHLS Services	<u>6,225.25</u>	<u>1,992.00</u>	<u>8,217.25</u>	<u>(287.75)</u>
Patron Computers & Printers					
3,984.00	Internet Service Providers	2,477.50	1,540.00	4,017.50	33.50
1,250.00	Computer Tech Support (GCLA partially funded)	1,000.00	300.00	1,300.00	50.00
750.00	LibData	750.00	0.00	750.00	0.00
2,200.00	Ethernet Upgrades	1,600.00	600.00	2,200.00	0.00
4,000.00	Patron Computers (Reserve)	2,800.00	1,200.00	4,000.00	0.00
1,400.00	Patron Computer Supplies	1,000.00	400.00	1,400.00	0.00
0.00	Patron Printers: Hardware	0.00	0.00	0.00	0.00
1,550.00	Patron Copier & Printer: Supplies	1,200.00	350.00	1,550.00	0.00
1,800.00	Patron Copier & Printer: Usage	1,200.00	800.00	2,000.00	200.00
2,695.00	Patron Copier & Printer: Leases	2,500.00	835.00	3,335.00	640.00
1,470.00	Software & Software Licenses	600.00	400.00	1,000.00	(470.00)
<u>21,099.00</u>	Total Patron Computers & Printers	<u>15,127.50</u>	<u>6,425.00</u>	<u>21,552.50</u>	<u>453.50</u>
Library Programming					
2,500.00	Program Facilitators	1,250.00	1,250.00	2,500.00	0.00
15,500.00	Program Supplies	7,750.00	7,750.00	15,500.00	0.00
0.00	Program Supplies- MoW Grant	0.00	0.00	0.00	0.00
3,000.00	Program Publicity & Printing	1,500.00	1,500.00	3,000.00	0.00
1,500.00	Web Design	750.00	750.00	1,500.00	0.00
<u>22,500.00</u>	Total Library Programming	<u>11,250.00</u>	<u>11,250.00</u>	<u>22,500.00</u>	<u>0.00</u>
<u>52,104.00</u>	Total Patron Services	<u>32,602.75</u>	<u>19,667.00</u>	<u>52,269.75</u>	<u>165.75</u>
Other Library Services & Support					
750.00	Library Cards	450.00	0.00	450.00	(300.00)
1,800.00	Library Computer (staff/circ)	1,400.00	400.00	1,800.00	0.00
5,000.00	Library Furnishing/Displays	2,500.00	2,500.00	5,000.00	0.00
1,114.00	Library Equipment	814.00	300.00	1,114.00	0.00
0.00	ASJO & 24-7 EMS (AED & 1st Aid)	1,700.00	1,700.00	3,400.00	3,400.00
3,100.00	Library Office Supplies	2,300.00	800.00	3,100.00	0.00
3,500.00	Specialized Purchases - COVID 19	1,400.00	600.00	2,000.00	(1,500.00)
725.00	Stamps	425.00	250.00	675.00	(50.00)
4,200.00	Telephone	2,940.00	1,260.00	4,200.00	0.00
<u>20,189.00</u>	Total Other Library Services & Support	<u>13,929.00</u>	<u>7,810.00</u>	<u>21,739.00</u>	<u>1,550.00</u>
<u>189,687.00</u>	Total Library Services	<u>125,045.75</u>	<u>66,561.00</u>	<u>191,606.75</u>	<u>1,919.75</u>

3/16/2022
5:20 PM

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Library Administration				
Outside Services				
0.00	Appraisal	0.00	0.00	0.00
8,000.00	Audit	8,000.00	0.00	8,000.00
2,100.00	HR Consultants- Handbook	1,400.00	324.00	1,724.00
2,000.00	Legal Services	1,500.00	500.00	2,000.00
<u>12,100.00</u>	Total Outside Services	<u>10,900.00</u>	<u>824.00</u>	<u>11,724.00</u>
Travel and Meetings				
500.00	Conference, Convention, Meetings	500.00	0.00	500.00
2,600.00	Mileage & Tolls	2,100.00	150.00	2,250.00
500.00	NYLA/ALA Conference	500.00	0.00	500.00
0.00	Team Building/Turning Outward	720.00	80.00	800.00
2,300.00	Training	2,031.00	376.00	2,407.00
<u>5,900.00</u>	Total Travel and Meetings	<u>5,851.00</u>	<u>606.00</u>	<u>6,457.00</u>
Insurance				
8,918.00	Commercial Insurance	7,066.00	1,700.00	8,766.00
1,000.00	Cyber Liability	500.00	500.00	1,000.00
925.00	Director & Officers Insurance	925.00	0.00	925.00
2,500.00	Fine Art Insurance (partially funded)	2,500.00	0.00	2,500.00
<u>13,343.00</u>	Total Insurance	<u>10,991.00</u>	<u>2,200.00</u>	<u>13,191.00</u>
1,350.00	Meeting Supplies	1,200.00	150.00	1,350.00
1,400.00	Membership Dues	1,400.00	0.00	1,400.00
Office Expenses				
300.00	Admin Computer Hardware	300.00	0.00	300.00
0.00	Admin Computer Supplies	0.00	0.00	0.00
500.00	Office Equipment & Repairs	500.00	0.00	500.00
918.00	Office Furnishings	918.00	0.00	918.00
300.00	Office Internet	300.00	0.00	300.00
300.00	Office Postage	300.00	0.00	300.00
0.00	Admin Printer Hardware	0.00	0.00	0.00
900.00	Admin Copier & Printer Supplies	400.00	0.00	400.00
800.00	Admin Copier & Printer Usage	800.00	0.00	800.00
0.00	Admin Copier & Printer Leases	1,200.00	0.00	1,200.00
2,100.00	Office Supplies	2,100.00	0.00	2,100.00
550.00	Office Telephone	550.00	0.00	550.00
1,500.00	QB Tax Tables & Backup	1,500.00	0.00	1,500.00
<u>8,168.00</u>	Total Office Expenses	<u>8,868.00</u>	<u>0.00</u>	<u>8,868.00</u>
<u>42,261.00</u>	Total Library Administration	<u>39,210.00</u>	<u>3,780.00</u>	<u>42,990.00</u>

3/16/2022
5:20 PM

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Building					
Fuel & Utilities					
8,715.00	Electricity	8,500.00	4,500.00	13,000.00	4,285.00
8,427.00	Heating Fuel	7,245.00	1,182.00	8,427.00	0.00
<u>425.00</u>	Water & Sewer	<u>425.00</u>	<u>0.00</u>	<u>425.00</u>	<u>0.00</u>
17,567.00	Total Fuel & Utilities	16,170.00	5,682.00	21,852.00	4,285.00
Maintenance & Repairs					
128.00	Boiler Inspection	128.00	0.00	128.00	0.00
12,750.00	Building Repairs & Maintenance	12,000.00	750.00	12,750.00	0.00
13,014.00	Custodial Service	9,133.00	3,881.00	13,014.00	0.00
4,625.00	Custodial Supplies	3,600.00	600.00	4,200.00	(425.00)
248.00	Fire Extinguisher Inspection	125.00	123.00	248.00	0.00
2,000.00	Grounds	1,500.00	500.00	2,000.00	0.00
12,000.00	Maintenance Provision (Reserve)	12,000.00	0.00	12,000.00	0.00
1,350.00	Security System	750.00	750.00	1,500.00	150.00
3,928.00	Snow Removal	1,869.00	2,029.00	3,898.00	(30.00)
<u>1,893.00</u>	Trash Removal	<u>1,000.00</u>	<u>893.00</u>	<u>1,893.00</u>	<u>0.00</u>
51,936.00	Total Maintenance & Repairs	42,105.00	9,526.00	51,631.00	(305.00)
24,814.00	Palenville Branch Rent	0.00	24,814.00	24,814.00	0.00
94,317.00	Total Building	58,275.00	40,022.00	98,297.00	3,980.00
943,555.00	Total Operating Expenses	710,286.14	255,281.38	965,567.52	22,012.52
0.00	Net Operating Income	0.00	0.00	0.00	0.00