

CRANDALL PUBLIC LIBRARY							
PROPOSED 2021 BUDGET							
Budget Planning Worksheet	2021	Difference	2020	6/30/2020	2019	2019	2018
	PROPOSED	2021-2020	ADOPTED	Balance per	ADOPTED	Actual	ADOPTED/FINAL
	Budget		Budget	G/Ledger	Budget	Per West & Co	Budget
Municipalities							
L0-4401-000 City of Glens Falls	\$937,522	\$0	\$937,522	\$465,300	\$910,309	\$905,831	\$915,497
L0-4402-000 Town of Queensbury	\$1,948,414	\$0	\$1,948,414	\$1,936,277	\$1,895,950	\$1,895,950	\$1,786,797
L0-4403-000 Town of Moreau	\$809,976	\$0	\$809,976	\$809,976	\$788,070	\$788,071	\$748,254
Sub Totals	\$3,695,912	\$0	\$3,695,912	\$3,211,553	\$3,594,329	\$3,589,852	\$3,450,548
Library Local Aid and Other							
L0-4404-000 Warren County Aid	\$17,280	(\$4,320)	\$21,600		\$21,600	\$21,600	\$21,600
L0-4405-000 Local Library Aid	\$12,800	(\$3,200)	\$16,000		\$16,000	\$16,810	\$16,802
L0-4406-000 Central Library Aid	\$53,454	(\$53,454)	\$106,908		\$106,908	\$106,995	\$106,908
L0-4407-000 SALS, Other Grants	\$5,000	\$0	\$5,000		\$5,000	\$0	\$10,000
L0-4409-000 Glens Falls Foundation	\$0	\$0	\$0	\$1,277	\$0	\$7,767	\$7,928
L0-4410-000 Restricted Donations	\$4,000	\$0	\$4,000	\$29,763	\$4,000	\$934	\$3,000
L0-4411-000 Unrestricted Donations	\$15,000	\$2,500	\$12,500	\$7,333	\$12,500	\$21,081	\$10,051
L0-4411-100 Unrestricted Donations--Annual	\$40,000	\$0	\$40,000	\$4,084	\$40,000	\$14,245	\$35,000
L0-4411-200 Unrestricted Donations--Business	\$10,000	\$0	\$10,000	\$0	\$10,000	\$2,233	\$6,000
L0-4412-000 Investment Account Income GFNB	\$46,000	\$1,000	\$45,000	\$24,486	\$45,000	\$47,380	\$45,000
L0-4414-000 Friends of Crandall	\$30,000	\$0	\$30,000	\$3,565	\$30,000	\$32,654	\$30,000
L0-4415-000 Sale of Equipment	\$100	\$0	\$100	\$0	\$100	\$570	\$100
L0-4417-000 Sale Other	\$2,000	\$0	\$2,000	\$242	\$2,000	\$1,432	\$2,000
L0-4419-000 Fines	\$60,000	(\$10,000)	\$70,000	\$16,403	\$90,000	\$67,181	\$100,000
L0-4420-000 Copy Machine Income	\$11,500	\$0	\$11,500	\$1,513	\$12,000	\$10,309	\$11,000
L0-4421-000 Special Event Income	\$10,000	(\$40,000)	\$50,000		\$50,000	\$27,194	\$52,000
L0-4422-000 Collection retrieval agency	\$1,000	\$0	\$1,000	\$100	\$500	\$285	\$1,086
L0-4425-000 Interest Income	\$1,800	\$0	\$1,800	\$457	\$1,800	\$1,554	\$1,500
L0-4427-000 Miscellaneous Income	\$1,200	\$0	\$1,200	\$12	\$1,200	\$584	\$1,351
L0-4430-000 CBA Aid (Non-fiction adult books, databases)	\$33,800	(\$33,800)	\$67,600	\$0	\$67,600	\$67,600	\$29,539
Sub Totals	\$354,934	(\$141,274)	\$496,208	\$89,235	\$516,208	\$448,407	\$490,864

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	2021	Difference	2020	6/30/2020	2019	2019	2018
	PROPOSED	2020-2019	ADOPTED	Balance per	ADOPTED	Actual	ADOPTED/FINAL
Library Grant Income	Budget		Budget	G/Ledger	Budget	Per West & Co	Budget
L0-4517-000 National Grid - Children's Star Explorer	\$0		\$0		\$0	\$2,500	\$6,000
L0-4428-000 NYS Council on the Arts	\$54,000	\$0	\$54,000	\$36,000	\$54,000	\$55,000	\$55,000
L0-4431-000 Corporate/Foundation Film Support	\$3,500	\$0	\$3,500	\$250	\$3,500	\$1,730	\$2,500
L0-4434-000 Folk Miscellaneous Income	\$1,000	\$0	\$1,000		\$1,000	\$75	\$4,152
L0-4504-000 NYS Patron	\$0	\$0	\$0		\$2,500	\$2,500	\$1,000
L0-4435-000 CDLC Grant	\$2,500	\$0	\$2,500		\$2,500	\$0	\$2,500
L0-4437-000 Leo Cox Beach Grant	\$10,000	\$0	\$10,000		\$0	\$17,471	\$13,200
L0-4510-000 Stewart's Shop Grant	\$1,000	\$0	\$1,000		\$1,000	\$1,115	\$1,000
L0-4446-000 Conklin Ctr Large Type Books	\$1,000	(\$1,500)	\$2,500		\$3,000	\$1,995	\$3,000
L0-4515-000 Beaulac Gift	\$0	\$0	\$0		\$2,500	\$2,500	\$0
L0-4507-000 SALS Seed Challenge Grant	\$0	\$0	\$0		\$0	\$0	\$0
L0-4521-000 Warren Cnty Soil & Water Seed Grant	\$0	\$0	\$0		\$0	\$0	\$0
L0-4451-000 Alfred Z Solomon Charitable Trust	\$0	(\$7,500)	\$7,500		\$7,500	\$0	\$7,500
L0-4458-000 Charles R Wood Foundation Art Grant	\$0	\$0	\$0		\$0	\$0	\$0
L0-4556-000 NYS Construction Grant	\$0	\$0	\$0		\$66,650	\$0	\$93,000
L0-4516-000 Touba Family	\$4,000	\$0	\$4,000		\$4,000	\$2,000	\$3,750
L0-4519-000 Library By Mail	\$25,000	\$0	\$25,000		\$27,995	\$0	\$29,815
Sub Totals	\$102,000	(\$9,000)	\$111,000	\$36,250	\$176,145	\$86,886	\$222,417
Library Trusts Distributions							
L0-4413-000 Crandall Trust	\$100,500	\$0	\$100,500	\$50,250	\$100,500	\$106,500	\$103,800
L0-4433-000 Waentig Funds for Equipment, books, building maint.	\$25,000	(\$25,000)	\$50,000		\$75,000	\$0	\$85,000
L0-4438-000 Jean Hill Trust	\$7,000	\$0	\$7,000	\$2,819	\$7,000	\$6,347	\$7,000
L0-4439-000 Elsie Hill Trust	\$22,000	\$0	\$22,000	\$8,057	\$22,000	\$20,798	\$24,000
L0-4440-000 Fleihmann Trust	\$8,000	\$0	\$8,000	\$3,896	\$8,000	\$5,844	\$9,740
L0-4441-000 Baker Trust	\$44,000	\$0	\$44,000	\$21,332	\$44,000	\$42,663	\$44,000
L0-4442-000 Newburger Trust	\$25,000	\$0	\$25,000	\$6,003	\$25,000	\$24,226	\$25,000
L0-4443-000 Federick Trust	\$5,000	\$0	\$5,000	\$2,535	\$4,000	\$4,207	\$5,701
L0-4452-000 Riggs Trust	\$1,800	\$0	\$1,800	\$825	\$1,600	\$1,868	\$1,620
L0-4453-000 William Hill Trust	\$2,000	\$0	\$2,000	\$483	\$2,000	\$1,043	\$2,265
Sub Totals	\$240,300	(\$25,000)	\$265,300	\$96,199	\$289,100	\$213,496	\$308,126
Library Miscellaneous Income							
L0-4450-000 Transfer from GFNB Investment Account	\$273,000	\$153,000	\$120,000		\$120,000	\$0	\$142,000
L0-4926-000 Transfer from Capital Account	\$10,000	\$0	\$10,000		\$5,000	\$0	\$17,000
L0-4485-000 Bequest	\$25,000	\$0	\$25,000	\$10,000	\$10,000	\$60,000	\$10,000
L0-4518-000 Insurance Reimbursements	\$3,000	\$0	\$3,000	\$3,961	\$3,000	\$2,726	\$3,000
L0-4599-000 Appropriated Surplus, General	\$155,760	\$58,985	\$96,775		\$42,500		\$73,200
Sub Totals	\$466,760	\$211,985	\$254,775	\$13,961	\$180,500	\$62,726	\$245,200
Grand Total Operating Income	\$4,859,906	\$ 36,711	\$4,823,195	\$3,447,198	\$4,756,282	\$4,401,367	\$4,717,154

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Budget Planning Worksheet	2021	Difference	2020	6/30/2020	2019	2019	2018
	PROPOSED	2020-2019	ADOPTED	Balance per	ADOPTED	Actual	ADOPTED/FINAL
Library Salaries	Budget		Budget	G/Ledger	Budget	Per West & Co	Budget
L0-5000-000 Certified Librarians	\$784,492	(\$16,515)	\$801,007	\$377,614	\$798,653	\$760,437	\$732,806
L0-5001-000 Clerical Salaries	\$319,953	(\$11,695)	\$331,648	\$155,237	\$310,856	\$306,031	\$312,844
L0-5002-000 Para-Professional Salaries	\$712,435	\$52,082	\$660,353	\$341,713	\$666,246	\$619,298	\$670,652
L0-5003-000 Building Staff	\$146,056	\$5,708	\$140,348	\$71,502	\$137,521	\$138,721	\$153,902
L0-5004-000 Pages Salaries	\$120,536	\$6,748	\$113,788	\$56,194	\$107,044	\$99,808	\$100,294
L0-5010-000 Pages - Sunday hours	\$9,614	\$538	\$9,076	\$1,528	\$8,538	\$4,453	\$8,000
L0-5006-000 Sunday Hours	\$45,100	\$1,100	\$44,000	\$14,195	\$43,659	\$36,778	\$42,387
Sub Totals	\$2,138,186	\$37,966	\$2,100,220	\$1,017,983	\$2,072,517	\$1,965,526	\$2,020,885
L0-5005-000 Temporary Staff (Subs)	Sub Total \$3,000	\$0	\$3,000	\$0	\$3,000	\$500	\$3,000
Sub Totals Salaries	\$2,141,186	\$37,966	\$2,103,220	\$1,017,983	\$2,075,517	\$1,966,026	\$2,023,885
Library Employee Benefits							
L0-5111-000 Payroll Administration/ Employee Benefit Fee	\$0	(\$1,600)	\$1,600	\$0	\$1,600		\$0
L0-5101-000 Employee Assistance Program	\$1,320	\$0	\$1,320	\$750	\$1,320	\$1,500	\$1,320
L0-5102-000 NYS Employee Retirement	\$245,000	\$0	\$245,000		\$226,000	\$232,091	\$240,873
L0-5103-000 Payroll Tax Expense	\$163,571	\$2,904	\$160,667	\$74,339	\$158,520	\$142,391	\$157,358
L0-5103-000 Payroll Tax Expense Temp. Staff	\$230	\$0	\$230	\$0	\$230	\$32	\$230
L0-5104-000 Worker's Compensation	\$15,000	\$3,000	\$12,000	\$10,449	\$13,000	\$11,322	\$11,873
L0-5105-000 Unemployment	\$1,000	\$0	\$1,000	\$305	\$1,000	\$7,015	\$2,500
L0-5106-000 Disability Insurance	\$3,600	\$0	\$3,600	\$84,209	\$3,000	\$3,019	\$3,000
L0-5107-000 Employee Benefits-Health Insurance	\$400,000	\$15,000	\$385,000	\$181,142	\$370,000	\$365,649	\$335,208
L0-5100-000 Long Term Disability	\$4,000	(\$2,000)	\$6,000	\$2,380	\$5,500	\$3,020	\$5,579
L0-5110-000 FSA Insurance	\$300	\$0	\$300	\$346	\$300	\$234	\$300
Sub Totals	\$834,021	\$17,304	\$816,716	\$353,920	\$780,470	\$766,273	\$758,240

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	2021	Difference	2020	6/30/2020	2019	2019	2018
	PROPOSED	2020-2019	ADOPTED	Balance per	ADOPTED	Actual	ADOPTED/FINAL
Library Materials / Supplies	Budget		Budget	G/Ledger	Budget	Per West & Co	Budget
L0-5209-000 Teens (books, audio bks, music)	\$20,000	\$0	\$20,000	\$4,255	\$15,000	\$14,713	\$19,000
L0-5208-000 Books - Adult Fiction and Non-Fiction and LT and Folk	\$90,000	\$0	\$90,000	\$18,984	\$71,300	\$66,629	\$81,350
L0-5210-000 Books - Children's Fiction and Non-Fiction	\$45,000	\$0	\$45,000	\$5,707	\$55,000	\$44,541	\$44,696
L0-5211-000 Juvenile Media	\$7,000	\$0	\$7,000	\$1,116	\$9,000	\$7,419	\$12,000
L0-5250-000 Adult Audio	\$25,000	\$0	\$25,000	\$1,099	\$25,000	\$22,757	\$25,000
L0-5251-000 Juvenile Audio	\$5,000	\$0	\$5,000	\$1,042	\$10,000	\$2,786	\$7,500
L0-5309-000 Microfilm	\$3,000	\$0	\$3,000	\$1,674	\$3,000	\$3,000	\$3,000
L0-5310-000 Serials	\$16,500	\$0	\$16,500	\$8,581	\$16,500	\$17,218	\$15,000
L0-5311-000 eContent/hoopla/tumble/fold 3/ proquest/niche/zinnio/kanopy/stackmap	\$100,000	\$25,000	\$75,000	\$67,391	\$52,200	\$62,321	\$59,055
L0-5410-000 Adult Media	\$25,000	\$0	\$25,000	\$5,825	\$30,000	\$29,802	\$35,000
L0-5413-000 Media Supplies	\$3,500	\$0	\$3,500	\$40	\$3,500	\$2,787	\$3,500
L0-5415-000 Processing Fees	\$6,000	\$0	\$6,000	\$1,175	\$6,000	\$4,739	\$6,000
L0-5417-000 Book Repair Supplies	\$1,500	\$0	\$1,500		\$1,500	\$979	\$2,000
L0-5214-000 Collection Agency Fees	\$1,750	\$0	\$1,750	\$251	\$2,000	\$1,205	\$2,000
L0-5430-000 CBA Central Book Aid Materials	\$33,800	(\$33,800)	\$67,600	\$38,430	\$67,600	\$67,250	\$29,539
Sub Totals	\$383,050	(\$8,800)	\$391,850	\$155,570	\$367,600	\$280,895	\$344,640
Library Utilities / Building Maintenance							
L0-5418-000 Other Non-Book (WEB SITE)	\$1,500	\$0	\$1,500	\$1,028	\$800	\$1,340	\$5,000
L0-5419-000 Building Equipment	\$37,750	\$0	\$37,750	\$15,452	\$20,000	\$19,951	\$38,700
L0-5424-000 IT Equipment & Supplies and UHF/FM transceivers	\$40,000	\$16,545	\$23,455	\$960	\$40,000	\$52,040	\$0
L0-5420-000 Gas	\$12,000	\$0	\$12,000	\$4,407	\$12,000	\$16,311	\$14,000
L0-5421-000 Electric	\$77,000	\$0	\$77,000	\$25,057	\$77,000	\$75,425	\$77,000
L0-5422-000 Telephone	\$5,400	\$0	\$5,400	\$2,354	\$5,400	\$6,580	\$5,400
L0-5423-000 Utilities--Time Warner	\$3,000	\$900	\$2,100	\$1,336	\$2,100	\$2,773	\$2,100
L0-5521-000 Building Maintenance & Supplies	\$15,000	\$7,000	\$8,000	\$9,795	\$8,000	\$12,893	\$8,000
L0-5522-000 Building/Infrastructure Service Contracts	\$100,000	\$0	\$100,000	\$67,718	\$90,000	\$92,454	\$100,594
L0-5523-000 Building Insurance	\$30,000	\$0	\$30,000	\$7,068	\$29,000	\$30,590	\$28,000
L0-5524-000 Water and Sewer	\$22,000	\$0	\$22,000	\$4,838	\$22,000	\$23,238	\$22,000
L0-5526-000 Custodial Supplies	\$16,000	\$2,500	\$13,500	\$1,335	\$13,500	\$13,487	\$13,000
L0-5527-000 Copier Lease Maintenance & Supplies	\$9,000	\$0	\$9,000	\$2,739	\$9,000	\$9,000	\$7,000
L0-5630-000 Supplies General	\$18,000	(\$2,000)	\$20,000	\$11,381	\$20,000	\$17,709	\$21,300
Sub Totals	\$386,650	\$24,945	\$361,705	\$155,467	\$348,800	\$373,790	\$342,094

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	2021	Difference	2020	6/30/2020	2019	2019	2018
	PROPOSED	2020-2019	ADOPTED	Balance per	ADOPTED	Actual	ADOPTED/FINAL
Library Supplies / Programming / Services	Budget		Budget	G/Ledger	Budget	Per West & Co	Budget
L0-5631-000 Micro and Computer/Toner/Supplies	\$7,000	(\$2,000)	\$9,000	\$640	\$8,155	\$4,149	\$8,405
L0-5634-000 Supplies CD/DVD inspector	\$840	\$0	\$840		\$1,090	\$0	\$1,045
L0-5629-000 Software costs	\$20,000	\$2,500	\$17,500	\$7,188	\$22,000	\$19,362	\$30,000
L0-5632-000 Postage and Shipping	\$7,000	\$0	\$7,000	\$1,165	\$7,000	\$7,176	\$9,496
L0-5633-000 Printing and Publicity	\$8,000	\$0	\$8,000	\$2,162	\$8,000	\$7,838	\$15,000
L0-5635-000 Payroll	\$10,600	\$1,600	\$9,000	\$5,311	\$9,000	\$8,181	\$6,869
L0-5636-000 Travel Expense	\$7,500	(\$7,500)	\$15,000	\$4,041	\$11,000	\$9,332	\$17,500
L0-5637-000 Membership Dues	\$5,000	\$0	\$5,000	\$1,455	\$4,000	\$4,105	\$4,332
L0-5638-000 Staff Development [w/shops, confs, courses]	\$9,000	\$0	\$9,000	\$3,820	\$9,000	\$8,555	\$8,000
L0-5639-000 Audit Services	\$11,500	\$500	\$11,000	\$10,475	\$11,000	\$10,500	\$10,250
L0-5640-000 Professional Fees	\$30,000	\$0	\$30,000	\$7,724	\$28,000	\$25,307	\$6,600
L0-5642-000 Professional Fees/Trustee Education	\$500	(\$500)	\$1,000	\$0	\$500	\$62	\$1,000
L0-5643-000 Professional Fees/Security Company	\$58,000	(\$4,000)	\$62,000	\$25,904	\$60,000	\$49,358	\$57,573
L0-5644-000 Special Events	\$10,000	(\$5,000)	\$15,000	\$0	\$15,000	\$10,833	\$17,500
L0-5641-000 Miscellaneous Expense	\$1,500	\$0	\$1,500	\$1,040	\$1,500	\$2,359	\$1,500
L0-5645-000 Bank Charge for Credit Card Use	\$7,000	\$0	\$7,000	\$1,538	\$6,500	\$9,073	\$5,420
Sub Totals	\$193,440	(\$14,400)	\$207,840	\$72,463	\$201,745	\$176,190	\$200,490
Library Grant Expenses							
L0-5517-000 National Grid - Children's Star Explorer	\$0	\$0	\$0		\$0	\$0	\$6,000
L0-5519-000 Library By Mail	\$25,000	\$0	\$25,000	\$1,000	\$0	\$1,325	\$29,714
L0-5646-000 Leo Cox Beach Grant	\$10,000	\$0	\$10,000	\$2,550	\$0	\$17,471	\$13,200
L0-5665-000 CDLC	\$2,500	\$0	\$2,500		\$2,500	\$774	\$2,500
L0-5680-000 Stewart's Shop Grant	\$1,000	\$0	\$1,000		\$1,000	\$1,018	\$1,000
L0-5650-000 NYSCA Film Exhibition & Corp Film Support	\$13,500	\$0	\$13,500	\$940	\$23,500	\$19,841	\$22,225
L0-5652-000 NYSCA/Folklife Program Grant	\$45,000	\$0	\$45,000	\$11,627	\$35,000	\$35,324	\$38,823
L0-5688-000 NYS Construction Grant	\$0	\$0	\$0		\$66,650	\$45,137	\$93,000
L0-5663-000 Alfred Z Solomon Charitable Trust	\$0	(\$7,500)	\$7,500		\$7,500	\$0	\$7,500
L0-5736-000 NYS Patron Grant	\$0	\$0	\$0		\$2,500	\$585	\$1,000
L0-5447-000 Community Needs, Glens Falls Foundation	\$0	\$0	\$0		\$0	\$8,456	\$0
L0-5516-000 Touba Family Foundation	\$4,000	\$0	\$4,000		\$4,000	\$2,000	\$3,750
L0-5246-000 Conklin Ctr Large Type Books	\$1,000	(\$1,500)	\$2,500	\$832	\$3,000	\$1,440	\$3,000
L0-5458-000 Charles R Wood Foundation Art Grant	\$0	\$0	\$0		\$0		\$0
Sub Totals	\$102,000	(\$9,000)	\$111,000	\$16,948	\$145,650	\$133,371	\$221,712

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	PROPOSED	2020-2019	ADOPTED	Balance per	ADOPTED	Actual	ADOPTED/FINAL
	Budget		Budget	G/Ledger	Budget	Per West & Co	Budget
Library Programming / Miscellaneous							
L0-5648-000 125th Year Expenses	\$0	\$0	\$0		\$0	\$2,494	\$0
L0-5658-000 Miscellaneous Folk Life Expense	\$2,000	\$0	\$2,000		\$2,000	\$318	\$2,560
L0-5755-000 Refund of Municipal Taxes	\$5,000	\$0	\$5,000		\$2,000	\$0	\$2,000
L0-5671-000 Friends of Crandall Expense	\$30,000	\$0	\$30,000	\$6,292	\$30,000	\$36,462	\$30,000
L0-5740-000 Programming Costs/Reference	\$10,000	(\$2,000)	\$12,000	\$448	\$6,000	\$4,657	\$7,000
L0-5741-000 Automation Expenses SALS	\$88,596	\$2,580	\$86,016	\$54,031	\$85,543	\$87,313	\$87,667
L0-5743-000 Programming Costs	\$5,000	\$0	\$5,000	\$92	\$1,500	\$1,378	\$1,500
L0-5744-000 Programming Costs/Folklife	\$3,000	\$0	\$3,000	\$311	\$1,500	\$1,787	\$1,500
L0-5745-000 Programming Costs/Children's Dept.	\$12,000	\$0	\$12,000	\$3,576	\$9,000	\$11,461	\$11,500
L0-5750-000 Programming Teens	\$3,000	\$0	\$3,000	\$349	\$2,500	\$2,292	\$2,500
L0-5754-000 NYS Sales Tax	\$100	\$0	\$100		\$100		\$100
L0-5748-000 Contingency	\$10,000	(\$9,885)	\$19,885		\$15,000	\$0	\$29,454
Sub Totals	\$168,696	-\$9,305	\$178,001	\$65,098	\$155,143	\$148,161	\$175,781
Sub Totals Operating Expenses							
	\$4,209,043	\$38,711	\$4,170,332	\$1,837,449	\$4,074,924	\$3,844,705	\$4,066,841
L0-5800-000 Debt Service for the New Library Building Sub Total	\$650,863	(\$2,000)	\$652,863	\$156,411	\$650,863	\$650,863	\$650,313
Grand Totals Operating Expenses	\$4,859,906	\$36,711	\$4,823,195	\$1,993,860	\$4,725,787	\$4,495,568	\$4,717,154
Revenue over Expenses (Deficient)							
	\$0		\$0	\$1,453,338	\$30,495		\$0