

OSSINING PUBLIC LIBRARY
2021-2022 Proposed Budget

DETAILS

Ossining Public Library Proposed 2021/2022 Budget Explanations

Salaries

This includes contractual increases, as well as the resumption of our pre-COVID level of service. This also includes resuming our regular library hours as soon as COVID safety measures make that feasible, including re-opening on Sundays. The library has been using the Sunday staffing budget to fund the additional shifts that allow the library to open safely while COVID is still active.

Benefits and Payroll Taxes

Includes all benefits, including retirement benefits, health insurance benefits, payroll taxes, workers compensation insurance, and other personnel related costs.

Library Materials

The library has increased several collections in order to enhance the number of eBooks and downloadable audiobooks available for patrons. The library has also started lending hotspots to patrons in response to increased demand for online access.

Library Supplies

Includes book and materials processing supplies.

Library Programs

The programming budget supports the resumption of in-person programming and events in addition to virtual programs and events.

Technology Services

Includes fees to the Westchester Library System for the online catalog, circulation system, and shared digital resources, as well as technical support for WLS-leased computer equipment and network. Includes IT support on all library-owned and managed computer equipment and network. The library has been reducing the number of WLS-managed computers and increasing the number of library-managed computers for cost and functionality reasons. This does not affect the library's use of, or inclusion in, the WLS circulation system or shared catalog.

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Technology Equipment

Includes the purchase of computers and network equipment. The library received a \$40,000 grant to fund part of this expense. This category also includes the lease of copy machines and printers, which is in part offset by printing and copying fees paid by the public.

Library Development

Includes costs for staff training and development, trustee training, and planning consultation.

Outside Services

This includes expenses for all consulting services for the library building and infrastructure, legal services, auditing services, vote expenses, collection services, dumpster services, payroll services, architectural services, and similar services. The library has seen an increased need for legal services during the pandemic.

Building Repair and Maintenance

The library has experienced increasing need for repairs to the HVAC (heating and cooling) geothermal system and is budgeting for managing needed repairs. In addition, this budget includes regular building maintenance expenses, including professional cleaning (carpets, windows), pest management, elevator maintenance, roof inspection and maintenance, etc.

Grounds Maintenance

This includes snow removal in the winter and grounds upkeep year-round.

Utilities

This includes gas and electric, water and sewer, and telephone service. The library is receiving E-Rate discounts for broadband, which is reflected in the budget. Electrical usage is based on estimates, as is gas usage. The library installed a new boiler to supplement the geothermal system in 2019/2020 and anticipates increased gas usage.

Building Equipment and Supplies

This category includes building equipment such as furniture, tools, cleaning equipment, and replacement of equipment. The library will be installing modular meeting and office spaces to accommodate staff and patrons, which will be paid for by a grant. Also included in this category are building supplies, such as all cleaning supplies, restroom paper products, and building maintenance and repair supplies.

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Other Library Costs

Includes postage, travel reimbursements, building and business insurance, and tax certiorari.

Income

This portion of the budget includes all income that is in addition to local tax funding. This includes income from interest, rental fees from outside groups who use the library meeting spaces, overdue fines and payments for lost library materials, fees from the copy machines and public printers, grants and donations, and interest income from the library's Book Endowment.

This includes a \$40,000 grant for technology improvements, \$15,000 from the library's Book Endowment interest for materials purchasing, \$50,000 in a PILOT grant to build modular office and meeting spaces, and \$3,500 from the Public Library Association Inclusive Internship Initiative grant to hire a paid summer intern.

The library has seen reduced fine income over the last several years and this expectation is reflected in the budget proposal. The library also anticipates no rental fees in 2021/2022 for meeting and performance spaces due to COVID restrictions.

Tax Levy Limit is 1.56%