

UPPER HUDSON LIBRARY SYSTEM - 2019 **Proposed** Budget (2.5% salary adjustment)

| SUMMARY - INCOME | | Proposed | Budget | Increase |
|-------------------------|--|------------------|---------------|-------------------|
| | | 2019 | 2018 | (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%)

UPPER HUDSON LIBRARY SYSTEM - 2019 **Proposed** Budget (2.5% salary adjustment)

SUMMARY - EXPENSES

| | Proposed | Budget | Increase |
|---|------------------|-----------|------------|
| | 2019 | 2018 | (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) |
| Cataloguing Services | 30,000 | 25,000 | 5,000 |
| Access to interlibrary loan utility (GAC) | 4,200 | 4,000 | 200 |
| Internet | 2,800 | 5,000 | (2,200) |
| 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 |
| 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 |
| 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 |
| 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) |
| Professional Development and travel | 16,000 | 16,000 | 0 |
| Salaries | 743,529 | 722,888 | 20,641 |
| Health Insurance | 118,546 | 126,966 | (8,420) |
| Retirees' Health Insurance | 32,376 | 33,797 | (1,421) |
| Retirement | 109,900 | 125,770 | (15,870) |
| 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 |

Notes re 2019 figures

No authority control processing planned from 2019
Reflects increased collectioned development by member libraries

Bundling phone/internet with new vendor

Increased annual subscription for ILL

Increase in interlibrary loan activity

Bundling phone/internet with new vendor

Reflects new janitorial vendor

2.5% proposed salary adjustment
Reflects new plan cost in 2018

Slight decrease due to revised calculation from NYSLRS

UPPER HUDSON LIBRARY SYSTEM - 2019 **Proposed** Budget (2.5% salary adjustment)

| 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 III |
| 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 | |

UPPER HUDSON LIBRARY SYSTEM - 2019 **Proposed** Budget (2.5% salary adjustment)

| 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 | |

UPPER HUDSON LIBRARY SYSTEM - 2019 Proposed Budget (2.5% salary adjustment)

| DETAIL - EXPENSES BY PROGRAM | | Proposed | Budget | Increase | Notes re 2019 figures |
|------------------------------|---|------------------|------------------|---------------|--|
| | | 2019 | 2018 | (Decrease) | |
| ADMINISTRATION | | | | 0 | |
| 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 | \$ 3,669.00 |
| 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 | | | | 0 | |
| 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 | |