

# TOWN OF WESTHAMPTON - FY 2024

Account ID: 015610.700

Account Description: Library

Prepared by: Meaghan Schwelm, Trustees

Date: 2/2/2023

**RETURN**

**Confirmed** (Estimated / Confirmed)

## Department Expenses

Category (Use)	Type of Expense*	FY2020 Budget	FY2020 Actual	FY2021 Budget	FY2021 Actual	FY2022 Budget	FY2022 Actual	FY2023 Budget	FY2024 Request	Notes
Payroll		-			65,751.00	70,063.50	70,404.00	74,090.00	77,283.00	Staffing (see schedule, below)
Professional Development					536.00	700.00	237.00	700.00	700.00	cost of two in-state conferences
Repair						1,000.00	2,010.00	2,000.00	2,000.00	Based on actual spending and age of building
Maintenance					4,032.00	3,000.00	4,096.00	4,500.00	4,500.00	Based on actual spending and age of building
Supplies					2,180.00	2,000.00	1,388.00	2,000.00	2,000.00	Based on actual spending
Electricity					174.00	1,300.00	1,451.00	1,400.00	1,700.00	Based on current spending and the likelihood that rates will continue to rise.
Heating Oil					1,755.00	2,500.00	2,097.00	2,700.00	3,000.00	Based on current spending and the likelihood that rates will continue to rise.
Telephone					495.00	500.00	576.00	530.00	560.00	Based on average increases per year
Landscaping					199.00	1,000.00	-	300.00	500.00	Mulch and gravel
CWMARS Membership					4,210.00	5,733.00	3,807.00	5,848.00	4,039.00	Set by CWMARS
Equipment					1,628.00	1,000.00	632.00	1,800.00	3,000.00	Wowbrary=\$505; Quicken=\$104; Hotspots=\$800; Zoom=\$150; New public computer=\$1500
Mandatory Purchasing					24,699.00	22,200.00	23,941.00	23,938.00	24,820.50	Required to be 20% of overall library budget in order to maintain certification through MBLC; This is calculated by adding all other item lines and calculating 25% of that total. This is 20% of the overall budget.
Prev. Year Appropriations		103,963.00	99,458.00	106,859.00	(519.00)		(4,202.56)			
<b>Total</b>		<b>103,963</b>	<b>99,458</b>	<b>106,859</b>	<b>105,140</b>	<b>110,997</b>	<b>106,436</b>	<b>119,806</b>	<b>124,103</b>	Budget must be at least 2.5% more than average of prev 3-year budgets (\$115,223) in order to maintain MBLC Certification

\*Please Note: Type of Expense = fixed costs (F), variable costs (V), mandated cost (M), or offset by outside source in part or whole (O).

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### FY2023 Outside Revenue (grants, state reimbursement, etc.)

Category	Amount	Status (Pending, awarded, etc.)	Notes
Staff Time	12,105	In-Kind	807 of volunteer hours at \$15.00 / hour
State Aid	5,830	Pending	First of two awards of 2,915 has been dispersed
Donation	2,800	Pending	Gift from friends
Programs		Pending	Cultural Council Grant

### Capital Expenses

Category	Amount	Year (to be purchased, contracted, etc.)	Life-expectancy	Notes

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**Please note any additional information that is necessary to explain or support this year's budget.**

Budget was collectively prepared by Anne Marie O'Reilly, Deb Estelle, Angela Griefen, Carol McMurrich, Deb Smith, Caralyn Whipple, and Meaghan Schwelm

## **STAFFING** \* *Proposed*

<b>FY2023</b>	<b>Wkly hrs</b>	<b>Ann. Hrs</b>	<b>Rate</b>	<b>Cost</b>
Sub Librarian*	7	364	\$ 16.00	\$ 5,824
Youth Svcs	19	988	\$ 18.50	\$ 18,278
Custodian	3	156	\$ 15.00	\$ 2,340
Director	35	1820	\$ 26.18	\$ 47,648
				\$ 74,090

<----- Originally proposed at \$14.25 / hour, for a total request of \$2,223; increased to \$15 / hour, complying with min wage laws; difference: \$117.

<b>FY2024</b>	<b>Wkly hrs</b>	<b>Ann. Hrs</b>	<b>Rate</b>	<b>Cost</b>
Sub Librarian*	7	364	\$ 16.56	\$ 6,028
Youth Svcs	19	988	\$ 19.76	\$ 19,523
Custodian	3	156	\$ 15.45	\$ 2,410
Director	35	1820	\$ 27.10	\$ 49,322
				\$ 77,283

## **FY2023 + FY2024 COLA**

3.50%	\$ 16.00
6.81%	\$ 18.50
3.00%	\$ 15.00
3.51%	\$ 26.18

## **Library Hours**

## **TOTALS**

Mond	2 P	8 P			6
Tue	9 A	12 P	1 P	5 P	7
Wed	9 A	12 P	1 P	5 P	7
Thur	2 P	8 P			6
Sat	10 A	1 P			3