

Proposed Wallkill Public Library 2019 budget - DRAFT ONLY!!!!

Approved by voters tbd

	1Q19 Budget	2Q19 Budget	3Q19 Budget	4Q19 Budget	2017 Actual	2018 actual + projection	2018 Budget	2019 Budget	Comments regarding 2019 budget
Income									
Tax Levy	347,704				340,016	342,566	342,566	347,704	1.5% increase
Library Fines & Fees									
Program fees	125	125	125	125	770	767	300	500	Increase to \$125/Q
Fines	100	100	100	100	2,594	1,402	2,900	400	6 mo Fine free trial basis for Youth & YA
Copies	400	400	400	400	1,709	1,705	1,800	1,600	\$400/Q
Faxes	300	300	300	300	1,627	1,276	1,800	1,200	\$100/mo
Lost book reimbursement	30	30	30	30	165	136	120	120	\$30/Q
Replacement Library Card	15	15	15	15	65	69	60	60	5 cards @ \$3 = \$15/Q
Total Library Fines & Fees	970	970	970	970	6,929	5,355	6,980	3,880	
Grants/Contracts									
NOAA Place Grant					1,000	-	-	-	
RCLS Outreach Grant					1,000				
Special Legislative Grant					3,000				
Historical Gaming Society Grant						500			
Romance Writers of America Grant						4,500	-	-	
Stewart's Shops Holiday Match					600	600	-	-	
LLSA			1,800	200	2,031	2,000	2,000	2,000	Est \$2000: 90% in 3Q + 10% in 4Q
Total Grants/Contracts	-	-	1,800	200	7,631	7,600	2,000	2,000	
Interest Income	300	300	300	300	1,242	1,895	1,200	1,200	\$100/mo
Fund Raising Income									
Amazon Smile donations	25	25	25	25	63	104	60	100	Est \$25/Q
Total Fund Raising Income	25	25	25	25	63	104	60	100	
Memorials and Donations									
Contributions Income	500	500	500	500	3,990	4,906	3,000	2,000	\$500/Q
Total Memorials and Donations	500	500	500	500	3,990	4,906	3,000	2,000	
Other Income					390	593	-	-	
Miscellaneous Income	5	5	5	5	(8)	12	40	20	\$5/Q
Reimbursed Expenses	20	20	20	20	63	53	80	80	\$20/Q
Total Income	349,524	1,820	3,620	2,020	360,316	363,084	355,926	356,984	
Expense									
Grant Expense									
NOAA PLACE Grant					581	420	-	-	
Historical Gaming Grant						500	-	-	
Romance Writers Grant						4,500	-	-	
RCLS Outreach Grant					939	-	-	-	
Total Grant Expense	-	-	-	-	1,520	5,420	-	-	
Electronic equipment					-	-	-	-	No budget - will transfer from savings, if needed
Marketing/Public Relations									
Advertising	101	101	121	73	392	403	724	396	Legal \$17/mo + vote ad \$20 + \$50/Q promo + \$300 other ad
Marketing & Promotional Items	50	50	491	50	501	70	597	641	Constant Contact 2017 \$420 + Est 5% increase + \$50/Q
Web Services		630			600	600	630	630	Piper Mtn Annual fee 2018 \$600 + Est 5% increase
Total Marketing/Public Relations	151	781	612	123	1,494	1,073	1,951	1,667	
ANSER/New Technology	5,042	5,042	5,042	5,042	18,331	18,368	19,672	20,170	2017 Actuals \$4584/Q + Est 10% increase
Bank Service Charges									
Paypal fees	5	5	5	5	12	15	20	20	\$5/Q
Bank Service Charges - Other	9	9	9	9	36	24	36	36	\$3/mo paper stmt fee for Payroll acct
Total Bank Service Charges	14	14	14	14	48	39	56	56	
Archives									
Barbarie Patent	3	3	3	3	12	12	12	12	\$3/Q Storage fee
Archives - Other	100	100	100	100	32	200	400	400	\$100/Q for materials/supplies
Total Archives	103	103	103	103	44	212	412	412	
Computer Support & Maintenance									
Software	150	150	400	150	1,490	676	1,225	850	\$150/Q for anti-virus, + \$250 QB
Computer Support & Maintenance	300	2,115	300	300	1,023	3,433	3,015	3,015	BlueSocket \$65 + RCLS svc fee \$1400 + \$300/Q + \$350 Envisionware
Total Computer Support & Maintenance	450	2,265	700	450	2,513	4,108	4,240	3,865	
Depreciation Expense				797	1,174	1,104	1,104	797	Based on 2019 Depreciation schedule
Dues & Memberships	250	250	250	250	852	818	1,000	1,000	\$250/Q ALA, UCLA, NYLA, ALTAFF etc
Insur									
Medical Insurance	1,517	1,517	1,517	1,517	-	500	5,367	6,067	Based on: 2015: \$632*80% / mo
Workers Compensation	200			3,600	3,396	3,609	3,500	3,800	Est \$200 final 2018 audit + \$3600 for 2019
Liability Insurance				4,300	4,016	5,000	5,000	4,300	Est 2019 \$4300
Disability Insurance				523	130	357	525	523	2018: \$475 + Est 10% increase
Directors & Officers				671	610	679	679	671	2017: \$610 + est 10% increase
Total Insurance	1,717	1,517	1,517	10,610	8,151	10,145	15,071	15,361	
Landscaping	1,700	1,000	750	1,100	3,367	4,524	4,550	4,550	Same as 2017
Maintenance									
Storage unit rental	375	375	375	375	1,500	1,500	1,500	1,500	\$125/mo
Pest Control			1,017		969	1,017	1,017	1,017	2017 \$969 + Est 5% increase

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	1Q19 Budget	2Q19 Budget	3Q19 Budget	4Q19 Budget	2017 Actual	2018 actual + projection	2018 Budget	2019 Budget	Comments regarding 2019 budget
Security Service Call	150				-	339	150	150	Estimate 1 service call annually
Building improvements					2,450	343	-	-	No budget - will transfer from savings, if needed
Cleaning	1,985	1,957	1,985	1,957	8,441	7,906	7,941	7,884	MOS \$26.75/wk + Est 5% inc + Sally \$540/mo
Security Contract	88	88	88	88	336	336	352	353	2017 \$84/Q + Est 5% increase
Maintenance - Other	1,000	1,000	1,000	1,000	2,855	3,995	4,000	4,000	\$1000/Q for handyman projects
Total Maintenance	3,598	3,420	4,466	3,420	16,552	15,434	14,960	14,905	
Office Expense									
Computer Equipment					2,441	1,529	-	-	
Furniture					-	609	-	-	
Copier & Equipment Contra	600	600	600	600	3,346	2,642	3,200	2,400	\$150 monthly DPP + \$150/Q overage
General supplies	1,000	1,000	1,000	1,000	5,812	2,657	4,000	4,000	\$1000/Q
Copier and Equipment supp	600	600	600	600	1,422	1,486	2,400	2,400	\$600/Q
Total Office Expense	2,200	2,200	2,200	2,200	13,021	8,923	9,600	8,800	
Payroll Expenses									
Gross Payroll	47,254	55,130	47,254	55,130	180,836	203,672	203,793	204,769	3% increase for most staff, dollar increases for one
Payroll Taxes									
FICA Expense	3,615	4,217	3,615	4,217	13,844	15,581	15,590	15,665	6.2% Soc Sec + 1.45% Medicare gross payroll
Payroll taxes - other					58	-			
SUTA	945	1,103	945	1,103	1,507	2,833	4,076	4,095	Fluctuates every year btwn 1.5% - 4% Est 2% for 2019
Total Payroll Taxes	4,560	5,320	4,560	5,320	15,408	18,414	19,666	19,760	
Payroll Service Fees			671		610	622	622	671	2017 actual \$610 + 10% est increase
Payroll Expenses - Other	126	147	126	147	918	522	546	546	\$1.75/employee * 12 employees * 26 payrolls
Total Payroll Expenses	51,940	60,597	52,611	60,597	197,772	223,230	224,627	225,746	
Postage and Delivery	250	250	250	250	562	563	1,000	1,000	2 rolls stamps @ \$49 = \$98 + \$152 S&H = \$250/Q
Professional Fees	300	300	450	300	1,350	2,200	1,350	1,350	Archivist \$100/Mo + Voter official \$150
Program Expense									
Adult & Teen Programming	750	750	750	750	807	2,253	2,000	3,000	\$750/Q
Performer/Educator	500	500	500	500	1,697	1,165	1,200	2,000	\$500/Q
Materials & Supplies - teens	500	500	500	500	448	1,491	2,000	2,000	\$500/Q
Materials & Supplies - childr	500	500	500	500	1,932	1,717	2,000	2,000	\$500/Q
Summer Program									
Printing & Reproduction		500			248	397	500	500	\$500 for SRP calendars & flyers
Materials & Supplies - teens	500	250			230	110	1,000	750	\$750
Materials & Supplies - childr	1,500	1,000			2,283	1,366	2,400	2,500	\$2,500
Performers		2,000			1,580	1,475	2,000	2,000	May be covered by Friends
Summer Program - Other		300			126	-	300	300	
Total Summer Program	2,000	4,050	-	-	4,467	3,348	6,200	6,050	
Program Expense - Other					-	-	-	-	
Total Program Expense	4,250	6,300	2,250	2,250	9,351	9,974	13,400	15,050	
Equipment Repairs/Contract	125	125	125	125	-	250	500	500	\$125/Q
Total Repairs	125	125	125	125	-	250	500	500	
Awards/Scholarships	-	250	-	-	250	250	250	250	Same as 2018
Staff Training									
Conferences	500		500		-	-	2,000	1,000	reduced for 2019
Staff Training - Other	325	225	225	225	317	450	1,000	1,000	Same as 2018
Total Staff Training	825	225	725	225	317	450	3,000	2,000	
Music - CDs or other					128	200	800	-	Reduced for 2019
e-books	850	850	850	850	2,038	2,075	2,200	3,400	\$600/Qtr pooling + \$1000 add'l
Audiobooks - McNaughton	2,800				4,181	3,175	3,200	2,800	Reduced for 2019
DVDs/Videos	450	450	450	450	1,629	1,810	2,400	1,800	\$150/mo
Newspapers	800	400	200	200	705	1,286	1,400	1,600	Shaw Jnl, NPTime, THR, WVTimes
Books					14,458	-	-	-	
<i>Children's</i>	680	500	500	500	4,508	1,996	1,800	2,180	\$500/Q
YA	300	300	300	300	229	1,324	1,800	1,200	\$100/mo
Adult	6,630	2,700	1,500	2,700	1,060	9,905	12,950	13,530	McN + CPLP + \$1500/Q
Magazines	300	300	300	300	875	1,069	1,200	1,200	\$100/mo
Total Supplies & Materi	12,810	5,500	4,100	5,300	29,810	22,839	27,750	27,710	
Travel	400	400	400	400	630	1,370	1,600	1,600	\$400/Q
Telephone	450	450	450	450	1,627	1,692	1,800	1,800	Estimate \$150/mo
Gas & Electric	2,300	1,500	1,300	2,250	6,474	7,396	7,000	7,350	Based on 2018 Actuals
Water & Sewer	271				259	258	271	271	2018 \$258 Actual + Est 5% increase
Waste Disposal	193	193	145	145	538	572	662	676	2018 \$46/mo actual + 5% Est increase + 2 extra p/ups
Total Utilities	3,214	2,143	1,895	2,845	8,897	9,917	9,733	10,097	
Miscellaneous	25	25	25	25	-	-	100	100	Estimate \$25/Q for late fees
Total Expense	89,365	92,708	78,485	96,427	316,004	341,213	355,926	356,984	
Net Ordinary Income	260,160	(90,888)	(74,865)	(94,407)	44,312	21,871	-	0	
Net Income	260,160	(90,888)	(74,865)	(94,407)	44,312	21,871	-	0	