

**Ballston Community Public Library**  
**Budget Presentation Agenda**  
**October 11, 2023 at 7:30 PM**

**1) Call to order**

**2) 2024 Proposed Budget Presentation**

*Privilege of the floor ONLY on items for consideration and action this evening. (limit 3 mins.)  
Please state your name, address, and the resolution number you are referring to when speaking.*

**3) Adjournment**

Library Board of Trustees Meeting: Wednesday, October 25 at 7:00 PM

Library Trustee Election & Budget Vote: Tuesday, November 14 7:00 AM – 9:00 PM



# Ballston Community Public Library

## 2024 Proposed Budget & Charter Update

### Public Hearing:

Wednesday, October 11, 2023 at 7:00 PM  
Ballston Community Public Library  
Community Room

### Vote:

Tuesday, November 14, 2023  
Ballston Community Public Library  
Polls Open: 7:00 AM - 9:00 PM



### Contact:



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### About:

This November 14th, residents of the Library District will vote on the Ballston Community Public Library's budget as well as elect Board of Trustee members. Learn more about this update, the proposed 2024 budget, and meet prospective Trustees at the Public Hearing on October 11th.

The Ballston Community Public Library is facing rising costs associated with inflation, wage, healthcare, and utilities. The Trustees aimed for a conservative budget that maintains materials, programs, and services.

The proposed budget reflects a 4% increase for Library District residents, which translates to a \$3 increase for a home value accessed at \$150,000.

# 2024 Proposed Budget

Revenue	2023	2024
Library District Tax Levy	\$646,051	\$701,400
Town of Charlton Service Contract	\$47,380	\$54,000
State Aid	\$3,194	\$3,194
Gifts & Donations	\$6,000	\$10,000
Miscellaneous	\$11,548	\$12,500
Fund Balance Draw	\$16,000	\$11,000
Total	\$730,173	\$792,094

Expenses	2023	2024
Salaries & Benefits	\$467,449	\$515,185
Books, Materials & Programs	\$109,900	\$107,948
Facility & Operations	\$152,824	\$168,961
Total	\$730,173	\$792,094

# Library 2024 Budget

2023 Budget

2024 Budget

Fund: 17 - LIBRARY FUND

Revenue			
REAL PROPERTY TAXES	\$	646,051	\$ 701,400
LIBRARY CHARGES - Copier Fees	\$	3,000	\$ 3,000
LIBRARY CHARGES - Fines	\$	-	\$ -
LIBRARY CHARGES - Lost Materials	\$	1,900	\$ 2,000
LIBRARY SERVICES TO OTHER GOVERNMENTS	\$	54,000	\$ 54,000
INTEREST & EARNINGS	\$	28	\$ 7,500
GIFTS & DONATIONS	\$	6,000	\$ 10,000
LIBRARY SYSTEM GRANTS - LLSA	\$	3,194	\$ 3,194
LIBRARY SYSTEM GRANTS - Additional Aid	\$	-	\$ -
LIBRARY SYSTEM GRANTS - Other Cash Grants	\$	-	\$ -
OTHER UNCLASSIFIED REVENUES	\$	-	\$ -
BUDGET FUND BALANCE DRAW	\$	16,000	\$ 11,000
<b>Revenue Total:</b>	<b>\$</b>	<b>730,173</b>	<b>\$ 792,094</b>
Expense			
<b>ExpCategory: 51 - PERSONAL SERVICES</b>			
LIBRARY PERSONAL SERVICES - Certified Librarians	\$	182,754	\$ 193,028
LIBRARY PERSONAL SERVICES - Clerical Staff	\$	158,723	\$ 183,783
LIBRARY PERSONAL SERVICES - Pages	\$	28,912	\$ 31,200
LIBRARY PERSONAL SERVICES - Longevity Raises	\$	884	\$ 652
<b>ExpCategory: 51 - PERSONAL SERVICES Total:</b>	<b>\$</b>	<b>371,273</b>	<b>\$ 408,663</b>
<b>ExpCategory: 52 - EQUIPMENT &amp; CAPITAL OUTLAY</b>			
LIBRARY COMPUTER / PRINTER PURCHASES	\$	9,000	\$ 9,000
LIBRARY FURNITURE PURCHASES	\$	1,000	\$ -
LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS			\$ -
<b>ExpCategory: 52 - EQUIPMENT &amp; CAPITAL OUTLAY Total:</b>	<b>\$</b>	<b>10,000</b>	<b>\$ 9,000</b>
<b>ExpCategory: 54 - CONTRACTUAL EXPENDITURES</b>			
PROFESSIONAL SERVICES - AUDITOR & CPA	\$	5,000	\$ 5,500
PROFESSIONAL SERVICES - LEGAL	\$	10,000	\$ 5,000
PROFESSIONAL SERVICES - GROUNDS MAINTENANCE	\$	3,000	\$ 3,000
PROFESSIONAL SERVICES - SNOW REMOVAL	\$	5,500	\$ 12,500
PROFESSIONAL SERVICES - HUMAN RESOURCES	\$	500	\$ 300
PROFESSIONAL SERVICES - PAYROLL PROCESSING	\$	2,000	\$ 3,000
PROFESSIONAL SERVICES - PR	\$	6,000	\$ 5,000
Election Expenses			\$ 1,000
BUILDING REPAIRS & MAINTENANCE	\$	11,828	\$ 10,000

## Library 2024 Budget

	2023 Budget	2024 Budget
UNALLOCATED INSURANCE - Library	\$ 8,010	\$ 9,792
CONTINGENCY BUDGETING ACCOUNT - Library	\$ 1,000	\$ 1,000
COVID-19 COSTS (Other Public Safety)	\$ -	\$ -
OFFICE SUPPLIES & MATERIALS	\$ 4,000	\$ 3,000
UTILITIES (Electric, Gas, Water, etc.)	\$ 17,500	\$ 30,000
PROFESSIONAL SERVICES - IT	\$ 22,646	\$ 23,429
SOFTWARE LICENSES / SUBSCRIPTIONS	\$ 3,000	\$ 3,000
PROFESSIONAL DEVELOPMENT / TRAINING	\$ 3,000	\$ 3,000
PHONE / COMMUNICATIONS COSTS	\$ 3,500	\$ 3,500
DUES / SUBSCRIPTIONS (non-software)	\$ 500	\$ 500
LIBRARY MATERIALS - Print	\$ 62,000	\$ 61,000
LIBRARY MATERIALS - Periodicals	\$ 2,600	\$ 1,800
LIBRARY MATERIALS - Newspapers	\$ 1,800	\$ 1,800
LIBRARY MATERIALS - E-books	\$ 2,500	\$ 3,500
LIBRARY MATERIALS - Digital Databases	\$ 11,000	\$ 11,848
CUSTODIAL SERVICES	\$ 27,540	\$ 27,540
CUSTODIAL SUPPLIES	\$ 3,200	\$ 2,500
POSTAGE / MAILINGS	\$ 250	\$ 250
PUBLICITY / Promotion	\$ 1,000	\$ 500
LIBRARY PROGRAM DELIVERY COSTS	\$ 14,000	\$ 14,000
MILEAGE REIMBURSEMENT	\$ 250	\$ 250
MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	\$ 500	\$ 500
MAINTENANCE CONTRACTS - Building O&M	\$ 6,200	\$ 5,000
TRASH REMOVAL SERVICES	\$ 900	\$ 900
LIBRARY MATERIALS - NYS Other Materials	\$ 16,000	\$ 14,000
<b>ExpCategory: 54 - CONTRACTUAL EXPENDITURES Total:</b>	<b>\$ 256,724</b>	<b>\$ 267,909</b>
	\$ 96,400	\$ 94,448
<b>ExpCategory: 58 - EMPLOYEE BENEFITS</b>		
STATE RETIREMENT CONTRIBUTION COSTS	\$ 31,900	\$ 31,004
Retirement Benefits (medical for S. Kaplan)	\$ 3,888	\$ 4,660
SOCIAL SECURITY CONTRIBUTION COSTS	\$ 23,019	\$ 25,337
MEDICARE CONTRIBUTION COSTS	\$ 5,383	\$ 5,926
DISABILITY /WORKERS COMP INSURANCE COSTS	\$ 3,211	\$ 4,000
HEALTH / DENTAL INSURANCE	\$ 22,425	\$ 28,645
H.S.A.	\$ 4,550	\$ 5,150
HEALTH INSURANCE OPT OUT	\$ 1,800	\$ 1,800
<b>ExpCategory: 58 - EMPLOYEE BENEFITS Total:</b>	<b>\$ 96,176</b>	<b>\$ 106,522</b>
<b>Expense Total:</b>	<b>\$ 734,173</b>	<b>\$ 792,094</b>