

UPPER HUDSON LIBRARY SYSTEM - 2019 Approved Budget

SUMMARY - INCOME				Notes re 2019 figures
		Proposed 2019	Budget 2018	Increase (Decrease)
40330-18	CBA (Central Book Aid)			
40350-18	CLDG (Central Library Development Grant)	207,868	207,868	0
41010-18	LLSA (Local Library Services Aid)	169,196	169,196	0
41320-18	Outreach Grant	97,638	97,638	0
40300	Basic State Aid	893,192	893,192	0
41550-18	Supplemental Aid	134,570	134,570	0
41020-18	LSSA (Local Support Services Aid)	119,805	119,805	0
40620	UHLAN fees from member libraries	306,306	307,050	(744)
41420	Rental Income	97,849	97,840	9
40220	Alarm Maintenance Income	735	735	0
40240	Annual Awards	0	0	0
41672	Transfer from Building Account	0	0	0
40500	E-Rate Rebate	1,620	1,620	0
40340	CDLC's share of Finance Specialist	37,764	38,161	(397)
40250	Annual Meeting	6,500	7,000	(500)
40810	Interest Income	3,000	2,300	700
	TOTAL INCOME	2,076,043	2,076,975	(932)
	TOTAL EXPENSES (see page 2)	2,076,043	2,063,867	12,176
		0	13,108	(13,108)

Notes re 2019 figures

Projecting flat funding from NYS

Slight decrease due to revised calculation from NYSLRS

Increase in money market interest rate (.2 to 1.4%)

Approved by the UHLS Board of Trustees

11/14/2018

Note: reflects flat funding from New York State for the 2019 FY

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SUMMARY - EXPENSES				Notes re 2019 figures
	Proposed 2019	Budget 2018	Increase (Decrease)	
Pool and Professional Collection: Books, DVDs, CDs, Magazines	9,400	8,562	838	
Direct Aid to member libraries	378,064	378,064	0	
Programs/Workshops for members	11,366	11,032	334	
Ongoing Authority Control Processing	0	2,500	(2,500)	No authority control processing planned from 2019
Cataloguing Services	30,000	25,000	5,000	Reflects increased collectioned development by member libraries
Access to interlibrary loan utility (GAC)	4,200	4,000	200	
Internet	2,800	5,000	(2,200)	Bundling phone/internet with new vendor
Professional Services (Lawyer, auditor, outside consultants)	8,500	6,250	2,250	
Equipment Purchase	10,000	12,500	(2,500)	
Equipment Maintenance	90,700	86,700	4,000	Increased annual subscription for Ill
Equipment Rental	320	320	0	
Bank Charges	450	500	(50)	
Interest and Principal on mortgage	58,323	58,323	0	
Supplies	7,000	7,000	0	
Postage	2,500	2,000	500	Increase in interlibrary loan activity
Memberships	4,500	4,500	0	
Printing	2,000	2,000	0	
Annual Meeting	7,500	7,500	0	
Trustee Training	3,515	3,500	15	
Insurance	25,200	21,700	3,500	
Telephone	6,000	2,068	3,932	Bundling phone/internet with new vendor
Utilities	27,000	25,000	2,000	
Telecommunications charges	660	700	(40)	
Maintenance - janitorial supplies and building projects	36,000	31,384	4,616	
Contractual Services - Building and Courier	247,710	243,460	4,250	
Janitorial Services	20,000	27,000	(7,000)	Reflects new janitorial vendor
Professional Development and travel	16,000	16,000	0	
Salaries	743,529	722,888	20,641	2.5% proposed salary adjustment
Health Insurance	118,546	126,966	(8,420)	Reflects new plan cost in 2018
Retirees' Health Insurance	32,376	33,797	(1,421)	
Retirement	109,900	125,770	(15,870)	Slight decrease due to revised calculation from NYSLRS
Benefit Planning Fee (Flexible Spending Account)	550	800	(250)	
FICA	55,367	54,981	386	
Workers Comp and Disability	6,067	6,102	(35)	
TOTAL EXPENSES	2,076,043	2,063,867	12,176	

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DETAIL - EXPENSES BY PROGRAM		Proposed	Budget	Increase	Notes re 2019 figures
		2019	2018	(Decrease)	
DIRECT MEMBER AID					
50315ML-18	Central Book Aid (CBA)				
50350ML-18	Central Library Development Grant (CLDG)	207,868	207,868	0	
50185	Award - Program of the Year	500	500	0	
50186	Award - Trustee of the Year	250	250	0	
50187	Award - Volunteer of the Year	250	250	0	
50184	Award - Advocate of the Year	0	0	0	
51245ML-18	Local Library Services Aid (LLSA)	169,196	169,196	0	
	Direct Member Aid Totals	378,064	378,064	0	
AUTOMATION SERVICES					
50310	Cataloguing Services (OCLC)	30,000	25,000	5,000	Reflects increased collectioned development by member libraries
50175	Ongoing Authority Control processing	0	2,500	(2,500)	No authority control processing planned from 2019
51655	Professional services	500	250	250	
50330	Cell phone service	660	700	(40)	Currently \$53 per month
50975	Internet	2,800	5,000	(2,200)	Bundling phone/internet with new vendor
50560	Equipment Purchase	7,500	10,000	(2,500)	
51850	Software Maintenance	89,000	85,000	4,000	Increased annual subscription for Ill
51650	Professional development	1,000	1,000	0	
51970	Travel	3,500	3,500	0	
51820	Staff Salary (3 FTE) (includes \$1,200 evening supervision fee)	253,700	246,407	7,293	2.5% proposed salary adjustment
50955	Insurance - Disability	67	135	(68)	
50962	Insurance- Workers Comp	1,900	1,832	68	
50957	Insurance - Health	41,738	45,564	(3,826)	Reflects new plan cost in 2018
51730	Retirement	39,468	42,649	(3,181)	Slight decrease due to revised calculation from NYSLRS
50645	FICA	19,110	18,644	466	
	Automation Services totals	490,943	488,181	2,762	
YOUTH AND FAMILY SERVICES					
51880	Summer Reading supplies	2,500	2,500	0	
50160	Audiobooks & DVDs	4,400	3,300	1,100	Combined Audiobooks & DVDs lines - no change in funding amounts
51645	Professional Collection materials	1,000	1,000	0	
51665	Programs for member libraries	2,500	2,500	0	
51650	Professional Development	2,000	2,000	0	
51970	Travel	2,500	2,500	0	
50020	Staff Salary (2 FTE)	139,041	135,674	3,367	2.5% proposed salary adjustment
50955	Insurance - Disability	114	180	(66)	
50962	Insurance - Workers Comp	1,080	1,020	60	
50957	Insurance - Health	21,514	23,490	(1,976)	Reflects new plan cost in 2018
51730	Retirement	21,810	23,568	(1,758)	Slight decrease due to revised calculation from NYSLRS
50645	FICA	10,560	10,303	257	
	Youth Services Totals	209,019	208,035	984	

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DETAIL - EXPENSES BY PROGRAM		Proposed	Budget	Increase	Notes re 2019 figures
		2019	2018	(Decrease)	
ADULT AND INFORMATION SERVICES					
51665	Programs for member libraries	4,500	4,500	0	
50115	Access to GAC for UHLS and 2/3rds for 6 libraries	4,200	4,000	200	Anticipated OCLC rate increase
51840	Contractual services - courier	213,460	213,460	0	Fixed annual cost per 3 year contract
51650	Professional Development	2,000	2,000	0	
51970	Travel	2,000	2,000	0	
51820	Salaries (1 FTE)	43,023	41,974	1,049	2.5% proposed salary adjustment
50955	Insurance - Disability	57	90	(33)	
50962	Insurance - Workers Comp	200	191	9	
50957	Insurance - Health	12,910	14,094	(1,184)	Reflects new plan cost in 2018
51730	Retirement	4,001	7,345	(3,344)	Slight decrease due to revised calculation from NYSLRS
50645	FICA expense	2,191	3,211	(1,020)	
	Adult and Information Services Totals	288,542	292,865	(4,323)	
OUTREACH SERVICES					
51315OR-18	Materials	2,000	2,155	(155)	
51212OR-18	Large Print	2,000	2,107	(107)	
51665OR-18	Programs	1,866	1,532	334	
51820OR-18	Staff salary (1 FTE)	66,229	64,614	1,615	2.5% proposed salary adjustment
50955OR-18	Insurance - Disability	57	90	(33)	
50962OR-18	Insurance - Workers Comp	490	484	6	
50957OR-18	Insurance - Health	8,606	9,396	(790)	Reflects new plan cost in 2018
51730OR-18	Retirement	10,464	11,307	(843)	Slight decrease due to revised calculation from NYSLRS
50645OR-18	FICA	5,067	4,943	124	
	Outreach Program Totals	96,779	96,628	151	

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DETAIL - EXPENSES BY PROGRAM		Proposed 2019	Budget 2018	Increase (Decrease)	Notes re 2019 figures
ADMINISTRATION					
50215	Bank charges - NBT fees	450	500	(50)	
50220	Benefit Planning Fee	550	800	(250)	
51655	Professional Services (Lawyer, Auditors)	8,000	6,000	2,000	
51840	Contractual Services - Payroll	2,250	0	2,250	Payroll service in 2019
51880	Supplies - office, meetings	7,000	7,000	0	
51920	Telephone	6,000	2,068	3,932	Bundling phone/internet with new vendor
51630	Postage	2,500	2,000	500	
51325	Memberships - CDLC, PULISDO, NYLA, Excelsior	4,500	4,500	0	
51640	Printing (Annual Report)	2,000	2,000	0	
50570	Equipment rental - postage meter & safe deposit box	320	320	0	
50954	Insurance - Directors & Officers liability	700	700	0	
50955	Insurance - Disability	102	180	(78)	
50957	Insurance - Health	33,778	34,422	(644)	Reflects new plan cost in 2018
50958	Insurance - Health Retirees	32,376	33,797	(1,421)	New retiree plus 7% increase
50962	Insurance - Workers Comp	2,000	1,900	100	
51320	Trustee Training / Member programs	3,515	3,500	15	Reflects NYS mandated sexual harassment training
50134	Annual Meeting	7,500	7,500	0	
50550	Equipment - maintenance (photocopier)	1,700	1,700	0	
50560	Equipment - purchase	2,500	2,500	0	
51650	Professional development	2,000	2,000	0	
51970	Travel	1,000	1,000	0	
51820	Staff Salary (3 FTE)	241,536	234,219	7,317	2.5% proposed salary adjustment
51730	Retirement	34,157	40,901	(6,744)	Slight decrease due to revised calculation from NYSLRS
50645	FICA	18,439	17,880	559	
	Administration Totals	414,873	407,387	7,486	
BUILDING					
50972	Interest - NBT mortgage	28,887	28,887	0	
51635	Principal - NBT mortgage	29,436	29,436	0	
51963	Transfer to building fund	14,000	0	14,000	
51845	Contractual - janitorial	20,000	27,000	(7,000)	Reflects new janitorial vendor
51840	Contractual - other: snow removal, trash & recycling, Sonitrol, TBS, Pest Control	32,000	30,000	2,000	
52050	Utilities	27,000	25,000	2,000	
50960	Insurance - Business owners, Fire and Theft	24,500	21,000	3,500	Adding cyber security coverage
51310	Maintenance - janitorial supplies, repairs, building projects	22,000	31,384	(9,384)	
	Building Totals	197,823	192,707	5,116	
	TOTAL EXPENSES	2,076,043	2,063,867	12,176	