

	APPROVED 2019-2020	ACTUALS 2019-2020	APPROVED 2020-2021	CURRENT 2020-2021	Percentage 2020-2021	2021-2022	% CHANGE	\$ CHANGE
REVENUES								
School District Tax	3,085,042	3,085,042	3,281,062	1,571,577	50%	3,331,139	1.53%	50,077
From Fund Balance/Reserv	37,000	37,000						
Operating Income	21,000	46,255	23,100	24,282		13,100	-43.3%	-10,000
<i>Other - bid deposits</i>				150	n/a			
<i>Donations</i>				1,982	n/a			
<i>Fines</i>	20,000	27,965	20,000	11,546	58%	10,000	-50.0%	
<i>Commissions</i>	2,100	1,743	2,100	785	37%	2,100	0.0%	
<i>Lost & Paid</i>	4,000	314	500	10	2%	500	0.0%	
<i>Theater Rental</i>	500	260	500	0	0%	500	0.0%	
Local Library Aid + Misc. Inc	5,000	5,340	5,000	4,809	96%	4,000	-20.0%	-1,000
Investment Income	5,000	10,633	5,000	5,000	100%	5,000	0.0%	0
TOTAL REVENUES	\$3,153,042	\$3,168,297	\$3,314,162	\$1,595,859		\$3,353,239	1.18%	\$39,077
EXPENDITURES								
PERSONNEL								
Salaries	1,666,460	1,554,817	1,755,124	797,777	44%	1,768,773	0.8%	13,649
Benefits	801,199	709,888	790,997	415,601		817,211	3.3%	26,214
<i>Disability Insurance</i>	707	589	984	-297	-30%	866	-12.1%	-119
<i>Health Insurance</i>	432,841	313,383	426,804	116,947	30%	448,839	5.2%	22,035
<i>Medicare Reimbursement</i>	0	35,172		18,699				
<i>NY METRO</i>	3,077	2,492	3,077	775	25%	3,077	0.0%	0
<i>NYS Retirement</i>	235,000	223,887	225,000	221,824	99%	230,250	2.3%	5,250
<i>Social Security</i>	117,715	110,798	123,272	57,175	48%	122,320	-0.8%	-952
<i>Workers Compensation</i>	11,859	23,567	11,859	478	4%	11,859	0.0%	0
TOTAL PERSONNEL	\$2,467,659	\$2,264,705	\$2,546,121	\$1,213,378		\$2,585,984	1.6%	\$39,863
MATERIALS								
Books	71,000	68,557	71,000	29,256	41%	73,150	3.0%	2,150
Electronic Materials	50,000	38,832	50,000	16,182	32%	57,000	14.0%	7,000
Periodicals	15,225	16,611	13,125	12,800	84%	13,125	0.0%	0
Recordings	37,257	31,012	37,257	13,101	35%	32,752	-12.1%	-4,505
Software	500	0	500	0	0%	500	0.0%	0
TOTAL MATERIALS	\$173,982	\$155,012	\$171,882	\$71,339		\$176,527	2.7%	\$4,645
OPERATING EXPENSES								
Building Maintenance & F	39,300	48,994	49,300	22,209	57%	49,300	0.0%	0
Building Service Contract	47,230	51,216	56,196	19,870	33%	71,876	27.9%	15,680
Custodial Supplies	9,000	8,344	9,000	3,569	40%	9,000	0.0%	0
Development						4,500	N/A	4,500
Director's Contingency	500	174	500	389	78%	500	0.0%	0
Electricity	52,000	45,238	48,000	18,121	35%	48,000	0.0%	0
Equipment Maintenance	17,269	12,485	14,374	4,532	26%	14,374	0.0%	0
Fuel	15,000	17,691	17,000	1,920	11%	17,000	0.0%	0
Grounds Maintenance	18,500	25,764	19,500	9,460	49%	0	-100.0%	-19,500
Insurance	38,920	25,169	27,000	21,105	54%	27,000	0.0%	0
Office & Library Supplies	19,500	19,337	19,500	5,116	26%	19,500	0.0%	0
Postage	5,502	6,744	5,502	1,235	22%	5,502	0.0%	0
Printing	7,040	6,811	7,040	2,115	30%	7,040	0.0%	0
Professional Fees	82,180	81,292	82,246	23,136	28%	71,846	-12.6%	-10,400
Programs	18,307	13,488	18,307	5,457	30%	18,307	0.0%	0
Property Taxes	8,000	6,293	7,000	0	0%	7,000	0.0%	0
Telephone	9,214	6,422	9,456	2,797	30%	9,456	0.0%	0
Travel	3,090	5,480	3,438	2,236	65%	1,437	-58.2%	-2,001
Water	1,700	1,512	1,700	1,092	64%	1,700	0.0%	0
Westlynx/Technology	119,150	106,020	111,100	12,126	10%	117,390	5.7%	6,290
TOTAL OPERATING EXPEN!	\$511,402	\$488,474	\$506,159	\$156,485		\$500,728	-1.1%	-\$5,431
Operating Request Increase			\$3,224,162			\$3,263,239	1.21%	\$39,077
Capital Reserve			\$90,000			\$90,000		\$0
TOTAL EXPENDITURES			\$3,314,162			\$3,353,239	1.18%	\$39,077

CHAPPAQUA LIBRARY 2021-2022 BUDGET

			Hours	% change	New	% change	Dept. Hc	21 / 22	Budgeted	Current		
			/Week	hours	Rate	rate	&/or	Annual	20 / 21	Rate		
							Stipend	Earnings	Earnings			
* hourly employee												
** Department Head												
ADMIN.	Dir III -	Farber	35.00	0.0%	128,750	3.00%		128,750	142,147	125,000	Farber	
	** Asst. Dir	Unknown	35.00	0.0%	87,550	3.00%	1,250	88,800	113,802	85,000	Unknown	
		ADM. TOTAL	70.00	0.0%				217,550	255,949			
PROF. LIBRARIANS &	Gallery/Graphics	D'Amico	21.00	0.0%	31.26	3.00%		34,141	34,725	30.35	D'Amico	
	** Comm.Res.	Kuhn	33.00	-2.9%	45.36	3.00%	1,250	79,090	79,109	44.04	Kuhn	
	Lib. Asst	Scudo	35.00	0.0%	32.21	3.00%	1,250	59,879	58,171	31.28	Scudo	
	Librarian I	Polasko	35.00	0.0%	33.82	3.00%		61,560	59,767	32.84	Polasko	
	Librarian I	Sanchez	14.00	0.0%	33.82	3.00%		24,624	0	32.84	Sanchez	
	Librarian I	Mincin	35.00	0.0%	35.72	3.00%		65,013	63,119	34.68	Mincin	
	* Librarian II	Fuqua	20.00	0.0%	40.17	3.00%		41,777	37,954	39.00	Fuqua	
	* Librarian I	Houston	0.00	0.0%	36.57	3.00%		0	0	35.50	Houston	
	* Librarian I	Lawyer	2.00	0.0%	33.82	3.00%		3,517	3,415	32.83	Lawyer	
	* Librarian I	Nadas	17.00	0.0%	33.82	3.00%		29,901	29,030	32.84	Nadas	
	* Librarian I	Saphra	17.00	0.0%	33.82	3.00%		29,901	29,030	32.84	Saphra	
	* Librarian I	Stettmisch	17.00	0.0%	33.82	3.00%		29,901	29,030	32.84	Stettmisch	
	Librarian II	Rogan	35.00	0.0%	39.56	3.00%	1,250	72,003	64,911	38.41	Rogan	
	Librarian II	Friedman	35.00	0.0%	35.82	3.00%		65,188	63,290	34.77	Friedman	
	Librarian II	Garland	28.00	0.0%	35.99	3.00%		52,402	50,876	34.94	Garland	
	Librarian II	Paulsen	35.00	0.0%	40.71	3.00%	1,250	75,345	73,187	39.53	Paulsen	
	* Librarian II	Bueti	35.00	0.0%	52.27	3.00%	1,250	96,383	93,612	50.75	Bueti	
		LIB. TOTAL	414.00	3.0%				820,623	769,226			
SUPPORT STAFF	* Lib. Clerk	Higgins	9.00	0.0%	17.01	3.00%		7,958	6,011	16.51	Higgins	
	* Lib. Clerk	Lim	7.00	0.0%	17.01	3.00%		6,190	6,011	16.51	Lim	
	* Lib. Clerk	DeBellis	8.00	0.0%	17.01	3.00%		7,074	6,011	16.51	DeBellis	
	* Lib. Clerk	Smith	4.00	0.0%	17.01	3.00%		3,537	3,435	16.51	Smith	
	* Lib. Clerk	Cohen	17.00	0.0%	19.10	3.00%		16,881	16,389	18.54	Cohen	
	* Lib. Clerk	Berger	13.00	0.0%	19.22	3.00%		12,993	13,582	18.66	Berger	
	* Lib. Clerk	Diederich	13.00	0.0%	20.09	3.00%		13,577	13,179	19.50	Diederich	
	* Lib. Clerk	Katz	13.00	0.0%	20.62	3.00%		13,940	13,536	20.02	Katz	
	* Lib. Clerk	Allen, A.	14.00	0.0%	20.62	3.00%		15,012	14,578	20.02	Allen, A.	
	* Lib. Clerk	Fisher, M	2.00	0.0%	21.42	3.00%		2,228	2,163	20.80	Fisher, M	
	* Lib. Clerk	Boneparth	13.00	0.0%	22.23	3.00%		15,026	14,586	21.58	Boneparth	
	* Lib. Clerk	Gates	9.00	0.0%	22.23	3.00%		10,402	10,098	21.58	Gates	
	* Lib. Clerk	Gutierrez	0.00	0.0%	22.23	3.00%		0	0	21.58	Gutierrez	
	* Lib. Clerk	Cullen	0.00	-100.0%	25.74	3.00%		0	5,198	24.99	Cullen	
	Lib. Clerk	Parise	24.00	0.0%	25.89	3.00%		32,316	31,372	25.14	Parise	
	Sr. Lib. Clk.	Wolff	22.00	0.0%	26.45	3.00%		30,259	29,375	25.68	Wolff	
	Sr. Lib. Clk.	Edrich	35.00	0.0%	27.24	3.00%		49,583	48,135	26.45	Edrich	
	Sr. Lib. Clk.	Bradie	20.00	0.0%	27.45	3.00%		28,547	27,717	26.65	Bradie	
	Sr. Lib. Clk.	Fisher, A.	12.00	0.0%	30.66	3.00%		19,134	18,575	29.77	Fisher, A.	
	* Sr. Lib. Clk.	Rohde	15.00	0.0%	33.01	3.00%		25,749	24,998	32.05	Rohde	
	Sr. Lib. Clk.	LeSavage	23.00	0.0%	35.26	3.00%		42,167	40,943	34.23	LeSavage	
	* Benefits CLK	Goebel	21.00	0.0%	30.90	3.00%		33,743	34,997	30.00	Goebel	
	** Princ. Lib. Clk.	Perlin	35.00	0.0%	41.52	3.00%	1,250	76,815	74,622	40.31	Perlin	
	Admin. Sec.	Brown	35.00	0.0%	39.14	3.00%		65,000	71,449	38.00	Brown	
		SUPP. TOTAL	364.00	3.0%				528,132	526,960			
CUSTODIAN	* Theater Cust.	Colavito, C.	5.00	0.0%	18.55	3.00%		4,823	4,683	18.01	Colavito, C.	
	* Theater Cust.	Colavito, D.	5.00	0.0%	18.55	3.00%		4,823	4,683	18.01	Colavito, D.	
	* Maint. Cust.	Anglada	19.00	0.0%	19.69	3.00%		19,457	18,888	19.12	Anglada	
	** Maint. Cust.	Mangual	40.00	0.0%	28.22	3.00%	1,250	59,948	58,231	27.40	Mangual	
		CUST. TOTAL	69.00	0.0%				89,051	86,485			
PAGES	* Page	Step 1	5.00	0.0%	15.00	7.14%		3,900	3,640	14.00	Step 1	
	* Page	Step 2	10.00	0.0%	15.00	7.14%		7,800	7,280	14.00	Step 2	
	* Page	Step 3	4.00	0.0%	15.00	7.14%		3,120	2,912	14.00	Step 3	
	* Page - Computer	Step 1	3.00	0.0%	15.25	5.17%		2,379	2,262	14.50	Step 1	
	* Page - Computer	Step 2	3.00	0.0%	15.25	5.17%		2,379	2,262	14.50	Step 2	
	* Page - Adult	Bloomgarden	10.00	0.0%	15.35	6.45%		7,982	14,997	14.42	Bloomgarde	
	* Page - Adult	Mackles	8.00	0.0%	15.35	6.45%		6,386	5,999	14.42	Mackles	
	* Page - Adult	Enright	12.00	0.0%	15.91	3.00%		9,930	9,641	15.45	Enright	
	* Page - Adult	Miller	15.00	0.0%	15.91	3.00%		12,413	12,051	15.45	Miller	
	* Page - Adult	Whymark	2.00	0.0%	15.91	3.00%		1,655	1,607	15.45	Whymark	
	* Page - Adult	DeBello	6.00	0.0%	16.18	3.00%		5,049	4,901	15.71	DeBello	
		PAGE TOTAL	78.00	0.0%				62,992	67,552			
		1.5 for Sundays and replacement hours base						50,425	48,956	-19/20	Sundays	
								1,718,348	1,706,171	-19/20	salaries	
		TOTALS	995.00					1,768,773	1,755,127	-19/20	budgeted	
							FICA	122,320			117,960	-19/20 FICA

DISABILITY INSURANCE **\$866** FY 20-21: 984 -12.0%

ShelterPoint
(professionals, clerks, custodians and adult pages)

All Empl	56 x 3.30	=	184.80	x	12	=	2,218	
	less average total employee contribution per payroll		52		1,352		866	

HEALTH INSURANCE **\$448,839** FY 20-21: 426,804 5.16%

NYS Employees Health Insurance							Monthly:		
Current Enrollment	+ Spare	x	Current Rate	Projected Increase	3.00%	Cost Jy/De	Cost Ja/In		
Ind.	13	1	14	x	806	830	=	11,286	11,625
Fam.	6	1	7	x	1,495	1540	=	10,465	10,779
Ret Ind	1		1	x	806	830	=	806	830
" Med.	11		11	x	292	301	=	3,212	3,308
Ret Fam	1		1	x	1,031	1062	=	1,031	1,062
Ret Fam/Med	7	1	8	x	651	671	=	5,208	5,364
								\$32,008	\$32,968
July/December			6	=	192,049				
January/June			6	=	197,810 =		\$389,859		

Monthly Administrative Cost Charges:
93 x 12 months = 1116 = **\$1,116**

Dental Insurance - Guardian
Salaried Empl. 22 x 61.00
1,342 x 12 months = 16,104 = **\$16,104**

Medicare Credit Reimbursements
24 recipients x 12 months 145 = 41,760 = **\$41,760**

NYSE RETIREMENT SYSTEM **\$230,250** FY 20-21: 225,000 2.3%

Estimate for April 2019 - March 2020 salaries. CCSD sends bill with actual amounts. due September 2020

BOOKS **\$73,150** FY 20-21: 71,000 3.0%

Category	
Adult including standing orders	50,000
Children	20,150
YA	3,000

CHAPPAQUA LIBRARY 2021-2022 BUDGET

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ELECTRONIC MATERIALS	\$57,000	FY 20-21: 50,000	14.0%
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- | | | | |
|--------------------------|--|--------|--|
| A. On-line subscriptions | | 22,000 | |
| B. E-books | | 35,000 | |

PERIODICALS	\$13,125	FY 20-21: 13,125	0.0%
--------------------	-----------------	-------------------------	-------------

- | | | | | |
|-------------------------------|-------|-------|-------|--|
| A. From WT Cox: subscriptions | 9,500 | 5.00% | 9,975 | |
| B. From other sources | 3,000 | 5.00% | 3,150 | |

RECORDINGS	\$32,752	FY 20-21: 37,257	-12.1%
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- | | | | | |
|---|-------------------|----------------------|-------------|--------|
| A. compact discs | | 7 /month at \$15.50 | | 1,302 |
| B. audiobooks | adult | 15 /month at \$90.00 | 16,200 | 16,500 |
| | (tape & CD) | YA | 300 | |
| C. children's (including book/CD packages) | | | | 2,000 |
| D. DVD's | adult - 10,000 | YA - 150 | juv - 1,500 | 11,650 |
| E. DVD's - NEW Express collection for Adult DVD's | | | | 1,000 |
| F. children's CD-ROM's | 10 each @ \$30.00 | | | 300 |

BUILDING MAINTENANCE AND REPAIR	\$49,300	FY 20-21: 49,300	0.0%
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- | | | | |
|---|--|--|--------|
| A. Regular repairs and special cleaning | | | 30,000 |
| B. Roof Maintenance and Repair (maintenance contract and repairs) | | | 15,000 |
| C. MERV filters | | | 3,200 |
| D. Fire extinguishers | | | 1,100 |

BUILDING SERVICE CONTRACTS	\$71,876	FY 20-21: 56,196	27.9%
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- | | | | | |
|--|--|---------|--|--------|
| A. HVAC & building consultant services: hot water/chilled system treatments & automatic temperature controls (Bill Link) | | 975 /mo | | 11,700 |
| B. Trash removal (SaniPro. contract thru 6/1/16) | | 300 /mo | | 3,600 |
| C. Building cleaning during Custodian's 4-week vacation plus new | | | | 10,000 |
| D. HVAC contract | | | | 8,000 |
| E. Alarm hook-ups monitoring (EIPS) | | | | 410 |
| F. Theater floor care - strip & wax, 2/yr. (Arco) | | | | 800 |
| G. AC water treatment (Nalco) | | | | 2496 |
| H. Nalco mandated health inspection - cooling tower | | | | 2500 |
| I. Automatic entrance doors contract (Assa Abloy) | | | | 410 |
| J. Alarm license with Town | | | | 50 |
| K. Boiler inspection | | | | 230 |
| L. Grounds & Snow Removal | | | | 31,680 |

ELECTRICITY	\$48,000	FY 20-21: 48,000	0.0%
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CHAPPAQUA LIBRARY 2021-2022 BUDGET

\$0.00

EQUIPMENT MAINT., FURNITURE & EQUIPT	\$14,374	FY 20-21: 14,374	0.0%
A. Ecubed Consulting (TELEPHONE)		3,000	
B. Computer service (Pinstripe Productions)		750	
C. Staff color multifunctional copier (Atlantic)	376 /mo	4,512	
D. Public Printer (Office Dynamics)		500	
E. Postage meter (Pitney Bowes)		440	
F. Miscellaneous (A-V equipment)		2,000	
G. 3M resensitizer service		86	
H. Sentry SelfCheck maintenance		1,586	
I. EIPS sensor/security system maintenance		1,500	

FUEL	\$17,000	FY 20-21: 17,000	0.0%
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GROUNDS MAINTENANCE	\$0	FY 20-21: 19,500	-100.0%
A. Grounds keeping (Mt. Kisco Landscaping)		0	
B. Miscellaneous		0	

INSURANCE	\$27,000	FY 20-21: 27,000	0.0%
A. 'Regan: Boiler, Business auto, Flood, Directors & Officers, Multi-peril, Umbrella		26580	
B. Glass coverage		420	

POSTAGE	\$5,502	FY 20-21: 5,502	0.0%
A. Calendars/Booklets semi-monthly		1,900	
B. Annual report		625	
C. Postage for postage meter		1,000	
D. Gallery mailings 7/year	7 126	882	
E. Bulk mailing permit fee		185	
F. Program mailings 6/year	6 110	660	
G. Miscellaneous		250	

PRINTING	\$7,040	FY 20-21: 7,040	0.0%
A. Calendars/Booklets semi-monthly	6 865	5,190	
B. Calendar design (V. Castleman)	100	600	
C. Annual report		850	
D. Gallery announcements	3 100	300	
E. Miscellaneous		100	

0

PROFESSIONAL FEES		\$71,846	FY 20-21: 82,246	-12.6%
A. Payroll (Paylocity)	<i>\$ average /per</i>	7,030	+5% 1/15	7,206
1. pay	240.00 /payroll	6,240		
2. W-2 forms/tax reporting		400		
3 delivery/24-hour turnaround	15.00 /payroll	390		
B. Background Screening Services (Bold Secure) average 7/year				140
C. Audit				12,000
D. Attorney's fees				13,000
E. GASB 75 audit				5,000
F. Website maintenance and programming				4,500
G. Board meeting minutes				0
H. Accountant firm (Gallo)				30,000
PROGRAMS		\$18,307	FY 20-21: 18,307	0.0%
A. Children's room	8,000			
B. Young adult	2,500			
C. Adult	7,000			
D. Movie license (Movie Licensing USA)	457			
E. Gallery receptions	350			
F. Museum passes (FRIENDS)	0			
TELEPHONE		\$9,456	FY 20-21: 9,456	0.0%
A. Vitelity/Verizon	500.00 /month	6,000		
B. Verizon Wireless - custodian's cell	18.00 /month	216		
C. FIOS network line	270.00 /month	3,240		
TRAVEL AND MISCELLANEOUS		\$5,937	FY 20-21: 3,450	72.1%
A. Mileage (2,500 miles @ \$.575/mi.)		1,437		
B. Workshops & computer training, tuition reimbursement		3,000		
C. Board Development		1500		
WATER		\$1,700	FY 20-21: 1,700	0.0%

CHAPPAQUA LIBRARY 2021-2022 BUDGET

0

WESTLYNX & TECHNOLOGY	\$117,390	FY 20-21: 111,100	5.7%
A. Westlynx telecommunication line	500.00 /month 12 months	6,000	6,000
New formula for WESTLYNX costs			
B. Westlynx terminal maintenance fees			75,000
C. The Network Support Company			12,720
Retain-It contract for 18 computers @ \$640 a month total		7,680	
Secure-It maintenance 14 @420/month		5,040	
D. CapiraMobile App - annual fee			1,500
E. Envisionware - software annual maintenance			700
F. Envisionware - PrinterOn software			950
G. Computer equipment			15,000
H. Baker & Taylor - Title Source 3 Subscription			1,500
I. Tockify calendar software for website			400
J. Zoom service/Skype			500
K. Faronics maintenance			620
L. Equipment Lending			2,500

CAPITAL RESERVE	\$90,000	FY 20-21: 90,000	0.0%
Roof Repairs			

MONEY TO BE BORROWED FROM CCSD

	<u>JUL '21</u>	<u>AUG '21</u>	<u>SEP '21</u>
ANTIC. MONTHLY EXPENDITURES			
Payroll (1)	\$196,311	\$196,311	\$196,311
Materials (2)	13,879	13,879	13,879
Operating (3)	<u>29,200</u>	<u>29,200</u>	<u>29,200</u>
<i>Subtotals</i>	239,391	239,391	239,391
SCHEDULED EXPENDITURES			
EBSCO (pd in July)	9,975		
Westlynx	117,390		
Insurance			<u>38,859 (4)</u>
<i>Subtotals</i>	<u>127,365</u>		38,859
<i>Minus Income</i>	<u>1,092</u>	<u>1,092</u>	<u>1,092</u>
TOTALS	<u>\$365,664</u>	<u>\$238,299</u>	<u>\$277,158</u>
TOTAL TO BE BORROWED	\$881,121		

NOTES:

1. (salaries + benefits - NYSERS) /12

1,768,773	817,211	230,250
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2. (materials -EBSCO) /12

\$176,527	9,975
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3. (operating - insurance - ALA/PLA/NYLA - Westlynx) / 12

\$500,728	27,000	5,937	117,390
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4. Workers Comp. + insurance

\$11,859	27,000
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