



**ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING | BUDGET SESSION
March 6, 2018 | 6:00 pm
Washington Ave. Branch | 161 Washington Ave.**

❖ *Albany Public Library educates, entertains, and empowers our community.* ❖

Call to Order

Adoption of Agenda

Public Comment (comments limited to no more than 5 minutes per person)

Unfinished Business

- Review and Discuss Proposed 2019 Budget

Public Comment (comments limited to no more than 5 minutes per person)

Executive Session (if necessary)

Adjournment

Next Regular Meeting – March 13 (Tues) | Howe Branch | 6:00 pm

APL Finance Committee

February 26, 2018

Bach Library

Committee Members in Attendance: Alison Calacone (Chair), Mike Neppl, Sarah Shearer

Staff in Attendance: Scott Jarzombek (Executive Director), Mary Cullinan (Chief Financial Officer)

Public in Attendance: No public was in attendance.

Call to Order: Alison called the meeting to order at 6:05 pm.

Adoption of Agenda: There was no written agenda presented.

Public Comment: No members of the public were in attendance

New Business

1. Treasurer's Report & Journal Entry

- a. The auditors made a journal entry in the final December 2017 Income Statement in the amount of \$243,342 to account for the difference of the School annual closing which ends on 6/30 and the Library annual closing which ends on 12/31. This reflects taxes collected in advance. This adjustment increases both revenue and net income in 2017.

2. New Budget Options

- a. The finance committee was presented with the estimated and actual post audit budgets in 2017, as well as the budgeted versus current estimated budgets for 2018. We were also given the proposed budget given at the last board meeting as well as a revised budget that included adding a social worker/other position.
- b. The finance committee was also given a capital projects list which included work on the Delaware roof (\$15000) for the 2019 fiscal year, the Howe Roof and Brick work (\$50,000) for 2020, Washington Avenue Rear Entrance (\$200000) for 2021, Pine Hills Drainage (\$225,000) for 2022 and Pine Hills Roof, Delaware Parking lot lights (\$50,000) for 2023. This was a preliminary list as walkthroughs have not taken place in each of the branches yet.
- c. Several discussions occurred:
 - i. Changing the Restricted Fund Balance use from 20% (520,000) to an actual estimate for the work the library plans on completing in this year. The agreed amount was \$100,000. This would include Delaware Roof, Howe Roof and Brick Work and other projects.
 - ii. Whether to go out for an increase or not- Last year, the finance committee had discussed holding a year if we went out for a bigger ask. It is difficult to ask every year. It was also brought up about the uncertainty of North Albany. What would the perception be if we went out to ask for more money while

simultaneously possibly closing down a building? If we went out for an increase, what will we be giving tax payers in return?

iii. School board- Is the school board proposing a tax increase? Is this a year that we don't ask if they are planning on one?

iv. North Albany- What is the plan with this service area? Where are we with paperwork describing if we are supposed to be paying rent? Has the advisory group met to identify the needs of the community and a plan going forward?

3. **Decision:** A motion was put forth by Neppl and seconded by Shearer for a tax levy of 8,633,966 which is a 0% increase, utilizing \$358,493 of the fund balance. The budget takes out the rent of North Albany and reduces the book and IT services at this location. The programming budget for this service area remains. The vote was passed unanimously.

Public Comment: No members of the public were present.

Adjournment Calacone made a motion, seconded by Neppl, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 8:41 pm.

			Current		Last Board Mtg	Proposed Budget w/ Social Worker & Other	
	Estimate 2017	Post Audit 2017	Estimate 2018	Budget 2018	Budget 2019		2019
SUPPORT AND REVENUE							
Tax Levy - Library Operations	6,652,455	6,652,452	6,981,873	6,981,873	6,981,873		6,981,873
Tax Levy - Branch Improvement Plan	<u>1,650,594</u>	<u>1,635,542</u>	<u>1,650,594</u>	<u>1,650,594</u>	<u>1,650,594</u>		<u>1,652,094</u>
TOTAL TAX LEVY	8,303,049	8,287,994	8,632,466	8,632,466	8,632,467		8,633,966
OTHER REVENUE							
Future Operations Income	42,104	285,446	0				0 If No Tax Increase
NYS Grants	238,607	242,249	238,600	214,000	214,000		238,600
Federal Grants	43,593	43,593	38,000	38,000	32,000		32,000 Assumes Decline in erate
Other Grants /Construction Grant	24,792	80,322	40,000	0	0		0 Assumes No NYS Construction Grant
Fines	76,000	75,607	70,000	85,000	75,000		66,500 Assumes 5% Decline
Fees	61,232	65,018	53,958	55,000	45,000		65,000
Interest Income	60,958	41,544	40,000	20,000	20,000		40,000
Foundation Contribution	0	0	20,000	25,000	25,000		0 Foundation Contributions Will Now Be Program Sponsorships
Rent Income	17,922	17,922	41,970		18,270		10,000 Assumes ACAP 1/2 Year
Miscellaneous	8,213	13,849	25,000	5,000	5,000		10,000
Subtotal Other Revenue	573,421	865,550	567,528	442,000	434,270		462,100
Total Fund Balance Used (Shown Below)	0	0	0	0	0		0
TOTAL Other Revenue	573,421	865,550	567,528	442,000	434,270		462,100
TOTAL SUPPORT AND REVENUE	8,876,470	9,153,544	9,199,994	9,074,466	9,066,737		9,096,066
EXPENDITURES							
PAYROLL AND RELATED COSTS							
Salaries	3,545,766	3,585,231	3,864,484	3,945,995	4,014,621		4,014,621 Assumes Social Worker or None
NYS Retirement System	426,317	426,317	459,523	486,067	478,480		478,480
Payroll Processing & Unemployment Insurance & Oother Benefits	284,641	285,360	292,494	318,494	319,469		299,806
Health Insurance	<u>870,612</u>	<u>820,664</u>	<u>893,367</u>	<u>956,306</u>	<u>1,051,937</u>		<u>982,704</u> Assumes 10% Increase in 2019
TOTAL	5,127,336	5,117,572	5,509,868	5,706,862	5,864,507		5,775,611
OCCUPANCY COSTS							
Rent (Included in Other Bldg Cost in Estimate)	19,200	19,200	38,400	20,000	38,400		0 North Albany Branch Closure
Utilities & Telephone	169,776	170,032	180,000	180,000	180,000		180,000
Maintenance/repairs	346,015	360,058	365,000	310,000	400,000		360,854
Maintenance Supplies	56,000	58,404	60,000				60,000
Security	0			20,000	0		0
Miscellaneous/ Grant Expense (Construction)	93,377	90,767	0	17,500	0		0 Assumes No NYS Construction Grant
Other Building Cost(Rent & Other in Estimate)	43,058		25,000				40,000
Furniture/Building Improvements.	<u>40,000</u>	<u>16,934</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>		<u>25,000</u>
TOTAL	767,426	715,395	718,400	597,500	668,400		665,854
MATERIALS and SERVICES							
Books	471,158	391,996	401,054	401,054	401,054		376,054 Reduced \$25K N. Albany
Periodicals	45,000	42,949	45,000	45,000	45,000		45,000
Central Library Data Base	93,842	74,272	94,370	94,370	94,370		94,370
Central Library Book Aid	22,662	69,573	69,576	69,576	69,576		69,576
Digital Content	<u>34,773</u>	<u>53,385</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>		<u>45,000</u>
TOTAL	667,435	632,175	655,000	655,000	655,000		630,000
ADMINISTRATIVE and MISC.							
Office & Library Supplies	60,234	71,806	60,000	60,000	60,000		70,000
Postage	8,000	5,669	7,000	5,000	5,000		6,000
Publicity, Printing	45,000	49,054	35,000	35,000	35,000		25,000 Foundation to Fund APL Newsletter
Community Activities	8,000	6,879	8,000				8,000
Training and Travel & Community Activites	27,000	19,384	20,000	25,500	25,500		25,500
Misc Grant Expense	301		301				0
Professional Services	147,295	131,192	137,752	185,000	185,000		150,000
Programming Activities	60,000	49,146	60,000	68,000	68,000		75,000
Insurance	<u>70,000</u>	<u>67,538</u>	<u>72,195</u>	<u>65,000</u>	<u>65,000</u>		<u>70,000</u>
TOTAL	425,830	400,668	400,248	443,500	443,500		429,500
INFORMATION TECHNOLOGY							
Information Technology Services	186,867	209,679	195,000	195,000	195,000		188,000 Reduced \$7K N. Albany
Information Technology Software	18,714	22,057	15,000	15,000	15,000		15,000
Information Technology Hardware	81,684	<u>118,284</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>		<u>100,000</u>
TOTAL	287,265	350,020	310,000	310,000	310,000		303,000
TOTAL EXPENDITURES - LIBRARY OPERATIONS	7,275,292	7,215,830	7,593,515	7,712,862	7,941,407		7,803,965
DEBT SERVICE							
Total Debt Service Payment on Branch Improvement Plan	1,650,594	1,635,542	1,650,594	1,650,594	1,650,594		1,650,594
TOTAL EXPENDITURES	8,925,886	8,851,372	9,244,109	9,363,456	9,592,001		9,454,559
Net Income/(Fund Balance Usage)	(49,416)	302,172	(44,115)	(288,990)	(525,264)		(358,493)
Beginning Fund Balance							
Beginning Fund Balance	3,927,934	3,927,934	4,230,106		4,185,991		4,185,991
Add Net Income/(Fund Balance Usage)	(49,416)	302,172	(44,115)		(525,264)		(358,493)
Ending Fund Balance	3,878,518	4,230,106	4,185,991		3,660,727		3,827,498
Capital Fund Usage							(100,000)
Restricted Fund Balance					<u>(520,000)</u>		<u>0</u>
Remaining Unrestricted Fund Balance					3,140,727		3,727,498

		<u>Amount Of Assessed Value</u>											
Increase/Decrease % Homestead	Amount	Tax											
	Tax Levy		of Additional Tax	Over 0%	\$100K	\$130K	\$150K	\$200K	\$250K	\$300K	\$350K	\$400K	\$500K
0%	8,632,466	1.62854	162.85	211.71	244.28	325.71	407.14	488.56	569.99	651.42	814.27		
1.00%	8,718,791	1.64483	164.48	213.83	246.72	328.97	411.21	493.45	575.69	657.93	822.41		
1.50%	8,761,953	1.65297	165.30	214.89	247.95	330.59	413.24	495.89	578.54	661.19	826.48		
2.00%	8,805,115	1.66111	166.11	215.94	249.17	332.22	415.28	498.33	581.39	664.44	830.56		
3.00%	8,891,440	1.67740	167.74	218.06	251.61	335.48	419.35	503.22	587.09	670.96	838.70		
4.00%	8,977,765	1.69368	169.37	220.18	254.05	338.74	423.42	508.10	592.79	677.47	846.84		
5.00%	9,064,089	1.70997	171.00	222.30	256.50	341.99	427.49	512.99	598.49	683.99	854.98		
Non Homestead Rate is		2.03783											

Capital Projects for 2019

Delaware Roof	\$15,000
Howe Roof and Brick Work	50,000
All Other Projects	<u>35,000</u>
Total	<u>\$100,000</u>

ALBANY PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE TWELVE MONTHS ENDED
DECEMBER 31, 2017

	ANNUAL BUDGET	MODIFIED BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED	MODIFIED %BUDGET EXPENDED
Support and Revenue						
Tax Levy-Library Operations	6,652,455	6,652,455	554,371	6,652,452	100.00%	100.00%
Tax Levy- Branch Improvement Plan	1,852,438	1,650,594		1,635,542	88.29%	99.09%
Future Operations Income	42,104	42,104	243,342	285,446	677.95%	677.95%
NYS Grants & Aid	187,150	238,607		242,249	129.44%	101.53%
NYS Construction Grant	25,000	43,593	11,738	80,322	321.29%	184.25%
Federal Grants & Aid	38,000	24,792	-	43,593	114.72%	175.83%
Fines and Fees	130,213	137,232	17,342	140,625	108.00%	102.47%
Book Sales	5,000	0	435	3,020	60.40%	0.00%
Interest Income	10,000	60,958	350	41,544	415.44%	68.15%
Foundation Contributions	20,000	0	-	-	0.00%	N/A
Rental income	0	17,922	8,644	17,922	0.00%	0.00%
Copier Printers	1,500	0	-	-	0.00%	0.00%
Miscellaneous income & Aid	10,000	8,213	1,180	10,829	108.29%	0.00%
Fund Balance Used	340,745	0				
Total Support and Revenue	9,314,605	8,876,470	837,402	9,153,544	98.27%	103.12%
Expenditures						
Payroll and Related costs	5,294,167	5,127,336	403,820	5,117,572	96.66%	99.81%
Occupancy Costs	675,000	767,426	105,879	715,395	105.98%	93.22%
Materials and Services	655,000	667,435	44,213	632,175	96.52%	94.72%
Administration and Miscellaneous	453,000	425,830	51,309	400,668	88.45%	94.09%
Information Technology	385,000	287,265	19,464	350,020	90.91%	121.85%
Contingency	-			-		
Total Expenditures	7,462,167	7,275,292	624,685	7,215,830	96.70%	99.18%
Debt Service	1,852,438	1,650,594	-	1,635,542	88.29%	99.09%
Net Income (Loss)	-	(49,416)	212,717	302,172		

Tax Collected in Advance Journal Entry 12/31/2017

The auditors made a journal entry in the final December 2017 Income Statement in the amount of \$243,342 to account for the difference of the School annual closing which ends on 6/30 and the Library annual closing which ends on 12/31. This reflects taxes collected in advance. This adjustment increases both revenue and net income in 2017.

Taxes Collected in 2017 for 2018	
Library Operations	6,981,873
Branch Improvement Plan	<u>1,650,594</u>
Total Taxes Collected in Advance	8,632,467
Current Year Earned Tax Revenue for 7/1-12/31/17 (1/2 of Total Taxes Collected in Advance)	4,316,234
12/31/16 Balance of Deferred Income Tax Revenue (For Period of 1/1-6/30/17)	<u>4,257,210</u>
Total Expectation of Earned Tax Revenue in 2017	8,573,444
Amount on APL Trial Balance Before Entry	<u>(8,330,102)</u>
Auditor Adjustment to Increase Revenue	<u><u>243,342</u></u>