

CHAPPAQUA LIBRARY

Budget, 2024-2025

	APPROVED	ACTUALS	APPROVED	CURRENT	Current Percentage	ADOPTED	\$	%
	2022-23	2022-23	2023-2024	(JUL-DEC '23)	2023-24	2024-25	CHANGE	CHANGE
<u>REVENUES</u>								
School District Tax Levy	\$3,431,254	\$3,424,197	\$3,544,337	\$3,544,337	100%	\$3,617,102	\$72,765	2.05%
From Fund Balance/Reserves	0	0	101,251	0	0%		-101,251	-100.00%
Operating Income	16,500	41,580	16,750	8,390	50%	13,250	-3,500	-20.90%
<i>Donations</i>	0	0	250	200	80%	250	0	0.00%
<i>Fines</i>	12,000	15,011	12,000	8,190	68%	13,000	1,000	8.33%
<i>Gallery Commissions</i>	1,000	0	1,000	0	0%	0	-1,000	-100.00%
<i>Lost & Paid</i>	3,500	28	3,500	0	0%	0	-3,500	-100.00%
<i>Theater Rental</i>	0	0	0	0	0%	0	0	0.00%
Local Library Aid + Misc.	4,000	5,070	4,000	5,070	127%	4,000	0	0.00%
Investment Income	2,500	21,471	8,000	52,156	652%	35,000	27,000	337.50%
TOTAL REVENUES	\$3,454,254	\$3,492,318	\$3,674,338	\$3,609,953	98.25%	\$3,669,352	-\$4,986	-0.14%
<u>EXPENDITURES</u>								
PERSONNEL								
Salaries & Wages	1,812,047	1,648,925	1,895,452	836,334	44%	1,897,477	2,025	0.11%
Benefits	874,118	902,575	986,471	479,203	49%	977,991	-8,480	-0.86%
<i>Disability Insurance</i>	984	935	984	440	45%	984	0	0.04%
<i>Health Insurance</i>	458,177	476,342	539,041	222,627	41%	532,036	-7,005	-1.30%
<i>Medicare Reimbursement</i>	41,040	59,603	55,134	26,293	48%	66,192	11,058	20.06%
<i>NY METRO</i>	3,077	0	1,500	0	0%	1,500	0	0.00%
<i>NYS Retirement</i>	237,148	243,983	248,064	171,254	69%	237,401	-10,663	-4.30%
<i>Social Security/FICA</i>	121,833	124,663	126,747	58,589	46%	124,878	-1,869	-1.47%
<i>Workers Compensation</i>	11,859	-2,951	15,000	0	0%	15,000	0	0.00%
TOTAL PERSONNEL	\$2,686,165	\$2,551,500	\$2,881,923	\$1,315,537	45.65%	\$2,875,468	-\$6,455	-0.22%
LIBRARY MATERIALS								
Books	74,500	73,490	78,500	25,869	33%	83,600	5,100	6.5%
Electronic Materials	70,000	53,508	70,000	24,684	35%	76,000	6,000	8.6%
Periodicals	13,973	13,085	13,710	9,688	71%	13,710	0	0.0%
Recordings	25,450	17,812	21,713	6,473	30%	21,714	1	0.0%
TOTAL MATERIALS	\$183,923	\$157,895	\$183,923	\$66,714	36%	\$195,024	\$11,101	6.04%
OPERATING EXPENSES								
Building Maint. & Repair	49,300	244,650	49,300	95,371	193%	49,300	0	0.0%
Building Service Contracts	74,566	144,185	84,180	58,581	70%	84,180	0	0.0%
Custodial Supplies	9,000	5,793	9,000	6,146	68%	11,000	2,000	22.2%
Director's Contingency	500	0	500	0	0%	500	0	0.0%
Electricity	48,000	58,015	62,000	28,576	46%	62,000	0	0.0%
Equipment Maintenance	14,374	5,670	15,000	2,349	16%	23,000	8,000	53.3%
Fuel	17,000	24,732	22,300	0	0%	22,300	0	0.0%

CHAPPAQUA LIBRARY

Budget, 2024-2025

Insurance	27,000	40,117	29,000	24,275	84%	29,000	0	0.0%
IT & Support	103,197	102,263	105,792	44,244	42%	105,792	0	0.0%
Office & Library Supplies	19,500	19,816	19,500	8,206	42%	19,500	0	0.0%
Postage	7,402	5,396	7,430	1,195	16%	7,430	0	0.0%
Printing	10,850	7,711	10,850	2,888	27%	12,370	1,520	14.0%
Professional Fees	61,046	75,854	144,946	73,973	51%	109,946	-35,000	-24.1%
Programs	22,900	22,269	24,500	5,810	24%	33,100	8,600	35.1%
Sewer Taxes	7,000	0	7,000	0	0%	7,018	18	0.3%
Staff & Board Devlpmt	8,250	1,151	8,750	480	5%	12,250	3,500	40.0%
Telephone	6,144	9,057	6,144	6,567	107%	6,174	30	0.5%
Travel	1,437	682	500	0	0%	2,000	1,500	300.0%
Water	1,700	2,251	1,800	972	54%	2,000	200	11.1%
TOTAL OPERATING EXPENSES	\$489,166	\$769,612	\$608,492	\$359,633	59%	\$598,860	-\$9,632	-1.58%
OPERATIONS BUDGET	3,359,254		3,674,338		0%	\$3,669,352	-\$4,986	-0.14%
Capital Reserve	95,000		0		0%	\$0	\$0	
TOTAL EXPENDITURES	\$3,454,254		\$3,674,338		0%	\$3,669,352	-\$4,986	-0.14%

Proposed by the Library Board of Trustees:

Levy increase approved by the Public:

Adopted by the Library Board of Trustees:

CHAPPAQUA LIBRARY
Budget, 2024-2025
Wages and Salaries

* Full Time employee ** Department Head			2023-24			Dept. Hd. Stipend	2023-25					
			Hours /Week	Rate	Earnings		proposed hours	diff. (+/-)	proposed increase	New Rate	Earnings	
ADMIN.	** Lib. Dir. III		35.00	\$	130,000	\$130,000		35.00	0.0	3.85%	\$ 135,000	\$135,000
	* Asst. Dir. III	(vacant)	35.00	\$	-	\$0		35.00	0.0			
	** Staff Assistant		35.00	\$	35.03	\$65,005	1,250	35.00	0.0		35.03	\$65,005
	Benefits Asst	(vacant)	21.00	\$	-	\$0		35.00	14.0			
	* Other Admin	(vacant)	0.00	\$	-	\$62,790		35.00	35.0	N/A	34.50	\$49,923
	ADM. TOTAL		126.00			\$257,795		175.00	49.0	-3.05%		\$249,928
PROF. LIBRARIANS &c.	* Curator, Gallery		21.00		33.17	\$36,217		21.00	0.0	3.00%	34.17	\$37,308
	** Cultural Prog. Spec.		35.00		48.12	\$88,831	1,250	35.00	0.0	3.00%	49.56	\$91,456
	** Lib. Asst		35.00		34.18	\$63,449	1,250	35.00	0.0	3.00%	35.21	\$65,324
	* Librarian I (Ch.)		35.00		35.87	\$65,292		35.00	0.0	3.00%	36.95	\$67,242
	Librarian I		15.00		35.50	\$26,657		35.00	20.0	3.00%	36.57	\$66,548
	** Librarian I		35.00		41.50	\$68,967	1,250	35.00	0.0	3.00%	42.75	\$79,046
	Librarian II		17.00		42.62	\$37,677		17.00	0.0	3.00%	43.90	\$38,808
	Lib. Asst		13.00		32.21	\$9,268		10.00	-3.0	3.00%	33.18	\$17,252
	Lib. Asst		10.00		29.71	\$15,447		8.00	-2.0	3.00%	30.60	\$12,730
	Librarian I		15.00		35.87	\$27,982		17.00	2.0	3.00%	36.95	\$32,660
	Librarian I	Vacant	3.00		33.18	\$5,176		17.00	14.0	-3.55%	32.00	\$28,290
	Librarian I		5.00		35.87	\$11,193		5.00	0.0	3.00%	36.95	\$9,606
	Librarian I	vacant	1.00		33.18	\$1,725						
	Librarian I		13.00		35.87	\$24,251		13.00	0.0	3.00%	36.95	\$24,976
	* Librarian II		0.00		46.63	\$84,863		35.00	35.0	3.00%	48.03	\$87,409
	Librarian II		35.00		41.97	\$77,640		7.00	-28.0	3.00%	43.23	\$15,735
	** Librarian II		35.00		41.50	\$70,404	1,250	35.00	0.0	3.00%	42.75	\$79,046
	* Librarian II		28.00		38.18	\$55,593		28.00	0.0	3.00%	39.33	\$57,258
	** Librarian II		35.00		43.19	\$79,852	1,250	35.00	0.0	3.00%	44.48	\$82,210
	* Librarian II		35.00		55.46	\$100,928		35.00	0.0	3.00%	57.12	\$103,956
	LIB. TOTAL		421.00			\$951,412		458.00	37.0	4.78%		\$996,860
SUPPORT STAFF	Lib. Clerk	Vacant	4.00		18.05	3,754		0.00	-4.0	0.00%	0.00	\$0
	Lib. Clerk		7.00		18.05	\$6,569		6.00	-1.0	4.00%	18.77	\$5,857
	Lib. Clerk	vacant	11.00		17.77	\$10,163		0.00	-11.0	0.00%	0.00	\$0
	Lib. Clerk		7.00		17.77	\$6,467		7.00	0.0	4.00%	18.48	\$6,727
	Lib. Clerk		4.00		18.05	\$3,754		3.00	-1.0	4.00%	18.77	\$2,928
	Lib. Clerk		17.00		18.04	\$15,943		17.00	0.0	4.00%	18.76	\$16,585
	Lib. Clerk		3.00		18.05	\$2,815		3.00	0.0	4.00%	18.77	\$2,928
	Lib. Clerk		11.00		20.26	\$11,591		11.00	0.0	5.00%	21.27	\$12,168
	Lib. Clerk		9.00		21.31	\$9,975		10.00	1.0	3.00%	21.95	\$11,414
	Lib. Clerk		15.00		21.88	\$17,063		15.00	0.0	3.00%	22.54	\$17,578
	Lib. Clerk		17.00		21.88	\$19,338		17.00	0.0	3.00%	22.54	\$19,922
	Lib. Clerk		4.00		22.72	\$4,727		6.00	2.0	3.00%	23.40	\$7,301
	Lib. Clerk		11.00		23.58	\$13,490		11.00	0.0	3.00%	24.29	\$13,892
	Lib. Clerk		11.00		23.58	\$13,490		11.00	0.0	3.00%	24.29	\$13,892
	Lib. Clerk		2.00		23.58	\$2,453		0.00	-2.0	3.00%	0.00	\$0
	* Lib. Clerk		0.00		25.00	\$0	1,428	35.00	35.0	3.00%	25.75	\$48,293
	* Lib. Clerk		27.00		27.47	\$38,563		27.00	0.0	3.00%	28.29	\$39,725
	* Sr. Lib. Clk.		29.50		28.06	\$43,045		29.50	0.0	3.00%	28.90	\$44,335
	* Sr. Lib. Clk.		35.00		28.90	\$52,596		35.00	0.0	3.00%	29.77	\$54,176
	Sr. Lib. Clk.		17.00		29.12	\$25,744		16.00	-1.0	3.00%	29.99	\$24,955
	Sr. Lib. Clk.		11.00		32.53	\$18,606		11.00	0.0	3.00%	33.51	\$19,165
	Sr. Lib. Clk.	Vacant	12.00		35.02	\$23,674		0.00	-12.0	0.00%	0.00	\$0
	* Sr. Lib. Clk.		21.50		37.41	\$41,821		21.50	0.0	3.00%	38.53	\$43,079
	** Princ. Lib. Clk.		35.00		44.05	\$81,418	1,250	35.00	0.0	3.00%	45.37	\$83,826
	Video Theater Tech	(vacant)	0.00		30.00	\$7,800	0	0.00	0.0		30.00	\$0
	SUPP. TOTAL		317.00			\$474,859		327.00	10.0	2.93%		\$488,749
CUSTODIAN	Theater Cust.		5.00		19.68	\$5,117		3.00	-2.0	3.00%	20.27	\$3,162
	Theater Cust.		5.00		19.68	\$5,117		3.00	-2.0	3.00%	20.27	\$3,162
	Maint. Cust.	(vacant)	19.00		20.00	\$0		0.00	-19.0	0.00%	0.00	\$0
	Maint. Cust.	(new)	40.00		25.00	\$52,000		0.00	-40.0		0.00	\$0
	Maint. Cust.		40.00		29.94	\$62,272		40.00	0.0	3.00%	30.84	\$64,143
	CUST. TOTAL		109.00			\$124,506		46.00	-63.0	-43.40%		\$70,468
LIB. PAGES	Page		4.00		15.91	\$3,310		3.00	-1.0	3.00%	16.39	\$2,556
	Page		4.00		15.91	\$3,310		4.00	0.0	3.00%	16.39	\$3,409
	Page		1.00		15.91	\$828		4.00	3.0	3.00%	16.39	\$3,409
	Page		5.00		15.91	\$4,138		5.00	0.0	3.00%	16.39	\$4,261
	Page		3.00		16.18	\$2,524		3.00	0.0	3.00%	16.67	\$2,600
	Page	(vacant)	0.00		16.28	\$0		0.00	0.0	3.00%	16.77	\$0
	Page		4.00		16.28	\$3,387		4.00	0.0	3.00%	16.77	\$3,488
	Page		10.00		16.28	\$0		0.00	-10.0	3.00%	16.77	\$0
	Page		7.00		16.88	\$6,144		7.00	0.0	5.00%	17.72	\$6,451
	Page	(vacant)	2.00		16.88	\$0		0.00	-2.0	3.00%	17.39	\$0
	Page		9.00		17.17	\$8,033		9.00	0.0	5.00%	18.03	\$8,437
	LIB. PAGES TOTAL		49.00			\$31,674		39.00	-10.00	9.27%		\$34,610
	Regular Wages					1,840,246						1,840,614
	Sundays and Overtime					55,207						56,863
	TOTALS				-22/23 budgeted	1,895,453		1,045.00		0.11%		1,897,477
					- 22/23 FICA	126,747	FICA					124,878

Budget, 2024-2025
Backup Calculations

DISABILITY INSURANCE	\$984	FY 22-23: 984	0.0%
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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	\$532,036	FY 22-23: 499,217	6.57%
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								Monthly:	
NYS Employees Health Insurance				Current	Projected Increase			Cost	Cost
Current Enrollment	+ Spare	x	Rate	10.00%			Jy/De	Ja/Jn	
Ind PA7 1	13	1	14	x		1,084	1192	=	15,176
Fam PA7 4	6	1	7	x		2,045	2250	=	14,315
Fam PA7 B	1		1	x		965	1062	=	965
Ret In PR7& PS7 A	12		12	x		412	453	=	4,944
Ret Fam PR7 C	6		6	x		886	975	=	5,317
									\$40,717 \$44,789
July/December			6	=		244,305			
January/June			6	=		268,735 =	\$513,040		

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

Dental Insurance - Guardian					
Salaried Empl.	20	x		74.50 =	1,490
					\$1,490
					x12 =
					\$17,880

MEDICARE REIMBURSEMENT

Medicare Credit Reimbursements					
27 recipients	per year	2,096	=	56,592 =	\$56,592

Medicare IRMAA Reimbursements					
2 recipients	x12 months	400	=	9,600 =	\$9,600

NYSE RETIREMENT SYSTEM	\$237,401	FY 22-23: 237,148	0.1%
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Estimate based on April 2022 - March 2023 salaries. CCSD sends bill with actual amounts.
due September 2024

BOOKS	\$83,600	FY 22-23: 74,500	12.2%
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Category	
Adult including standing orders	56,100
Children	22,500
YA	5,000

Budget, 2024-2025
Backup Calculations

ELECTRONIC MATERIALS	\$76,000	FY 22-23: 70,000	8.6%
A. On-line subscriptions	10,000		
B. eBooks (including eAudiobooks)	66,000		
PERIODICALS	\$13,710	FY 22-23: 13,973	-1.9%
A. From WT Cox: subscriptions	9,712		
B. From other sources	3,998		
RECORDINGS	\$21,714	FY 22-23: 25,450	-14.7%
A. compact discs		500	
B. audiobooks adult, YA (CD and Playaway)		10,000	
C. children's AV and tech (ie. Launchpads)		1,914	
D. DVD's adult - 6,350 YA - 150 juv - 1,500		8,000	
E. DVD's - NEW Express collection for Adult DVD's		1,000	
F. children's software (ie. CD-ROM's. app 10 each @ \$30.00		300	
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	\$23,000	FY 22-23: 14,374	60.0%
A. Ecubed Consulting (TELEPHONE)	245 /mo	2,940	
B. Computer service (Pinstripe Productions)		750	

Budget, 2024-2025
Backup Calculations

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)		10,000
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%
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INSURANCE	\$29,000	FY 22-23: 27,000	7.4%
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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%
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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	\$12,370	FY 22-23: 10,850	14.0%
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A. Calendars/Booklets semi-monthly	6	1,500	9,000
B. Calendar design		100	600
C. Annual report			2,370
D. Gallery announcements	3	100	300
E. Miscellaneous			100

PROFESSIONAL FEES	\$109,946	FY 22-23: 61,046	80.1%
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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)				30,000

PROGRAMS	\$33,100	FY 22-23: 22,900	44.5%
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A. Children's room	10,000
B. Young adult	3,000
C. Adult	19,200
D. Movie license (Movie Licensing USA)	500
E. Gallery receptions	400
F. Museum passes (FRIENDS)	0

Budget, 2024-2025
Backup Calculations

TELEPHONE	\$6,174	FY 22-23: 6,144	0.5%
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	750	
TRAVEL AND DEVELOPMENT	\$12,250	FY 22-23: 8,750	40.0%
A. Mileage		2,000	
B. Workshops & computer training, tuition reimbursement		3,000	
C. Conferences		6,500	
D. Board Development		750	
WATER	\$2,000	FY 22-23: 1,700	17.6%
WORKER'S COMP	\$15,000	0 11,859	26.5%
Based on recent years' billing (\$14,846.00 in 2021; \$14,565.00 in 2022)			
IT & SUPPORT	\$105,792	FY 22-23: 117,390	-9.9%
WLS IT support contract incl. Evergreen ILS, Network, and device support		90,892	
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%

MONEY TO BE ADVANCED FROM CCSD

	<u>JUL '24</u>	<u>AUG '24</u>	<u>SEP '24</u>
ANTIC. MONTHLY EXPENDITURES			
Payroll (1)	\$219,839	\$219,839	\$219,839
Materials (2)	15,443	15,443	15,443
Operating (3)	<u>37,651</u>	<u>37,651</u>	<u>37,651</u>
<i>Subtotals</i>	272,933	272,933	272,933
SCHEDULED EXPENDITURES			
EBSCO (pd in July)	9,712		
IT & Support	105,792		
Insurance (4)			<u>44,000</u>
<i>Subtotals</i>	<u>115,504</u>		44,000
<i>Minus Income</i>	<u>1,104</u>	<u>1,104</u>	<u>1,104</u>
TOTALS	\$387,333	\$271,829	\$315,829
TOTAL TO BE ADVANCED	\$974,991		

NOTES:

1. (salaries + benefits - NYSERS) /12
1,897,477 977,991 237,401

2. (materials -EBSCO) /12
\$195,024 9,712

3. (operating - insurance - ALA/PLA/NYLA - Westlynx) / 12
\$598,860 29,000 12,250 105,792

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