

# Albert Wisner Public Library

## Operating Budget

### Comparison FY 2020/2021 and Proposed FY 2021/2022

Code	Income Item		Actual		Proposed
			FY 2020-2021		FY 2021-2022
4000	Taxes		\$1,624,500		\$1,624,500
4020	Library Charges		6,000		\$5,500
4040	Interest		\$30,000		\$15,000
4080	Gifts		\$30,000		\$30,500
4120	Grants		\$7,375		\$6,000
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4150	Reserve Appropriation		\$89,125		\$105,500
	Total		\$1,787,000		\$1,787,000
	<b>Expense Item</b>				
5000	Salaries & Benefits		\$1,077,500		\$1,101,600
	Salaries	\$815,000		\$832,000	
	Medical	\$107,000		\$110,000	
	Other Benefits	\$13,500		\$13,000	
	FICA	\$62,000		\$64,000	
	NYS Retirement	\$80,000		\$82,600	
5100	Library Materials		\$223,000		\$220,000
	Books	\$96,500		96,500	
	AV	\$119,500		\$116,500	
	Serials	\$7,000		\$7,000	
5200	Programming		\$30,000		\$30,000
5300	Technology/Equipment		\$119,000		\$115,000
	Equipment	\$90,000		\$90,000	
	Tele/Internet	\$6,000		\$6,000	
	Maintenance	\$23,000		\$19,000	
5400	Building Maintenance		\$220,000		
	Utilities	\$56,000		\$55,000	\$207,400
	Cleaning/Upkeep	\$44,000		\$8,000	
	Other Maintenance	\$120,000		\$144,400	
5500	Professional Fees/Insurance		\$75,500		\$75,000
5600	Office/Supplies		\$42,000		\$38,000
	Total		\$1,787,000		\$1,787,000

# Albert Wisner Public Library

## Operating Budget Annotations

FY 2021-2022

July 1, 2021 - June 30, 2022

**Due to the continuing impact of the coronavirus pandemic, the Library Board did not ask for an increase in operating support from the public in 2021. The FY 2021-2022 budget reflects no increase in tax support from the prior year.**

- **SALARIES and BENEFITS: Acct Code: 5000** -- covers the cost of staff salaries and benefits for all library employees. During the pandemic several vacancies due to retirement have been held open and funds remain in the budget to fill these positions when needed. Other benefits include FICA, health insurance and required disability, and workers' compensation. This also covers staff development and training.
- **LIBRARY MATERIALS: Acct Code: 5100** -- covers the purchase of all materials used by the public and staff. Items include books, DVDs, Books on CD, Music CDs, Databases, e-books and other digital content as well as e-readers, magazines, newspapers and microfilm.
- **PROGRAMMING: Acct Code: 5200** -- covers the cost of Library programs such as the Children's Summer Reading Program, story hours, computer instruction classes, book discussion and enrichment programs for people of all ages and many special activities. Since March 2020, due to the coronavirus pandemic, all Library programming has moved online using a variety of platforms.
- **TECHNOLOGY/EQUIPMENT: Acct Code: 5300** -- covers the operating cost of providing access to computers in the Library for staff and the public, as well as the purchase, repair and maintenance of all Library equipment. The Ramapo Catskill Library System provides technical support for the Library's computer system. Also covered are wireless access and all telecommunications costs including Internet service and programming costs associated with the Library's website, which provides access to Library collections, information about programs and services and research databases 24/7.
- **BUILDING MAINTENANCE: Acct Code: 5400** -- covers utilities as well as custodial supplies, routine building maintenance and repair such as HVAC maintenance, snow removal and grounds upkeep. The budget also reflects additional costs related to managing the effects of the coronavirus pandemic by providing additional safety measures including additional cleaning, PPE for staff and the general public, and protective barriers at staff and public service desks.
- **PROFESSIONAL FEES/INSURANCE: Acct Code: 5500** -- covers bookkeeping, payroll services, accounting, consulting and attorney fees, plus the Library's membership in the American Library Association, the New York Library Association and the Orange County Library Association. Because of stagnant NYS funding, the Ramapo Catskill Library System continues to exact an annual service fee for all members. This fee covers costs for delivery of library materials, staff training and other administrative support from RCLS. The cost of insurance for the building and its contents is included here, as is liability insurance and Director's and Officer's insurance.
- **OFFICE/SUPPLIES: Acct Code: 5600** -- includes office and library supplies, processing fees for materials, postage, telephone, bank fees and the cost of publicity for the Library, including publication of the all of the Library's weekly electronic newsletters and its special print newsletter.