

BOARD APPROVED 8/31/2011		CRANDALL PUBLIC LIBRARY					
		Proposed 2012 Budget			Page 1		
August 31, 2011							
2012 PROPOSED Budget/Operating Income		Difference 2011-2012	2012 PROPOSED BUDGET	2011 ADOPTED BUDGET	2010 ADOPTED BUDGET	2009 ADOPTED BUDGET	Comments
We are proposing a .46% increased budget for 2012							
L0-4401-000	City of Glens Falls	32,494	812,973	780,479	780,082	742,362	Includes debt service payment
L0-4402-000	Town of Queensbury	8,674	1,668,484	1,659,810	1,633,367	1,610,754	Includes debt service payment
L0-4403-000	Town of Moreau	20,823	680,143	659,320	595,880	570,535	Includes debt service payment
Sub Totals		61,991	3,161,600	3,099,609	3,009,329	2,923,651	
Local and Other		2.00%					
L0-4404-000	Warren County Aid	0	12,000	12,000	32,100	32,100	Anticipate the same aid as 2011
L0-4405-000	Local Library Aid	(1,000)	12,000	13,000	15,021	15,293	Anticipate decreased aid for 2012
L0-4406-000	Central Library Aid	(3,000)	80,000	83,000	95,527	97,244	Anticipate decreased aid for 2013
L0-4407-000	SALS, Other Grants	0	325	325	1,325	1,325	SALS Continuing Education Grant
L0-4409-000	Glens Falls Foundation	(2,000)	3,500	5,500	5,500	5,500	Donations have dropped over last two years
L0-4410-000	Restricted Donations and Sponsorships	0	12,000	12,000	12,000	5,000	Program sponsorships by businesses/individuals
L0-4411-000	Unrestricted Donations	0	30,000	30,000	25,000	20,000	Annual Appeal included here
L0-4412-000	Investment Account Income GFNB	(2,800)	43,000	45,800	41,500	69,000	Per GFNB projections- not budgeting all income projected
L0-4414-000	Friends of Crandall	0	30,000	30,000	30,000	30,000	Based on prior years of experience
L0-4415-000	Sale of Equipment	(500)	0	500	500	500	No sales in last 2 years, none anticipated
L0-4417-000	Sale Other	0	1,000	1,000	1,000	1,000	Based on prior years of experience
L0-4419-000	Fines	0	128,000	128,000	135,000	116,200	Based on prior years of experience
L0-4420-000	Copy Machine Income	0	7,500	7,500	6,000	7,500	Based on prior years of experience
L0-4421-000	Special Event Income	16,000	56,000	40,000	12,000	0	Adirondack Chair fund raising event, Henry Crandall Award, Selected Shorts
L0-4422-000	Overdue retrieval agency	(350)	400	750	1,500	1,500	Based on prior years of experience
L0-4425-000	Interest Income	(3,000)	3,000	6,000	9,000	25,000	Anticipate less income due to historic low interest rates
L0-4427-000	Miscellaneous Income	0	1,000	1,000	1,000	1,000	Based on prior years of experience
L0-4432-000	Waentig Account interest	0	0	0	0	2,000	Waentig funds no longer in CDs
Sub Totals		3,350	419,725	416,375	423,973	430,162	
		0.80%					

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2012 PROPOSED Budget/Operating Income	Difference	2012	2011	2010	2009	
	2011-2012	PROPOSED	ADOPTED	ADOPTED	ADOPTED	
		BUDGET	BUDGET	BUDGET	BUDGET	
Grants						
L0-4428-000 NYS Council on the Arts	(700)	57,000	57,700	64,893	47,565	Per NYSCA, Film pending 9/30/11 notification from NYSCA
L0-4431-000 Corporate Film Support	0	2,000	2,000	2,000	2,000	Based on prior years of experience
L0-4434-000 Folk Miscellaneous Income	0	1,500	1,500	1,500	1,500	Based on prior years of experience
	(700)	60,500	61,200	68,393	51,065	
	-1.14%					
Trusts						
L0-4413-000 Crandall Trust	5,000	80,000	75,000	85,000	85,000	Approved by Crandall Trust Board May 2011
L0-4433-000 Waentig Funds for Equipment, books, building maint.	(11,000)	134,000	145,000	145,000	305,000	Decreased 7.6%
L0-4438-000 Jean Hill Trust	(1,500)	4,500	6,000	5,000	5,000	Based on prior years of experience
L0-4439-000 Elsie Hill Trust	0	18,000	18,000	25,000	23,500	Based on prior years of experience
L0-4440-000 Fleihmann Trust	(75)	6,200	6,275	6,000	7,500	Based on prior years of experience
L0-4441-000 Baker Trust	840	37,000	36,160	37,200	43,000	Based on prior years of experience
L0-4442-000 Newburger Trust	(1,500)	20,000	21,500	26,000	26,000	Based on prior years of experience
Sub Totals	(8,235)	299,700	307,935	329,200	495,000	
	-2.67%					
Miscellaneous						
L0-4450-000 Transfer from GFNB Investment Account	(5,000)	65,000	70,000	65,000	69,388	Decreased 7.1%
L0-4926-000 Transfer from Capital Account	(10,000)	100,000	110,000	85,000	0	Decreased 9.1%
L0-4485-000 Support - Bequests	0	10,000	10,000	10,000	10,000	Per Board Investment policy
L0-4518-000 Insurance Reimbursements	1,000	2,000	1,000	2,000	2,000	Based on prior years of experience
L0-4599-000 Appropriated Surplus, General	(8,250)	13,750	22,000	25,000	15,000	Anticipate slight surplus with careful spending
L0-4014-000 Appropriated Surplus, Newburger	(5,000)	0	5,000	7,500	7,500	No surplus from prior year
L0-4950-000 Transfer in from Unemployment Account	(10,000)	8,000	18,000	0	0	One former employee is collecting, Library is self-insured
Sub Totals	(37,250)	198,750	236,000	194,500	103,888	
	-15.78%					
Grand Totals Operating Income	19,156	4,140,275	4,121,119	4,025,395	4,003,766	
	0.46%					

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2012 PROPOSED Budget/Operating Expenses		Difference	2012	2011	2010	2009	
		2011-2012	PROPOSED	ADOPTED	ADOPTED	ADOPTED	
			BUDGET	BUDGET	BUDGET	BUDGET	
Salaries							
L0-5000-000	Certified Librarians	8,408	634,935	626,527	658,082	625,682	Includes 1.5% salary increase
L0-5001-000	Clerical Salaries	(11,929)	266,800	278,729	275,709	275,840	Includes 1.5% salary increase, one position not filled
L0-5002-000	Para-Professional Salaries	24,972	515,240	490,268	557,438	552,070	Includes 1.5% salary increase
L0-5003-000	Building Staff	(352)	119,095	119,447	116,533	126,359	Includes 1.5% salary increase
L0-5004-000	Pages Salaries	(3,435)	71,565	75,000	70,000	65,000	No increase for 2012
L0-5010-000	Pages - Sunday hours	5,000	5,000	0	0	0	No increase for 2012
L0-5006-000	Sunday Hours	(5,313)	35,000	40,313	37,500	34,000	Pages excluded as they aren't paid a Sunday rate.
Sub Totals		17,351	1,647,635	1,630,284	1,715,262	1,678,951	
		1.06%					
L0-5005-000	Temporary Staff	0	4,000	4,000	3,000	5,000	For temporary staffing for vacations and sick
		0.00%					
L0-5008-000	Vacation Accruals	(4,000)	0	4,000	3,500	3,000	Not needed or used per auditors
		-100.00%					
L0-5009-000	Additional positions/benefits	0	0	0	0	40,000	No plan to hire
Total Salaries		13,350	1,651,635	1,638,284	1,721,762	1,726,951	
		0.81%					
Benefits							
L0-5101-000	Employee Assistant Program	100	950	850	850	850	For staff and their families
L0-5102-000	NYS Employee Retirement	10,225	220,225	210,000	93,500	110,000	Dependent on rates - hope to pay in December 2012
L0-5103-000	Payroll Tax Expense	1,077	126,100	125,023	131,485	131,729	Payroll increased by 1.06%
L0-5103-000	Payroll Tax Expense Temp. Staff	70	300	230	230	383	For temporary staffing for vacations and sick
L0-5104-000	Worker's Compensation	93	3,000	2,907	4,700	4,700	Library gets an excellent rate through Warren County
L0-5106-000	Disability Insurance	0	2,000	2,000	2,000	2,000	Based on prior years of experience
L0-5107-000	Employee Benefits-Health Insurance	3,000	218,000	215,000	209,500	207,000	Based on experience and Capital Financial Group
L0-5108-000	Long Term Disability	500	3,500	3,000	3,000	3,000	Based on prior years of experience
L0-5110-000	Aflac Insurance	500	500	0	0	0	Based on prior years of experience
Sub Totals		15,565	574,575	559,010	445,265	459,662	
		2.78%					

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		Difference	2012	2011	2010	2009	
2012 PROPOSED Budget/Operating Expenses		2011-2012	PROPOSED	ADOPTED	ADOPTED	ADOPTED	
			BUDGET	BUDGET	BUDGET	BUDGET	
Materials							
L0-5208-000	Books - Adult Fiction and Non-Fiction	7,000	125,000	118,000	111,000	109,000	Increased spending on materials reflects goals of Strategic Plan priorities
L0-5210-000	Books - Children's Fiction and Non-Fiction	4,500	77,000	72,500	65,500	63,000	Increased spending on materials reflects goals of Strategic Plan priorities
L0-5211-000	Juvenile Media	2,000	29,000	27,000	25,000	25,000	Increased spending on materials reflects goals of Strategic Plan priorities
L0-5250-000	Adult Media	3,064	78,000	74,936	71,000	68,000	Increased spending on materials reflects goals of Strategic Plan priorities
L0-5309-000	Serials/Print and Microfilm	(500)	19,000	19,500	18,000	18,000	
L0-5311-000	On-Line Periodicals	1,000	5,000	4,000	8,500	8,500	
L0-5413-000	Media Supplies	0	2,500	2,500	2,500	2,500	
L0-5415-000	Processing Fees	3,800	5,800	2,000	2,500	7,500	Library is doing all processing in-house, none by SALS
L0-5417-000	Bookbinding	0	1,000	1,000	1,250	1,250	
L0-5214-000	Collection agency fees	(250)	2,000	2,250	2,500	2,500	
	Sub Totals	20,614	344,300	323,686	307,750	305,250	
		6.37%					
FYI- Sources of materials funds							
	Crandall Public Library Funds	22,614	276,100	253,486	91,150	54,650	Municipal funds used for library materials
	Waentig Funds	0	30,000	30,000	145,000	185,000	Allowed use of Waentig funds
	Fleihman Trust Funds	(1,000)	6,200	7,200	6,000	7,500	Restricted to Media
	Newburger Trust Funds	(1,000)	20,000	21,000	33,500	26,000	Yearly income
	Warren County Funds	0	12,000	12,000	32,100	32,100	County funds not confirmed for 2012
		20,614	344,300	323,686	307,750	305,250	
		6.37%					

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2012 PROPOSED Budget/Operating Expenses						
	Difference	2012	2011	2010	2009	
	2011-2012	PROPOSED	ADOPTED	ADOPTED	ADOPTED	
		BUDGET	BUDGET	BUDGET	BUDGET	
Other						
L0-5418-000	Other Non-Book	(150)	0	150	150	Based on prior years of experience
L0-5419-000	Building Equipment	(25,000)	30,000	55,000	50,000	42,000 \$25,000 for computer replacements, (3 yr plan), \$5,000 for other building equipment
L0-5420-000	Gas	2,000	32,000	30,000	30,000	55,000 Anticipate higher expense
L0-5421-000	Electric	(2,000)	90,000	92,000	90,000	99,000 Anticipate National Grid rate reduction in 2012
L0-5422-000	Telephone	(1,000)	5,500	6,500	6,400	9,000 Based on prior years of experience
L0-5521-000	Building Maintenance & Repair	(1,800)	7,700	9,500	7,500	3,500 Based on prior years of experience
L0-5522-000	Building Service Contracts	1,000	121,000	120,000	117,000	116,585 Maintenance contracts including RFID, Self Check, cleaning service, park maintenance
L0-5523-000	Building Insurance	0	25,000	25,000	25,000	25,000 We get a rebate every year of about \$2,000 but we can't count on it until received
L0-5524-000	Water and Sewer	3,150	12,650	9,500	6,000	12,500 40% rate hike from City of Glens Falls
L0-5526-000	Custodial Supplies	(400)	9,500	9,900	9,900	7,500 Based on prior years of experience
L0-5527-000	Equipment Maintenance & Supplies	(2,500)	11,000	13,500	13,500	16,000 Includes accounting software, copier and other equipment
L0-5630-000	Office Supplies General	(500)	3,500	4,000	4,000	3,500 Reduced
	IT Department	400	400	0	0	0 Added as a new expense line
	Reference Department	(400)	800	1,200	2,000	2,000 Reduced
	Circulation Department/Tech Services	(1,000)	7,000	8,000	7,500	4,000 Reduced
	Children's Department	0	500	500	2,500	2,500 Level
	Folk life Department	(500)	500	1,000	1,000	1,500 Reduced
	RFID Supplies	0	5,500	5,500	0	0 Supplies overall are reduced \$2,000
L0-5631-000	Micro and Computer/Supplies/Licenses	(2,060)	6,000	8,060	6,816	10,000 Based on prior years of experience
L0-5634-000	Supplies CD/DVD inspector	(3,266)	1,800	5,066	2,150	6,500 Based on prior years of experience
L0-5629-000	Software costs	1,500	10,500	9,000	11,200	0 e-Tapestry for fund raising and PR; Evanced for web calendar; computer software
L0-5632-000	Postage and Shipping	0	9,000	9,000	8,500	10,000 Includes yearly information on budget, annual reports, overdues and all other postage
L0-5633-000	Printing and Publicity	0	11,000	11,000	10,000	9,500 Includes yearly information on budget, annual reports, programs and all other costs
L0-5635-000	Outside Computer Services	0	4,200	4,200	4,200	4,000 For payroll
L0-5636-000	Travel Expense	0	4,500	4,500	4,500	5,000 Conferences & workshops, Outreach program, PLA
L0-5637-000	Membership Dues	0	2,225	2,225	2,225	2,500 In Library organizations; program related associations
L0-5638-000	Staff Development [workshops, conferences, courses]	(1,600)	6,400	8,000	8,000	15,000 NYLA, PLA, supervisory and technology continuing education
L0-5639-000	Audit Services	1,000	9,000	8,000	7,000	7,500 Anticipate higher expense
L0-5640-000	Professional Fees/Honoraria	4,250	21,750	17,500	15,600	7,500 Includes attorney fees, Wells Fargo, Fiscal Advisors on bond, consulting, honoraria
L0-5642-000	Professional Fees/Trustee Education	(1,000)	0	1,000	1,000	2,500 Eliminated
L0-5643-000	Professional Fees/Security Company	0	53,000	53,000	51,000	58,674 Will reduce security hours in the mornings to stay level
L0-5644-000	Special Events	18,000	21,500	3,500	3,500	0 Costs to conduct fund raising events
L0-5641-000	Miscellaneous Expense	0	1,000	1,000	1,000	1,000 Level
	Sub Totals	(11,876)	524,425	536,301	509,141	539,409
		-2.21%				

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	Difference	2012	2011	2010	2009	
2012 PROPOSED Budget/Operating Expenses	2011-2012	PROPOSED	ADOPTED	ADOPTED	ADOPTED	
		BUDGET	BUDGET	BUDGET	BUDGET	
Grants						
L0-5650-000 NYSCA/Film Exhibition & Corp Film	1,200	20,000	18,800	23,093	16,175	Per NYSCA, film pending notification 9/30/11
L0-5652-000 NYSCA/Folk life Program Grant	(200)	37,000	37,200	39,400	29,400	Per NYSCA
L0-5654-000 NYSCA/Literature Program Grant	(200)	3,500	3,700	4,400	3,990	Per NYSCA
Sub Totals	800	60,500	59,700	66,893	49,565	
	1.34%					
Miscellaneous						
I0-5658-000 Miscellaneous Folk life Expense	(1,500)	0	1,500	1,500	1,500	Based on prior years of experience
L0-5755-000 Refund of Municipal Taxes	0	3,000	3,000	3,000	4,000	Based on prior years of experience
L0-5671-000 Friends of Crandall Expense	0	30,000	30,000	30,000	30,000	Based on Library requests
L0-5740-000 Programming Costs/Reference	(500)	1,500	2,000	2,000	2,500	Reduced
L0-5741-000 Automation Expenses SALS	(700)	95,500	96,200	81,346	63,230	10 cents per circ and 9 cents per item owned and inventoried. Need to reduce inventory
L0-5743-000 Programming Costs	(500)	9,500	10,000	9,500	10,500	Reduced
L0-5744-000 Programming Costs/Folk life	0	1,000	1,000	1,400	2,000	Reduced
L0-5745-000 Programming Costs/Children's Dept.	0	7,500	7,500	7,500	8,500	Reduced
L0-5750-000 Programming Teens	0	2,000	2,000	2,000	2,500	Reduced
L0-5748-000 Contingency	(7,500)	7,500	15,000	7,000	8,000	Based on prior years of experience
L0-5105-000 Transfer into Unemployment Account	(9,000)	6,000	15,000	4,000	2,000	One former employee is collecting, & NYS interest assessment for Unemployment
Sub Totals	(19,700)	163,500	183,200	149,246	134,730	
	-10.75%					
Total Operating Expenses	18,754	3,318,935	3,300,181	3,200,057	3,215,567	
	0.57%					
L0-5800-000 Debt Service for the New Library Building	402	821,340	820,938	825,338	788,199	Payment as per Fiscal Advisors
	0.05%					
Grand Total Operating Expenses	19,156	4,140,275	4,121,119	4,025,395	4,003,766	
	0.46%					
Income Over Expenses	0	0	0	0	0	