

CHAPPAQUA LIBRARY
Budget, 2023-2024

	APPROVED		ACTUALS		CURRENT		Percentage		\$	%
	2021-2022	2021-2022	2022-2023	(JUL-DEC '22)	2022-23	ADOPTED	CHANGE	CHANGE		
						23-2024				
REVENUES										
School District Tax Levy	\$3,331,139	\$3,331,139	\$3,431,254	\$3,431,254	100%	\$3,544,337	\$113,083	3.30%		
From Fund Balance/Reserves	0	0	0	0	NA	101,251	101,251	NA		
Operating Income	13,100	17,073	16,500	8,086	49%	16,750	250	1.52%		
<i>Donations</i>	0	2,501	0	200	NA	250	250	NA		
<i>Fines</i>	10,000	14,153	12,000	7,778	65%	12,000	0	0.00%		
<i>Gallery Commissions</i>	2,100	0	1,000	0	0%	1,000	0	0.00%		
<i>Lost & Paid</i>	500	419	3,500	28	1%	3,500	0	0.00%		
<i>Theater Rental</i>	500	0	0	80	NA	0	0	NA		
Local Library Aid + Misc.	4,000	4,684	4,000	5,070	127%	4,000	0	0.00%		
Investment Income	5,000	4,416	2,500	5,452	218%	8,000	5,500	220.00%		
TOTAL REVENUES	\$3,353,239	\$3,357,312	\$3,454,254	\$3,449,862	99.87%	\$3,674,338	\$220,084	6.37%		
EXPENDITURES										
PERSONNEL										
Salaries & Wages	1,768,773	1,693,867	1,812,047	816,055	45%	1,895,452	83,405	4.60%		
Benefits	817,211	697,640	874,118	321,624	37%	986,470	112,353	12.85%		
<i>Disability Insurance</i>	866	-457	984	463	47%	984	0	0.00%		
<i>Health Insurance</i>	407,079	296,447	458,177	232,755	51%	539,041	80,864	17.65%		
<i>Medicare Reimbursement</i>	41,760	58,334	41,040	13,778	34%	55,134	14,094	34.34%		
<i>NY METRO</i>	3,077	0	3,077	0	0%	1,500	-1,577	-51.25%		
<i>NYS Retirement</i>	230,250	224,310	237,148	-1,005	0%	248,064	10,916	4.60%		
<i>Social Security/FICA</i>	122,320	118,851	121,833	64,019	53%	126,747	4,915	4.03%		
<i>Workers Compensation</i>	11,859	155	11,859	11,614	98%	15,000	3,141	26.49%		
TOTAL PERSONNEL	\$2,585,984	\$2,391,507	\$2,686,165	\$1,137,679	42.35%	\$2,881,923	\$195,758	7.29%		
LIBRARY MATERIALS										
Books	73,150	71,276	74,500	29,952	40%	78,500	4,000	5.4%		
Electronic Materials	57,000	54,655	70,000	19,180	27%	70,000	0	0.0%		
Periodicals	13,125	16,132	13,973	9,385	67%	13,710	-263	-1.9%		
Recordings	32,752	20,570	25,450	8,503	33%	21,713	-3,737	-14.7%		
Software	500	0	0	0	NA	0	0	NA		
TOTAL MATERIALS	\$176,527		\$183,923		0%	\$183,923	\$0	0.00%		
OPERATING EXPENSES										
Building Maint. & Repair	49,300	37,816	49,300	66,467	135%	49,300	0	0.0%		
Building Service Contracts	71,876	110,248	74,566	34,106	46%	84,180	9,614	12.89%		
Custodial Supplies	9,000	3,544	9,000	1,634	18%	9,000	0	0.0%		
Director's Contingency	500	286	500	0	0%	500	0	0.0%		
Electricity	48,000	58,775	48,000	30,676	64%	62,000	14,000	29.17%		
Equipment Maintenance	14,374	7,817	14,374	1,701	12%	15,000	626	4.36%		
Fuel	17,000	22,258	17,000	2,703	16%	22,300	5,300	31.18%		

CHAPPAQUA LIBRARY
Budget, 2023-2024

Insurance	27,000	28,715	27,000	25,260	94%	29,000	2,000	7.41%
IT & Support	117,390	433	103,197	257	0%	105,793	2,596	2.52%
Office & Library Supplies	19,500	11,841	19,500	10,751	55%	19,500	0	0.00%
Postage	5,502	4,829	7,402	1,845	25%	7,430	28	0.38%
Printing	7,040	5,207	10,850	2,515	23%	10,850	0	0.00%
Professional Fees	71,846	73,961	61,046	29,728	49%	144,946	83,900	137.44%
Programs	18,307	14,961	22,900	10,616	46%	24,500	1,600	6.99%
Sewer Taxes	7,000	5,942	7,000	0	0%	7,000	0	0.00%
Staff & Board Devlpmt	4,500	750	8,250	0	0%	8,750	500	6.06%
Telephone	9,456	7,904	6,144	3,987	65%	6,144	0	0.00%
Travel	1,437	911	1,437	245	17%	500	-937	-65.21%
Water	1,700	1,400	1,700	1,617	95%	1,800	100	5.88%
TOTAL OPERATING EXPENSES	\$500,728	\$397,598	\$489,166	\$224,108	46%	\$608,493	\$119,326	24.39%
OPERATIONS BUDGET	3,263,239	98,338	3,359,254	49,690	1%	\$3,674,338	\$315,084	9.38%
Capital Reserve	90,000		95,000		0%	\$0	-\$95,000	
TOTAL EXPENDITURES	\$3,353,239		\$3,454,254		0%	\$3,674,338	\$220,084	6.37%

Approved by the Library Board of Trustees: 4/18/2023
 Levy increase approved by the Public: 5/16/2023
 Adopted by the Library Board of Trustees: 6/12/2023

CHAPPAQUA LIBRARY
Budget, 2023-2024
Wages and Salaries

			2022-23			2023-24				
* Full Time employee	Hours	Rate	Budgeted to	Dept. Hd.	proposed	diff.	proposed	New	Earnings	
** Department Head	/Week		position(s)	Stipend	hours	(+/-)	increase	Rate		
ADMIN.	** Lib. Dir. III	Conrad	35.00 \$ 130,000		35.00	0.0	0.00%	\$ 130,000	\$130,000	
	* Asst. Dir. III	(vacant)	35.00 \$ 100,000		0.00	-35.0				
	** Staff Assistant	Pena	35.00 34.53 \$65,000	1,250	35.00	0.0		35.03	\$65,005	
	Benefits Asst	(vacant)	21.00 31.83 \$34,755		0.00	-21.0				
	* Secretary	(new)	0.00 \$ -		35.00	35.0	N/A	34.50	\$62,790	
	ADM. TOTAL		126.00		105.00	-21.0	-22.44%		\$257,795	
PROF. LIBRARIANS &c.	* Curator, Gallery	D'Amico	21.00 32.20 \$35,160		21.00	0.0	3.00%	33.17	\$36,217	
	** Cultural Prog. Spec.	Kuhn	33.00 46.72 \$81,423	1,250	35.00	2.0	3.00%	48.12	\$88,831	
	** Lib. Asst	Scudo	35.00 33.18 \$61,631	1,250	35.00	0.0	3.00%	34.18	\$63,449	
	* Librarian I (Ch.)	Polasko	35.00 34.83 \$63,399		35.00	0.0	3.00%	35.87	\$65,292	
	Librarian I	Berger	13.00 33.18 \$22,427		15.00	2.0	3.00%	34.18	\$26,657	
	* Librarian I	Mincin	35.00 36.79 \$66,961		35.00	0.0	3.00%	37.89	\$68,967	
	Librarian II	Fuqua	19.00 41.38 \$40,879		17.00	-2.0	3.00%	42.62	\$37,677	
	Lib. Asst	Briones	5.00 28.84 \$7,498		6.00	1.0	3.00%	29.71	\$9,268	
	Lib. Asst	Chinsee	5.00 28.84 \$7,498		10.00	5.0	3.00%	29.71	\$15,447	
	Librarian I	Nadas	16.50 34.83 \$29,888		15.00	-1.5	3.00%	35.87	\$27,982	
	Librarian I	Baker	10.00 32.21 \$28,474		3.00	-7.0	3.00%	33.18	\$5,176	
	Librarian I	Saphra	5.00 34.83 \$0		6.00	1.0	3.00%	35.87	\$11,193	
	Librarian I	Rose	2.00 32.21 \$0		1.00	-1.0	3.00%	33.18	\$1,725	
	Librarian I	Stettinisch	12.00 34.83 \$21,737		13.00	1.0	3.00%	35.87	\$24,251	
	* Librarian II	Nguyen	0.00 45.27 \$0		35.00	35.0	3.00%	46.63	\$84,863	
	** Librarian II	Rogan	35.00 40.75 \$75,409	1,250	35.00	0.0	3.00%	41.97	\$77,640	
	** Librarian II	Friedman	35.00 36.89 \$68,398	1,250	35.00	0.0	3.00%	38.00	\$70,404	
	* Librarian II	Garland	28.00 37.07 \$53,973		28.00	0.0	3.00%	38.18	\$55,593	
	** Librarian II	Paulsen	35.00 41.93 \$77,565	1,250	35.00	0.0	3.00%	43.19	\$79,852	
	* Librarian II	Bueti	35.00 53.84 \$97,985		35.00	0.0	3.00%	55.46	\$100,928	
	LIB. TOTAL		414.50		450.00	35.5	13.22%		\$951,414	
SUPPORT STAFF	Lib. Clerk	Higgins	4.50 17.52 \$4,100		4.00	-0.5	3.00%	18.05	\$3,754	
	Lib. Clerk	Lim	5.00 17.52 \$4,555		7.00	2.0	3.00%	18.05	\$6,569	
	Lib. Clerk	Aiello	0.00 17.25 \$0		11.00	11.0	3.00%	17.77	\$10,163	
	Lib. Clerk	Kelly	0.00 17.25 \$0		7.00	7.0	3.00%	17.77	\$6,467	
	Lib. Clerk	DeBellis	7.00 17.52 \$6,377		4.00	-3.0	3.00%	18.05	\$3,754	
	Lib. Clerk	Bloomgarden	12.00 17.51 \$10,926		17.00	5.0	3.00%	18.04	\$15,943	
	Lib. Clerk	Smith	4.00 17.52 \$3,644		3.00	-1.0	3.00%	18.05	\$2,815	
	Lib. Clerk	Cohen	12.00 19.67 \$12,276		11.00	-1.0	3.00%	20.26	\$11,591	
	Lib. Clerk	Diederich	10.00 20.69 \$10,760		9.00	-1.0	3.00%	21.31	\$9,975	
	Lib. Clerk	Katz	15.00 21.24 \$16,566		15.00	0.0	3.00%	21.88	\$17,063	
	Lib. Clerk	Allen, A.	15.00 21.24 \$16,566		17.00	2.0	3.00%	21.88	\$19,338	
	Lib. Clerk	Fisher, M	5.00 22.06 \$5,736		4.00	-1.0	3.00%	22.72	\$4,727	
	Lib. Clerk	Boneparth	11.00 22.90 \$13,097		11.00	0.0	3.00%	23.58	\$13,490	
	Lib. Clerk	Gates	11.00 22.90 \$13,097		11.00	0.0	3.00%	23.58	\$13,490	
	Lib. Clerk	Gutierrez	0.00 22.90 \$0		2.00	2.0	3.00%	23.58	\$2,453	
	* Lib. Clerk	Parise	31.00 26.67 \$42,987		27.00	-4.0	3.00%	27.47	\$38,563	
	* Sr. Lib. Clk.	Wolff	22.00 27.24 \$31,167		29.50	7.5	3.00%	28.06	\$43,045	
	* Sr. Lib. Clk.	Edrich	35.00 28.06 \$51,064		35.00	0.0	3.00%	28.90	\$52,596	
	Sr. Lib. Clk.	Bradie	20.00 28.27 \$29,404		17.00	-3.0	3.00%	29.12	\$25,744	
	Sr. Lib. Clk.	Fisher, A.	11.00 31.58 \$18,064		11.00	0.0	3.00%	32.53	\$18,606	
	Sr. Lib. Clk.	Rohde	14.00 34.00 \$24,752		13.00	-1.0	3.00%	35.02	\$23,674	
	* Sr. Lib. Clk.	LeSauvage	21.50 36.32 \$40,603		21.50	0.0	3.00%	37.41	\$41,821	
	** Princ. Lib. Clk.	Perlin	35.00 42.77 \$79,083	1,250	35.00	0.0	3.00%	44.05	\$81,418	
	Video Theater Tech	(new)	0.00 0.00 \$0	0	5.00	5.0		30.00	\$7,800	
	SUPP. TOTAL		301.00		327.00	26.0	9.21%		\$474,858	
CUSTODIAN	Theater Cust.	Colavito, C.	5.00 19.11 \$4,968		5.00	0.0	3.00%	19.68	\$5,117	
	Theater Cust.	Colavito, D.	5.00 19.11 \$4,968		5.00	0.0	3.00%	19.68	\$5,117	
	Maint. Cust.	(vacant)	19.00 20.00 \$19,760		0.00	-19.0	0.00%	20.00	\$0	
	Maint. Cust.	(new)	0.00 0.00 \$0		40.00	40.0		25.00	\$52,000	
	Maint. Cust.	Mangual	40.00 29.07 \$61,705		40.00	0.0	3.00%	29.94	\$62,272	
	CUST. TOTAL		69.00		90.00	21.0	36.22%		\$124,506	
LIB. PAGES	Page	Fink	5.00 15.45 \$4,017		4.00	-1.0	3.00%	15.91	\$3,310	
	Page	Fine	10.00 15.45 \$3,214		4.00	-6.0	3.00%	15.91	\$3,310	
	Page	Nabeel	4.00 15.45 \$8,034		1.00	-3.0	3.00%	15.91	\$828	
	Page	Song	3.00 15.45 \$2,450		5.00	2.0	3.00%	15.91	\$4,138	
	Page	Weddle	3.00 15.71 \$2,450		3.00	0.0	3.00%	16.18	\$2,524	
	Page	(vacant)	10.00 15.81 \$8,221		0.00	-10.0	3.00%	16.28	\$0	
	Page	Mackles	8.00 15.81 \$6,577		4.00	-4.0	3.00%	16.28	\$3,387	
	Page	(vacant)	10.00 15.81 \$8,221		0.00	-10.0	3.00%	16.28	\$0	
	Page	Miller	10.00 16.39 \$8,521		7.00	-3.0	3.00%	16.88	\$6,144	
	Page	(vacant)	2.00 16.39 \$1,704		0.00	-2.0	3.00%	16.88	\$0	
	Page	DeBello	9.00 16.67 \$7,799		9.00	0.0	3.00%	17.17	\$8,033	
	LIB. PAGES TOTAL		74.00		37.00	-37.00	-48.25%		\$31,673	
	Regular Wages								1,840,245	
	Sundays and Overtime								55,207	
	TOTALS		-22/23 budgeted		1,812,044		1,009.00	4.60%	1,895,452	
			-22/23 FICA		122,320		FICA		126,747	

Budget, 2023-2024
Backup Calculations

DISABILITY INSURANCE **\$984** FY 22-23: 984 0.0%

ShelterPoint
(professionals, clerks, custodians and adult pages)

All Empl 59 x 3.30 = 194.70 x 12 = 2,336

less average total employee contribution per payroll 52 1,352 | 984

HEALTH INSURANCE **\$594,175** FY 22-23: 499,217 19.02%

							Monthly:		
NYS Employees Health Insurance							Cost	Cost	
Current Enrollment	+ Spare		x	Current Rate	Projected Increase 10.00%	=	Jy/De	Ja/Jn	
Ind.	13	1	14	x	1,009	1110	=	14,126	15,539
Fam.	8	1	9	x	1,925	2118	=	17,325	19,058
Ret Ind	0		0	x	897	987	=	0	0
" Med.	12	1	13	x	294	324	=	3,827	4,210
Ret Fam	0		0	x	1,681	1849	=	0	0
Ret Fam/Med	7	1	8	x	653	718	=	5,225	5,747
								\$40,503	\$44,553
July/December				6	=	243,017			
January/June				6	=	267,319 =	\$510,336		

Monthly Administrative Cost Charges:
93 12 months = 1116 = **\$1,116**

Dental Insurance - Guardian

Salared Empl.	18	x	70.28 =	1,265
Salared Empl.	2	x	\$ 143.00 =	286
				\$1,551
				x12 = \$18,612

Medicare Credit Reimbursements
27 recipients per year 2,042 = 55,134 = **\$55,134**

Medicare IRMAA Reimbursements
2 recipients x12 months 374 = 8,976 = **\$8,976**

NYSE RETIREMENT SYSTEM **\$248,064** FY 22-23: 237,148 4.6%

Estimate based on April 2022 - March 2023 salaries. CCSD sends bill with actual amounts.
due September 2024

BOOKS **\$78,500** FY 22-23: 74,500 5.4%

Category
Adult including standing orders 51,000
Children 22,500

Budget, 2023-2024
Backup Calculations

YA 5,000

ELECTRONIC MATERIALS **\$70,000** FY 22-23: 70,000 0.0%

A. On-line subscriptions 10,000
 B. E-books 60,000

PERIODICALS **\$13,710** FY 22-23: 13,973 -1.9%

A. From WT Cox: subscriptions 9,712
 B. From other sources 3,998

RECORDINGS **\$21,713** FY 22-23: 25,450 -14.7%

A. compact discs 500
 B. audiobooks 10,000
 adult 10,000
 (tape & CD) YA
 C. children's AV and tech (ie. Launchpads) 1,913
 D. DVD's 8,000
 adult - 6,350 YA - 150 juv - 1,500
 E. DVD's - NEW Express collection for Adult DVD's 1,000
 F. children's CD-ROM's 300
 10 each @ \$30.00

BUILDING MAINTENANCE AND REPAIR **\$49,300** FY 22-23: 49,300 0.0%

A. Regular repairs and special cleaning 30,000
 B. Roof Maintenance and Repair (maintenance contract and repairs) 15,000
 C. MERV filters 3,200
1,100

BUILDING SERVICE CONTRACTS **\$84,180** FY 22-23: 74,566 12.9%

A. HVAC & building consultant services: hot water/chilled system treatments & automatic temperature controls (Bill Link) 1100 /mo 13,200
 B. Trash removal (SaniPro. Contract) 346 /mo 4,152
 C. Building cleaning during Custodian's 4-week vacation plus new 1,000
 D. HVAC contract 8,800
 E. Alarm hook-ups monitoring (Strategem + EIPS) 5,208
 F. Theater floor care - strip & wax, 2/yr. (Arco) 800
 G. AC water treatment (Nalco) 2910
 H. Nalco mandated health inspection - cooling tower 4200
 I. Automatic entrance doors contract (Assa Abloy) 410
 J. Alarm license with Town 50
 K. Boiler inspection 250
 L. Grounds & Snow Removal 43,200

ELECTRICITY **\$62,000** FY 22-23: 48,000 29.2%

EQUIPMENT MAINT., FURNITURE & EQUIPT **\$15,000** FY 22-23: 14,374 4.4%

**Budget, 2023-2024
Backup Calculations**

A. Ecubed Consulting (TELEPHONE)	245 /mo	2,940
B. Computer service (Pinstripe Productions)		750
C. Staff color multifunctional copier (Atlantic)	424 /mo	5,088
D. Public Printer (Office Dynamics)		500
E. Postage meter (Pitney Bowes)		500
F. Miscellaneous (A-V equipment, theater, other)		2,000
G. 3M resensitizer service		97
H. Sentry SelfCheck maintenance		1,625
I. Strategem sensor/security system maintenance		1,500

HEATING FUEL **\$22,300** FY 22-23: 17,000 31.2%

INSURANCE **\$29,000** FY 22-23: 27,000 7.4%

A. 'Regan: Boiler, Business auto, Flood, Directors & Officers, Multi-peril, Umbrella	26580
B. Glass coverage	420

POSTAGE **\$7,430** FY 22-23: 7,402 0.4%

A. Calendars/Booklets semi-monthly	6	600	3,600
B. Annual report			625
C. Postage for postage meter			1,000
D. Gallery mailings 7/year	7	150	1,050
E. Bulk mailing permit fee			185
F. Program mailings 6/year	6	120	720
G. Miscellaneous			250

PRINTING **\$10,850** FY 22-23: 10,850 0.0%

A. Calendars/Booklets semi-monthly	6	1,500	9,000
B. Calendar design		100	600
C. Annual report			850
D. Gallery announcements	3	100	300
E. Miscellaneous			100

PROFESSIONAL FEES **\$144,946** FY 22-23: 61,046 137.4%

A. Payroll (Paylocity)	<i>\$ average /per</i>	7,030	+5% 1/15	7,206
1. pay	240.00 /payroll	6,240		
2. W-2 forms/tax reporting		400		
3 delivery/24-hour turnaround	15.00 /payroll	390		
B. Background Screening Services (Bold Secure) average 7/year				140
C. Audit				12,000
D. Attorney's fees				13,000
E. GASB 75 audit				5,000
F. Website maintenance and programming				16,000
H. Treasurer (TBD)				26,600
I. Architects, Designers, Consultants (Children's Room/Theater/facade)				65,000 *(just the c

PROGRAMS **\$24,500** FY 22-23: 22,900 7.0%

A. Children's room	10,000
B. Young adult	3,000
C. Adult	10,600

Budget, 2023-2024
Backup Calculations

D. Movie license (Movie Licensing USA)	500
E. Gallery receptions	400
F. Museum passes (FRIENDS)	0

TELEPHONE	\$6,144	FY 22-23: 6,144	0.0%
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A. Vitelity/Verizon	169.99 /month	2,040
B. Verizon Wireless - custodian's cell	51.00 /month	612
C. FIOS network line xx-01-70	105.00 /month	1,260
D. FIOS network line xx-01-75	125.99 /month	1,512
E. Verizon Business xx873	60.00 /month	720

TRAVEL AND DEVELOPMENT	\$8,750	FY 22-23: 8,750	0.0%
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A. Mileage		500
B. Workshops & computer training, tuition reimbursement		3,000
C. Conferences		4,500
D. Board Development		750

WATER	\$1,800	FY 22-23: 1,700	5.9%
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WORKER'S COMP	\$15,000	0 11,859	26.5%
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Based on recent years' billing (\$14,846.00 in 2021; \$14,565.00 in 2022)

IT & SUPPORT	\$105,793	FY 22-23: 117,390	-9.9%
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WLS IT support contract incl. Evergreen ILS, Network, and device support	90,893
CapiraMobile App - annual fee	1,500
New computer equipment	8,000
Baker & Taylor - Title Source 3 Subscription	1,500
Annual fee for website and events calendar support	1,500
Zoom service/Skype	1,400
Equipment Lending	1,000

CAPITAL RESERVE	\$0	FY 22-23: 90,000	-100.0%
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MONEY TO BE ADVANCED FROM CCSD

	<u>JUL '23</u>	<u>AUG '23</u>	<u>SEP '23</u>
ANTIC. MONTHLY EXPENDITURES			
Payroll (1)	\$219,488	\$219,488	\$219,488
Materials (2)	14,518	14,518	14,518
Operating (3)	<u>38,746</u>	<u>38,746</u>	<u>38,746</u>
<i>Subtotals</i>	272,752	272,752	272,752
SCHEDULED EXPENDITURES			
EBSCO (pd in July)	9,712		
IT & Support	105,793		
Insurance (4)			<u>44,000</u>
<i>Subtotals</i>	<u>115,505</u>		44,000
<i>Minus Income</i>	<u>1,396</u>	<u>1,396</u>	<u>1,396</u>
TOTALS	<u>\$386,861</u>	<u>\$271,356</u>	<u>\$315,356</u>
TOTAL TO BE ADVANCED	\$973,572		

NOTES:

1. (salaries + benefits - NYSERS) /12
 1,895,452 986,470 248,064

2. (materials --EBSCO) /12
 \$183,923 9,712

3. (operating - insurance - ALA/PLA/NYLA - Westlynx) / 12
 \$608,493 29,000 8,750 105,793

4. Workers Comp. + insurance
 \$15,000 29,000