

Elting Memorial Library | Proposed Operating Budget 2023

	2022 Adopted Budget	2022 Actual	2023 Proposed Budget
INCOME			
Donations	10,000	35,149	18,000
Gifts and Endowments	3,650	400	11,000
Public Funds	657,500	660,527	660,800
Interest	8,500	7,411	18,000
Other Income	7,940	14,227	29,940
Fundraising Income	34,000	51,310	50,500
TOTAL INCOME	721,590	769,024	788,240
EXPENSE			
Salaries and Wages	412,485	374,641	432,430
Payroll Taxes and Expense	94,665	91,942	101,217
Materials	42,500	35,687	42,500
Building Operation	76,900	77,448	85,900
Programs	9,750	14,033	11,750
Technology	28,500	29,086	28,200
Library Operations	40,400	42,494	49,600
Fundraising Expense	13,950	12,950	13,000
TOTAL EXPENSE	719,150	678,281	764,597
NET	2,440	90,743	23,643

Note: Numbers presented as 2022 actuals may vary slightly from final actuals as additional end of year adjustments are made.

Elting Memorial Library | 2023 Operating Budget Proposal | Narrative

INCOME

DONATIONS

Donations vary by year. It is expected that general donations - will increase slightly based on the prior year. While restricted donations are likely to remain the same as in 2022.

Memorial and Honorific Gifts

The amount varies year of year.

Other Donations

Miscellaneous other donations, including those given spontaneously (not in response to an appeal) or specifically for the Historic Collection.

GIFTS AND ENDOWMENTS

The interest from a long-term restricted donation is accepted and will be used to enhance funding of library programs especially for children and young patrons. .

LOCAL PUBLIC FUNDS

Public funding from the residents of the Town of New Paltz will remain at the level approved through a public vote in November 2021. Local Library Service Aid (MHLS -NYS) is expected to continue at the 2022 level.

INTEREST FROM INVESTMENTS

The library maintains several safe investments per NYS regulations. Investments include checking and savings accounts, Money Market Funds (MMF), Insured Cash Sweeps (ICS), and Certificate of Deposit Account Registry Services (CDARS).

With interest rates increasing for the first time in many years, brokerage accounts were opened with local banks. Savings from various funds were transferred to US T-Bills and Notes that paid higher interest than locally available.

OTHER INCOME

These are a diverse set of income items from library operations. Set slightly higher than past years.

Passports

Elting Library expanded outreach to the community by becoming a Passport Acceptance Facility in August 2022. The library offers passport services to the public including passports, photos,, and mailing. This is very promising service that also provides our library with income. Several staff members are fully trained.

GRANTS

Music in the Garden was renamed Music on the Hill as the concerts now take place in a larger area so the program can expand The music series depends on funding through grants and private donations. Set at prior year levels for 2023

FUNDRAISING INCOME

Spring Appeal

The Spring Appeal is an appeal to a limited number of patrons. The value is set based on prior years' experience.

End of Year Appeal

This is the library's major appeal. It mailing goes out prior to Thanksgiving.

Library Fair

The Fair for 2022 was the 65th annual fair for the library. A nominal increase over past Fairs is projected.

EXPENSES

PAYROLL

Salaries and Wages

This large increase reflects changes related to higher inflation, minimum salary at \$15, merit pay for specific individuals, and new 403B and 457 benefits for staff retirement savings.

Minimum wage

All employees are at or above the required minimum wage level. This is an increase above the NYS requirements.

Payroll Taxes

Employer FICA and Medicare taxes based on proposed 2023 salaries.

Health Insurance

In 2023, the Library will pay for health insurance for several employees -[I don't have]. The Library pays 75% of the cost of each policy which is the Gold plan offered by MVP. For employees over 65, the library pays 75% of Medicare part B.

Retirement 403B and 457 plans

It is expected that all 15 staff people and the director will participate in 2023. This includes a onetime inducement of \$100 to each employee that enrolls and pays into the plan. The library matches up to 3% of the employee's earnings.

Other Benefits

Required disability insurance, workmen's compensation insurance and unemployment insurance.

Staff Development

In 2023, the board requires staff to participate in continuing education. Many programs are now offered virtually allowing for easier participation without travel. Amount to remain as prior years.

MATERIALS

The material budget reflects the public demand of our materials as well as our requirements as part of the Mid-Hudson Library System. The bottom line is the same as in 2022 with more digital materials being purchased in 2023.

Books

The amount for physical print books is slightly reduced for 2023 to allow for increases in digital resources.

Electronic Materials

The prior spending continues as is.

Downloadable Audio

Slight increase due to public demand and Mid-Hudson Library System resource sharing standards.

Periodicals

The Elting Memorial Library offers print and digital magazines, newspapers and similar periodicals. In 2023, there will be a slight increase due to rising costs.

Mid-Hudson Library System Fees

Reflects the amount charged to the Library to obtain books for patrons through interlibrary loan as well as the cost to allow patrons to access digital materials through the Mid-Hudson Library System's shared online catalog. The overall Mid-Hudson Library System funding remains constant for 2023. There is a prospect that unexpected increases may happen in 2023.

Material Supplies, Repair and Conservation

The projected cost of repairing materials in the general collection on an as needed basis and selectively conserving archival materials in the historic collection.

BUILDING OPERATION AND MAINTENANCE

Capital Projects

A reserve to pay for several maintenance projects. These include replace two (2) foot CFL with LED, repair leak in the dormer in children's area. A grant from The Division of Library Development (DLD) has been secured to pay for part of this work. The library has secured a private donation to cover the cost of conducting a heat loss test using a drone. (Not sure what it is really called!)

Repairs and Maintenance

Based on actual expenses from prior years. A small reserve is included for unexpected repairs. In addition, the furnace circulating pump needs to be replaced in 2023 This item has been carried on the TO DO list since 2020 and needs to be fixed.

Electric

Based on actual and includes small increase for inflation. .

Fuel

The Elting Memorial Library moved to a new oil company in 2022 to increase service and secure a better rate. The budget represents an increase over prior year actuals due to inflation.

Other Utilities

The Elting Memorial Library's utilities have increased due to inflation. This includes Village of New Paltz water/sewer bill, alarm system and garbage pickup. Garbage removal had to be resourced and the price increased.

Umbrella Insurance

A reduction when compared to 2020 expenses and based on prior years actuals

A reduction when compared to 2020 expenses and based on prior years actuals.

Cleaning

Reduced based on 2020 actual costs, cleaning services continue during the pandemic. Moved to a new cleaning company in 2022 which reduced our costs. In 2023, they are increasing their fee by \$50/month.

Landscaping and Groundworks

In 2022, we moved to a new landscaping company. The budget reflects general landscaping upkeep and mowing/weeded of the grounds. Estimated cost in 2023 same as prior years. In addition, volunteers will continue to maintain the gardens and outside facilities annually.

Snow Removal

Continuing at 2022 level, the actual amounts vary year by year and are very unpredictable. Costs include plowing the parking lot and snow blowing and salting the walkways. A professional service was hired to clean and salt the walkways for 2022. A prior arrangement to perform this work did not work well.

PROGRAMS

Adult Programs

The projected cost of presenting programs for adults, including Music in the Garden which will be funded through grants and private donations.

Teen Programs

The teen programs will be enhanced by using additional funds from a private donation (Grandma Cookie Fund.)

Children's Programs

Our children's programs have increased dramatically over prior years. The library will use interest on a restricted endowment to enhance children's programs in 2023.

TECHNOLOGY

Hardware and Computers

The library received a private donation in 2022 that provided for several new computer/technology purchases. In 2023 we were able to reduce this line slightly as there are no major purchases planned for 2023.

MHLS

The cost of Mid-Hudson Library System IT services will stay the same for 2023.

LIBRARY OPERATIONS

This covers many items used to pay for the daily cost of operating the library. A modest overall is expected due to inflation.

Furnishings

Slight increase to replace items broken or damaged as last years budget was too tight

Postage

Postage expected to increase due to mailings in support of the new Passport service and will offset by the income from passport services.

Accounting

The cost of completing an annual 990 tax form and completing an Accounting Review in 2023. Estimate cost will remain the same. In 2024, the Board will consider doing a full audit.

Professional Services

The cost of payroll services for 15 employees, and the e-newsletter software service.

FUNDRAISING EXPENSES

Library Fair

A number of ideas will be explored to reduce the overall cost of the Library Fair. The goal is to bring down the cost by ?? in 2023.

Direct Mail Appeals

The cost of preparing and mailing the spring appeal and the end of year appeal.

Other Fundraising Expenses

Includes miscellaneous expenses, including the expense of processing online donations and Development Committee outreach.

ADMINISTRATIVE

MHLS Database and Administration

The charge assessed to the Library for access to the circulation management database and for the public computer control software (SAM).

Supplies

This includes all book covering materials, paper, ink, toner, and similar office and library supplies. An increase over prior years as multiple items were consolidated under this heading. This includes the projected cost of inflation.

Printing

The library has increased its advertising and public communication through new informative brochures, flyers, poster, and signage.

Telephone and Cable for internet

In 2022, the library had to update the telephone wires in the building. No additional costs are expected in 2023, a modest increase based on inflation.

Postage

Non-fundraising postage. Based on 2020 actual.

Dues

For the New York Library Association, New Paltz Rotary, Ulster County Library Association and other professional groups, including memberships related to the historic collection.

Bank Charges

Based on 2022 actual.

Equipment Rental and Maintenance

Based on 2022 actual.

Elting Memorial Library | Proposed Capital Budget 2023

INCOME	
New York State Division of Library Development	46,000
Other Capital Project Income	2,250
TOTAL INCOME	48,250

EXPENSE	
Children's Library Dormer Window and Roof	7,000
Installation of LED Lighting	22,000
New Book Return in Parking Lot	6,000
Parking Lot Upgrades	2,000
TOTAL EXPENSE	37,000

NET	11,250
------------	---------------

Note: For 2023, the Library is proposing a change in how it tracks and presents capital expenses. For this reason, this proposed budget does not contain prior year budgeted and actual numbers.

Elting Memorial Library | 2023 Capital Budget Proposal | Narrative

CAPITAL PROJECTS

A reserve to pay for several maintenance projects. A grant from The Division of Library Development (DLD) and private donations have been secured to pay for part of this work.

DLD CAPITAL PROJECT

The Elting Memorial Library was awarded over \$46,000 by The Division of Library Development through the New York State Construction Grant Program for capital projects including: a wheelchair lift, architectural plans, repair roof/dormers in the Children's Library, installation of LED lighting, an outdoor book return in the parking lot.

OTHER CAPITAL PROJECT INCOME

The library received a gift of \$1,750 towards upgrades in the library's parking lot including new signage. The library has secured a private donation of \$500 to cover the cost of conducting a heat loss test of our building using a drone.