

2024/2025 Budget Proposal Explanation Sheet

Updated 3/18/2024

Income

- We are anticipating a continuation of higher interest rates (4.5%) **2401013**
- We are budgeting for a final year of the SPF grant for Teen programming and program supplies (\$10,000) and potentially another ArtsWestchester grant (\$1,000 to \$2,500) **2760003**
- We plan to bring in another \$15,000 from the book endowment to fund books **2402000**
- We do not plan to apply for category 2 ERate funding, as we have no technology capital projects planned. We are no longer budgeting for category 1 ERate funding on the income side, as we are receiving discounted broadband bills instead (we are essentially getting this funding up front through a discount rather than having to pay in full and request the funds through reimbursement). **2760006**
- We are using Swope funds to fund Teen and Children's programs and program supplies, Career Coaching, and extra hours for staff for programming. **2760008**
- We are proposing to bring in \$219,387 from the fund balance to cover non-recurring expenses such as architectural fees, engineering fees for the wall, and computer equipment purchasing.

Expenses

- **Wages**
 - We are budgeting for current union increases.
 - We are budgeting for the currently unfilled FT Staff Assistant position and FT Facilities Manager position.
 - We are proposing a FT Network Administrator position. This is a new position that was created to allow us to hire an on-site IT staff person to support our growing technology fleet and network.
 - We are proposing a PT (17 hours) Library Assistant to assist with administrative tasks.
 - We are proposing to make a part time (12-15 hours per week) Technology Clerk PT+ (25 hours per week) in order to support the Technology portion of the Patron Services department.
 - We are proposing to promote a current Librarian I to a Librarian II in the Children's Services Department.
 - We are proposing to convert a Page position to a Clerk position.
 - We are proposing to use Swope funds to fund staff hours for programming.

Fringe Benefits, Employee Retirement, Payroll Taxes, and Insurance / Payroll

All are estimates based on wages.

Outside Services

- We are not planning to overhaul the website in 24/25, so we are only budgeting for minor adjustments and WP Engine. **7510010**
- The cost for Managed IT Services (Logically) has increased and will increase again in the fall. We are budgeting for these increases. **7510110**
- We are proposing \$150,000 for architectural services in fiscal year 24/25. This is an estimate. We are using funds from the fund balance to cover any architectural expenses we incur. **7510110**

Library Materials

- We have increased the number of public borrowable hot spots based on demand and have increased this line accordingly. The federal ECF funding that used to fund these in the past has ended, so the cost of these is now born by our general operating budget. **7410350**
- We have kept most budgets in the materials budget the same or with slight increases. The exception is Adult AV Material, which has seen a sharp decline in circulation and demand over the past several years, and eResources, which reflects that fact that Mango Languages was picked up by WLS. **7410412**

Library Programs

- We are proposing to keep the programming lines relatively static. We overbudgeted last year for Teen Programming based on the anticipation of the BEAMS grant, which we did not receive.

Staff Development

- We have kept these lines relatively unchanged.

Repair and Maintenance

- Most lines are based on past experience.
- We underspent the HVAC line in 22/23 and the first half of 23/24 and so are reducing it for 24/25. **7540030**
- We also didn't need major repairs on any of the wells in 22/23 and the first half of 23/24, perhaps because well #4 was decommissioned. **7540070**
- We spent more money than budgeted in 22/23 and the first half of 23/24 on surveys and engineering studies for the wall. We anticipate having to spend additional money in 24/25 and have raised this line accordingly. Should we need additional funds for this line, I suggest using the unallocated fund balance. **7540120**
- We don't intend to do a large recabling project in 24/25 and so have zeroed out this line for this year. **7540130**

Grounds Maintenance

- Based on past experience.

Utilities

- We have canceled most of our Verizon copper telephone lines are now only retaining the Verizon FIOS line for the support of our telephone system. We have adjusted the line accordingly. **7560020**
- **Revisit: Check with Bob about the Gas budget -- \$1,000 seems too low for the boiler. We are investigating this – gas expenses not reflected on ConEd Bill. They are likely in with the bills that come through the school district. TBD 7560050**
- **We overbudgeted last year for electricity. 7560060**

General Office Supplies

- Based on our general purchasing.

Equipment Lease

- Based on contract and usage.

Other Library Costs

- We intend to install and pay for the modular walls on the old computer lab spaces (new Activity Room and Tech Tutoring Room) in this fiscal year, funded by the Foundation. The Swope Learning Center will be part of the larger building project. We are zeroing out this line for FY 24/25. **7410310**
- Equipment/Computer Hardware is for replacement computers and other equipment to phase out equipment as it ages or breaks and replace with new. We have underspent this line in previous years and moneys have going into the unallocated fund balance. Larger proportions are our fleet are reaching end of life in FY 24/25 and 25/26, so we are proposing to pull in an additional \$50,000 from the fund balance to cover the increase. **7410320**
- Software and Licenses is based on our actual costs. **7410330**
- Library Supplies is estimated based on our recent actuals, as is Building Supplies. **7410430, 7410451**
- Tax Certs are a guess. **7410458**

The proposed budget is at our 2024/2025 Tax Levy Limit (tax cap).

Respectfully submitted,

Karen LaRocca-Fels
Library Director