

2020-21 Budget* 2020 Budget
Approved by Board

		2020-21 Budget*	2020 Budget
SUPPORT AND REVENUE			
SR 1	Tax Levy - Library Operations	\$7,153,022	\$7,153,022
SR 2	Tax Levy - Branch Improvement Plan	\$1,656,694	\$1,656,694
	<u>TOTAL TAX LEVY</u>	<u>\$8,809,716</u>	<u>\$8,809,716</u>
OTHER REVENUE			
	PILOT Payment	\$480,000	\$440,000
SR 4	NYS Grants	\$238,600	\$238,600
SR 5	Federal Grants	\$32,000	\$32,000
SR 6	Other Grants/Construction Grant	\$90,829	\$20,000
SR 7	Fees and Sales	\$80,000	\$80,000
SR 8	Interest Income	\$80,000	\$20,000
SR 9	Rent Income	\$51,290	\$51,290
	<u>SUBTOTAL OTHER REVENUE</u>	<u>\$1,052,719</u>	<u>\$881,890</u>
SR 10	Total Fund Balance Used	\$174,378	\$267,508
	<u>TOTAL SUPPORT AND REVENUE</u>	<u>\$10,036,813</u>	<u>\$9,959,114</u>
EXPENDITURES			
PAYROLL AND RELATED COSTS			
PR 1	FT Salaries	\$3,423,863	\$4,140,945
PR 2	PT Salaries	\$717,082	\$0
PR 3	NYS Retirement System	\$461,890	\$496,823
PR 4	Payroll Taxes & Processing Fees	\$327,241	\$365,282
PR 5	Employee Benefits	\$1,100,000	\$1,100,000
	<u>TOTAL</u>	<u>\$6,030,076</u>	<u>\$6,103,050</u>
OCCUPANCY COSTS			
OC 1	North Albany Services	\$19,200	\$30,000
OC 2	Utilities & Telephone	\$185,400	\$195,000
OC 3	Building Repairs & Maintenance	\$150,000	\$425,000
OC 4	Maintenance Service Contracts	\$185,000	\$0
OC 5	Custodial Supplies	\$70,000	\$0
OC 6	Vehicle Maintenance	\$8,000	\$0
OC 7	Truck/Van		\$30,000
OC 8	Construction Grant Expense	\$90,829	
OC 9	Furniture/Building Improvements	\$50,000	\$50,000
	<u>TOTAL</u>	<u>\$758,429</u>	<u>\$730,000</u>
MATERIALS AND SERVICES			
MS 1	Books & Audio/Visual Materials	\$427,978	\$419,586
MS 2	Periodicals	\$52,000	\$52,000
MS 3	Central Library Development	\$90,151	\$90,151
MS 4	Central Book Aid	\$67,633	\$67,633
MS 5	Digital Content	\$66,300	\$65,000
MS 6	Programming	\$95,000	\$95,000
	<u>TOTAL</u>	<u>\$799,062</u>	<u>\$789,370</u>
ADMINISTRATIVE AND MISC.			
AM 1	Office & Library Supplies	\$60,000	\$70,000
AM 2	Bank Fees	\$5,000	
AM 3	Memberships	\$5,000	
AM 4	Postage	\$6,000	\$6,000
AM 5	Publicity & Printing	\$25,000	\$25,000
AM 6	Training/Travel	\$30,000	\$40,000
AM 7	Community Relations	\$10,000	
AM 8	Professional Services	\$124,000	\$124,000
AM 9	Tax Cert Payments	\$100,000	
AM 10	Liability Insurance	\$70,000	\$70,000
AM 11	UHLAN Fees	\$56,134	\$0
	<u>TOTAL</u>	<u>\$491,134</u>	<u>\$335,000</u>
INFORMATION TECHNOLOGY			
IT 1	Information Technology Services	\$160,166	\$210,000
IT 2	Information Technology Software	\$40,137	\$25,000
IT 3	Information Technology Hardware	\$101,115	\$110,000
	<u>TOTAL</u>	<u>\$301,418</u>	<u>\$345,000</u>
DEBT SERVICE			
DS 1	Total Debt Service Payment on Branch Improvement Plan	\$1,656,694	\$1,656,694
	<u>TOTAL EXPENDITURES - LIBRARY OPERATIONS</u>	<u>\$10,036,813</u>	<u>\$9,959,114</u>

*Because the budget has no tax increase, it does not have to be put up for a vote. The Board of Trustees unanimously approved it 3/10/20.

Budget Table Key**Support & Revenue**

SR 1	Money collected in property taxes for library operations.
SR 2	Money collected in property taxes to pay library bonds. Corresponds with DS 1.
SR 3	Money received from the City Treasurer, collected from Payment in Lieu of Taxes agreements .
SR 4	Money received from NYS Department of Library Development for central library book aid and services. Corresponds with MS 4 & MS 5.
SR 5	Money received from the federal government through the FCC (eRate) and Institute of Museum and Library Studies (IMLS funds).
SR 6	Money received from the State of New York through the Department of Library Development for construction. Corresponds with OC 8.
SR 7	Money collected from patrons for printing, faxing, Navigator (CDTA) cards, passports, and other services.
SR 8	Money received from interest income made from investments using fund balance and yet-to-be-used operational funds.
SR 9	Money collected from partner organizations for user agreements .
SR 10	Money used from the library's fund balance for operations.

Payroll and Related Costs: Staff Costs

PR 1	Salary for full-time employees.
PR 2	Salary for part-time employees.
PR 3	Payment made to the State of New York for employees' participation in the state retirement system.
PR 4	Cost of payroll system and payments into social security.
PR 5	Employee healthcare and other services.

Occupancy Costs: Building & Vehicle Costs

OC 1	Rent for the North Albany Branch.
OC 2	Heat, water, electric, and telecommunications.
OC 3	Building repairs and maintenance.
OC 4	Contracted services for facility upkeep. Examples: landscaping, HVAC, elevators, alarms.
OC 5	Cleaning supplies for upkeep of buildings. Examples: toilet paper, mops, paper towels.
OC 6	Upkeep of the library's vehicle fleet.
OC 7	Purchase of a new vehicle.
OC 8	Construction projects using NYS Construction Grant funding. Corresponds with SR 6.
OC 9	Small capital projects and furniture replacement.

Materials and Services: Costs to Provide Service to the Public	
MS 1	Physical material. Examples: books, CDs, DVDs.
MS 2	Regularly published material. Examples: newspapers and magazines.
MS 3	Central library services. Example: databases. Corresponds with SR 4.
MS 4	Central library book aid. Example: eMaterial. Corresponds with SR 4
MS 5	Electronic material. Example: eBooks and audiobooks.
MS 6	Programing supplies and payments to program vendors.
Administrative and Misc.: Costs to Provide Administration of the Organization	
AM 1	Office supplies for branches and administration.
AM 2	Banking fees.
AM 3	Memberships to professional organizations. Examples: American Library Association, New York Library Association, Trustee Association.
AM 4	Postage to send correspondence and Interlibrary Loan items.
AM 5	Library marketing material. Examples: posters, flyers, program guide, Friends postcard.
AM 6	Training staff, both in-house and travel to conferences.
AM 7	Travel, fees, and supplies for participating in regional and local community events. Examples: job fairs, Chamber dinner.
AM 8	Professional services. Examples: system costs, legal fees, consulting fees.
AM 9	Payments made to school district for money reimbursed to property owners after reassessments.
AM 10	Liability insurance
AM 11	UHLAN Fees
Information Technology	
IT 1	Contracted services for technology. Examples: copiers, internet connections.
IT 2	Software for staff and public computers.
IT 3	Computers, network equipment, and phone hardware for staff and patron services.
Debt	
DS 1	Debt service payments. Corresponds with SR 2.