



2024-2025

Operating Budget

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Last Updated: May 14, 2024

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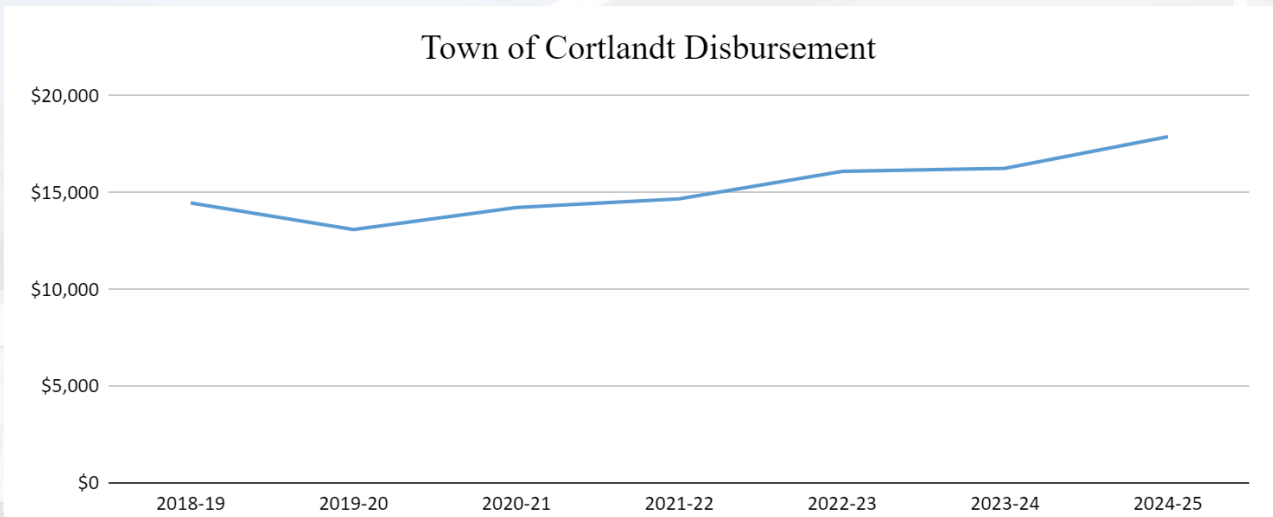
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INCOME

Income	FY 2023-24	% +/-	FY 2024-25 (Proposed)
Tax Levy	\$937,822	2.60%	\$962,222
General Donations	\$5,000	0.00%	\$5,000
Investments from Unrestricted Fund	\$14,000	0.00%	\$14,000
Investments from Restricted Fund	\$14,000	0.00%	\$14,000
State Aid	\$2,500	0.00%	\$2,500
Town of Cortlandt Library Tax	\$16,249	10.01%	\$17,875
Transfer from Capital Fund Reserve	\$10,000	0.00%	\$10,000
TOTAL	\$999,571	2.60%	\$1,025,597

Notes:

- Levy increase stays within the tax cap requirements.
- Largest increase to Cortlandt Library Tax allocation in recent years.
- Cortlandt Tax Rate: ↓ 1.26%
- Yorktown Tax Rate: ↑ 3.45%



EXPENSES

COLLECTION

Expense	FY 2023-24	% +/-	FY 2024-25 (Proposed)
Books & AV – Adults	\$33,000	0.00%	\$33,000
Books & AV – Childrens	\$6,000	16.67%	\$7,000
Books & AV - Teens	\$2,000	-50.00%	\$1,000
Periodicals & Newspapers	\$5,550	12.61%	\$6,250
Museum Passes	\$0	0.00%	\$0
Digital Content	\$4,000	-100.00%	\$0
TOTAL	\$50,550	-6.53%	\$47,250

Notes:

- Periodicals have been readjusted to address rising costs specifically in printed subscription material.
- \$1,000 from Teen collection is being reallocated to Children’s based on acquisition trends.
- Museum Pass acquisitions will be handled by the Fundraising committee for a second year in a row (pending Board approval).
- Digital content (i.e. eBooks) acquisitions will now be reported in the Technology section with our digital content subscription costs through WLS.

TECHNOLOGY

Expense	FY 2023-24	% +/-	FY 2024-25 (Proposed)
Integrated Library System (WLS)	\$25,000	-4.00%	\$24,000
Wired Network and Security (WLS)	\$15,000	0.00%	\$15,000
Public Wireless Network (WLS)	\$3,150	-2.22%	\$3,080
Equipment (WLS-managed)	\$14,000	17.86%	\$16,500
Digital Content	\$3,500	28.57%	\$4,500
Library Website/Calendar	\$2,700	0.00%	\$2,700
Technology/Equipment (Library-managed)	\$1,100	9.09%	\$1,200
TOTAL	\$64,450	3.93%	\$66,980

Notes:

- WLS fees have been readjusted based on the most recent inventory/service audit.
- Public Wireless fees reduce over time until equipment is paid off due to depreciation.

SALARIES AND BENEFITS

Expense	FY 2023-24	% +/-	FY 2024-25 (Proposed)
Professional/Librarian	\$289,737	2.08%	\$295,759
Paraprofessional/Library Assistant	\$243,354	4.46%	\$254,201
Building Maintenance/Custodial	\$32,643	7.37%	\$35,047
Payroll Tax	\$46,673	3.41%	\$48,263
Health Insurance (F/T-Only)	\$72,240	5.20%	\$76,000
Basic Life Insurance (F/T-Only)	\$2,000	5.00%	\$2,100
Retirement (F/T-Only)	\$32,736	5.32%	\$34,476
TOTAL	\$722,054	3.30%	\$745,846

Notes:

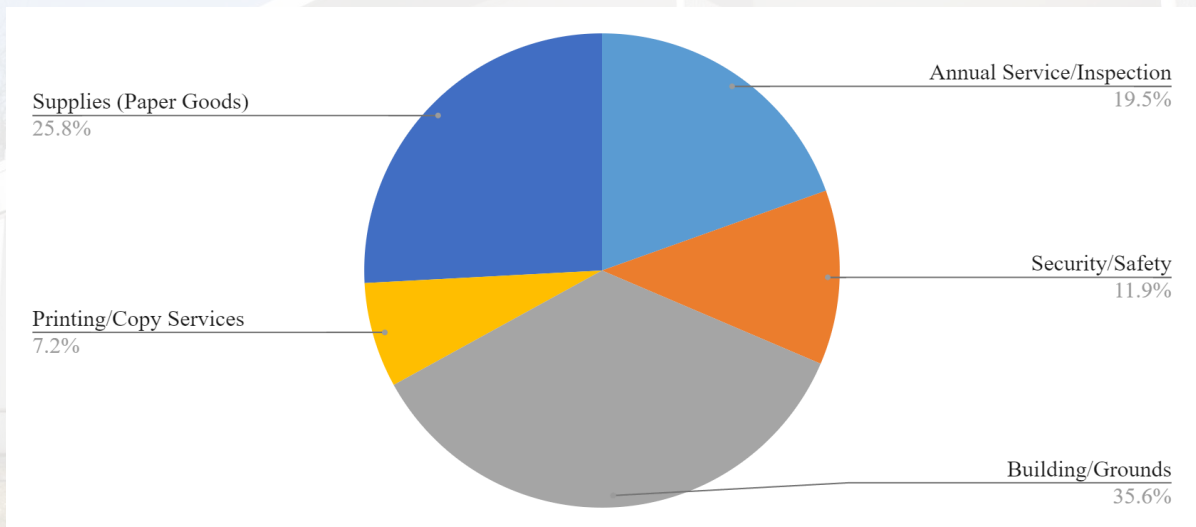
- Across the board 2.75% increases for all staff.
- Staff maintain the same amount of scheduled hours per week (no reduction in hours/income).
- Accommodates ever increasing insurance rates without lowering tier provided.

OPERATIONS AND MAINTENANCE

Expense	FY 2023-24	% +/-	FY 2024-25 (Proposed)
Utilities	\$22,500	11.11%	\$25,000
Insurance – Building/Corporate	\$33,500	-4.48%	\$32,000
Annual Maintenance	\$30,000	5.00%	\$31,500
Telephone	\$4,700	0.00%	\$4,700
Postage	\$500	-40.00%	\$300
Supplies - Operating	\$12,000	0.00%	\$12,000
Audit & Accounting Fees	\$9,000	8.33%	\$9,750
Payroll Services	\$4,750	5.26%	\$5,000
Education, Travel & Conferences	\$500	0.00%	\$500
TOTAL	\$117,450	2.81%	\$120,750

Notes:

- Even with new smart thermostats, our electricity flat rate (kWh) will be increasing this year from \$0.06 to \$0.12 k/Wh; NY average is currently \$0.19/kWh so while that only makes up a small portion of the total utility cost, the increase has been budgeted for.
- Estimated annual maintenance costs have been adjusted to reflect the current averages.
- Breakdown of Annual Maintenance Expenditures:

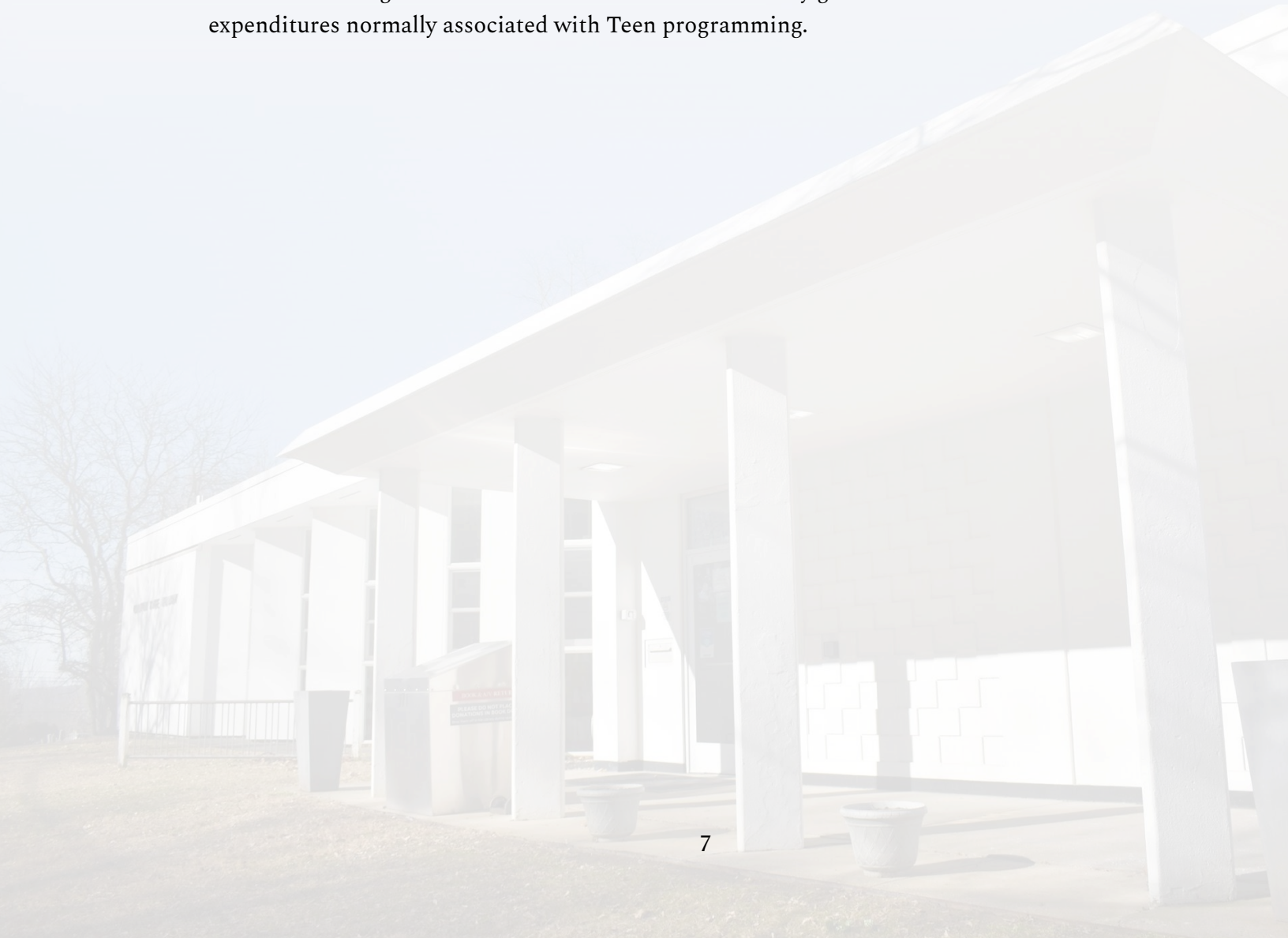


EVENT PROGRAMMING

Expense	FY 2023-24	% +/-	FY 2024-25 (Proposed)
Special Events	\$8,000	0.00%	\$8,000
Children's Programming	\$17,000	0.00%	\$17,000
Teen Programming	\$4,000	-6.25%	\$3,750
Adult Programming	\$6,000	0.00%	\$6,000
TOTAL	\$35,000	-0.71%	\$34,750

Notes:

- While we are reducing the amount devoted to Teen programming for the upcoming FY, we intend on starting to utilize the most recent NYS Assembly grant which will cover some expenditures normally associated with Teen programming.



OFFICIAL BUDGET (2024-25)

Approved May 13, 2024

INCOME	2024-25
Tax Levy	\$962,222
General Donations	\$5,000
Investments from Unrestricted Fund	\$14,000
Investments from Restricted Fund	\$14,000
State Aid	\$2,500
Town of Cortlandt	\$17,875
Transfer from Capital Fund Reserve	\$10,000
TOTAL	\$1,025,597
EXPENSE	2024-25
Books and A/V	\$41,000
Newspapers and Periodicals	\$6,250
Digital Content	\$4,500
Integrated Library System (ILS)	\$24,000
Technology/Equipment	\$17,700
Network	\$18,080
Website	\$2,700
Salaries and Benefits	\$745,846
Building Maintenance/Insurance	\$63,500
Telephone	\$4,700
Utilities	\$25,000
Supplies	\$12,300
Accounting/Payroll Services	\$14,750
Professional Development	\$500
Programs/Special Events	\$34,750
Capital Fund Expenditure	\$10,000
Miscellaneous	\$21
TOTAL	\$1,025,597