

**KEENE VALLEY LIBRARY ASSOCIATION  
2024 BUDGET  
2022 2023 YearEnd @024 Budget/YTD**

| 1  | March 2, 2024                      | 2022 Final       | 2023 Final       | 2024 Budget      | 2024 YTD        |
|----|------------------------------------|------------------|------------------|------------------|-----------------|
| 2  | <b>INCOME</b>                      | 12/31/2022       | 12/31/23         |                  | 3/2/24          |
| 3  |                                    |                  |                  |                  |                 |
| 5  | 4000 Town of Keene                 | 6,365.00         | 6,365.00         | 6,365.00         | 0.00            |
| 6  | 4001 Keene Central School          | 3,000.00         | 3,000.00         | 3,000.00         | 0.00            |
| 7  | 4100 Local Library Service LLSA    | 2,747.41         | 1,538.03         | 1,600.00         | 0.00            |
| 8  | 4103 Other Cash from CEF (mini)    | 257.14           | 200.00           | 200.00           | 0.00            |
| 9  | 4400 Annual Appeal                 | 45,884.15        | 56,523.20        | 40,000.00        | 4,275.00        |
| 10 | 4401 Memorials/Honorariums         | 1,040.00         | 4,454.00         | 1,000.00         | 0.00            |
| 11 | Town of Keene - Contingency        | 4,284.00         | 2,283.49         | 0.00             | 0.00            |
|    | Misc. Interest, online transfer    | 0.00             | 0.00             | 0.00             | 919.69          |
| 12 |                                    | <u>63,577.70</u> | <u>74,363.72</u> | <u>52,165.00</u> | <u>5,194.69</u> |
| 13 |                                    |                  |                  |                  |                 |
| 14 | 4403 Private Grants                |                  |                  |                  |                 |
| 15 | 4403.1 Clements Income             | 7,000.00         | 8,000.00         | 7,000.00         | 0.00            |
| 16 | 4403.2 Stewart's                   | 1,000.00         | 700.00           | 700.00           | 0.00            |
| 17 | 4403.3 Pumpkin Hill                | 5,000.00         | 5,000.00         | 5,000.00         | 0.00            |
| 18 | 4403.4 MakerSpace programming      | 0.00             | 0.00             | 0.00             | 0.00            |
| 19 | 4403.5 Work training/inventory     | 1,700.00         | 0.00             | 700.00           | 0.00            |
| 20 | 4403.6 Summer Lecture series       | 400.00           | 300.00           | 200.00           | 0.00            |
| 21 | 4403.17 AMR -Archives              | 5,375.19         | 5,724.58         | 5,908.00         | 0.00            |
| 22 | 4403.8 Grants Other(ECAC)          | 4,120.00         | 550.00           | 250.00           | 0.00            |
| 23 | 4403.10 ADK Quad County grant/EBFA | 1,700.00         | 150.00           | 2,000.00         | 0.00            |
| 24 | 4403.9 Programming                 | 160.00           | 0.00             | 2,500.00         | 0.00            |
| 25 | 4403.7 ADK Community Project       | 50.00            | 0.00             | 0.00             | 0.00            |
| 26 | 4403.11 NLYA for Keene Library     | 5,500.00         | 0.00             | 0.00             | 0.00            |
|    | 4403.19 Wish List                  | 0.00             | 1,000.00         | 0.00             | 0.00            |
|    | 4403.13 Kid's Program              | 0.00             | 3,450.00         | 0.00             | 0.00            |
|    | 4403.20 Soundproof Booths          | 0.00             | 10,000.00        | 0.00             | 0.00            |
|    | Mac MacDevitt Pass through Grant   | 0.00             | 2,750.00         | 0.00             | 0.00            |
| 27 | Total 4403 Private Grants          | <u>32,005.19</u> | <u>37,624.58</u> | <u>24,258.00</u> | <u>0.00</u>     |
| 28 |                                    |                  |                  |                  |                 |
| 29 | 4404 Booksale Revenues             |                  |                  |                  |                 |
| 30 | 4404.2 On-line book sales/plunz    | 0.00             | 44.00            | 0.00             | 0.00            |
| 31 | 4404.3 General Booksales           | 20.00            | 0.00             | 0.00             | 0.00            |
| 32 | Total 4404 Booksale Revenues       | <u>20.00</u>     | <u>44.00</u>     | <u>0.00</u>      | <u>0.00</u>     |
| 33 |                                    |                  |                  |                  |                 |
| 34 | 4405 Library Charges /Donations    | 1,201.50         | 1,293.00         | 1,500.00         | 0.00            |
| 35 | 4405.3 3-D printing income         |                  |                  |                  |                 |

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|    |  |                   |                   |                   |                  |
|----|--|-------------------|-------------------|-------------------|------------------|
| 36 |  |                   |                   |                   |                  |
| 37 | 4405.1 Communty Room Income                | 0.00              | 562.00            | 0.00              | 0.00             |
| 38 | 4416 Misc Fundraising (totes, mugs)        | 261.00            | 16.00             | 250.00            | 0.00             |
| 39 | 4416.1 Guide Calendars                     | 464.00            | 0.00              | 0.00              | 0.00             |
| 40 | 4416.2 Maps                                | 0.00              | 0.00              | 0.00              | 0.00             |
| 41 | 4417. 3rd Party Fundraising                | 0.00              | 0.00              | 0.00              | 0.00             |
| 42 | 4408. Transfer from Invest/MM*** see below | 30,000.00         | 20,000.00         | 0.00              | 0.00             |
| 43 | 4409 Summer Benefit                        | 32,966.00         | 38,281.00         | 35,000.00         | 0.00             |
| 44 | 4410 Fun Run                               | 0.00              | 0.00              | 0.00              | 0.00             |
| 45 | 4414 Refunds/interest                      | 1,418.47          | 342.14            | 100.00            | 0.00             |
| 46 | Grant Programming income                   | 0.00              | 0.00              | 0.00              | 0.00             |
| 47 | Miscellaneous Income                       | 280.00            | 20.00             | 0.00              | 0.00             |
| 48 |  |                   |                   |                   |                  |
| 49 | <b>TOTAL INCOME</b>                        | <b>162,193.86</b> | <b>172,546.44</b> | <b>113,273.00</b> | <b>5,194.69</b>  |
| 50 |  |                   |                   |                   |                  |
| 51 | <b>EXPENSES</b>                            |                   |                   |                   |                  |
| 52 | Account                                    | 2022              | 2023 YTD          | 2024 Budget       | 2024 YTD         |
| 53 |  | 12/31/2022        | 12/31/23          |                   | 3/2/24           |
| 54 | 5000 Payroll                               |                   |                   |                   |                  |
|    | 5000.1 Non-Cert. Librarian Salary          | 41,314.26         | 43,379.96         | 44,681.00         | 8,592.50         |
| 55 | 5000.2 All Other Salaries - Clerks         | 12,867.50         | 18,901.17         | 20,595.00         | 2,951.37         |
| 56 | 5000.3 Salary from Clements pr/page        | 1,984.50          | 808.00            | 1,000.00          | 0.00             |
| 57 | 4998 Clements page non salary              | 0.00              | 0.00              | 0.00              | 0.00             |
| 58 | 5000.4 Salary from Pumpkin Hill            | 4,250.00          | 5,000.00          | 5,000.00          | 0.00             |
| 59 | 5000.5 Work Training/Inventory             | 1,440.75          | 0.00              | 1,300.00          | 0.00             |
| 60 | 5000.6 Cleaning                            | 1,905.00          | 3,420.00          | 4,760.00          | 640.00           |
| 61 | Payroll - Archivist                        | 5,005.17          | 5,025.16          | 5,725.00          | 1,038.95         |
| 62 | Archives Assistants/NYLN                   | 10,585.77         | 10,776.31         | 12,281.00         | 2,222.14         |
| 63 | 5000.10 Bookkeeper                         | 10,488.00         | 11,880.00         | 11,000.00         | 1,980.00         |
| 64 | Bonus/PTO                                  | 0.00              | 7,626.21          | 4,000.00          | 1,747.54         |
| 65 | 5000.11Adk Community Project               | 0.00              | 0.00              | 0.00              | 0.00             |
| 66 | 5000.13 Payroll from Stewart's grant       | 0.00              | 0.00              | 0.00              | 0.00             |
| 67 | Clerk-not salaried (Aaron 2022)            | 1,064.00          | 0.00              | 0.00              | 0.00             |
| 68 | 5100 Payroll Expenses - Library            | 6873.83           | 8450.98           | 8,202.32          | 1,467.20         |
| 69 | <b>Total Payroll</b>                       | <b>97,778.78</b>  | <b>115,267.79</b> | <b>118,544.32</b> | <b>20,639.70</b> |
| 70 |  |                   |                   |                   |                  |
| 71 | 5001 All Insurance                         |                   |                   |                   |                  |
| 72 | 5001.1 Business/Commercial                 | 3,571.49          | 4,327.91          | 4,500.00          | 1,202.43         |
| 73 | 5001.2 Workers' Compensation               | 1,099.00          | 1,010.80          | 900.00            | 218.00           |

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|-----|---|-----------------|-----------------|-----------------|-----------------|
| 74  | 5001.3 Disability                               | 1,594.11        | 0.00            | 900.00          | 824.08          |
| 75  | 5001.4 D&O                                      | 1,080.00        | 1,080.00        | 1,080.00        | 0.00            |
| 76  | <b>5001 Total All Insurance</b>                 | <b>7,344.60</b> | <b>6,418.71</b> | <b>7,380.00</b> | <b>2,244.51</b> |
| 77  |   |                 |                 |                 |                 |
| 78  | <b>5200 Book &amp; Library Materials</b>        |                 |                 |                 |                 |
| 79  | 5200.1 General Book purchases                   | 5,128.88        | 5,391.78        | 6,000.00        | 792.30          |
| 80  | 5000.3 Serials/Magazines                        | 484.88          | 407.86          | 250.00          | 0.00            |
| 81  | 5200.4 Audio Books                              | 0.00            | 2.49            | 0.00            | 0.00            |
| 82  | <b>Total 5200 Books &amp; Library Materials</b> | <b>5,613.76</b> | <b>5,802.13</b> | <b>6,250.00</b> | <b>792.30</b>   |
| 83  |   |                 |                 |                 |                 |
| 84  | <b>5204 - CEF</b>                               |                 |                 |                 |                 |
|     | 5204.1 CEF Audio/e-bks Downloads                | 500.00          | 500.00          | 500.00          | 0.00            |
| 85  | 5204.2 Resource Sharing DUE NORTH               | 140.00          | 70.00           | 140.00          | 0.00            |
| 86  | 5204.3 Automation                               | 936.43          | 983.24          | 1,000.00        | 1,032.40        |
| 87  | 5204.4 CEF other                                | 15.00           | 0.00            | 0.00            | 0.00            |
| 88  | 5204.6 movies                                   | 0.00            | 0.00            | 0.00            | 0.00            |
| 89  | <b>Total 5204 CEF Expense</b>                   | <b>1,591.43</b> | <b>1,553.24</b> | <b>1,553.24</b> | <b>1,032.40</b> |
| 90  |   |                 |                 |                 |                 |
| 91  | <b>5249 Grant &amp; Program Expenses</b>        |                 |                 |                 |                 |
|     | 5249.1 Stewart's Grant expenses                 | 700.00          | 0.00            | 0.00            | 0.00            |
| 92  | 5249.10 Clements (other-Tech/Children prog)     | 0.00            | 480.00          | 600.00          | 0.00            |
| 93  | 5249.11 kids program                            | 0.00            | 289.94          | 1,000.00        | 0.00            |
| 94  | Pumpkin non-salaried (Aaron sub)                | 350.00          | 0.00            | 0.00            | 0.00            |
| 95  | Summer Program                                  | 0.00            | 0.00            | 0.00            | 0.00            |
| 96  | Other grant exp (ecac/quad/sum lec)             | 1,000.00        | 1,350.00        | 500.00          | 800.00          |
| 97  | 5249.14 Adk Community Project                   | 2,072.40        | 1,171.64        | 1,200.00        | 0.00            |
| 98  | 5205. Programming                               | 0.00            | 254.03          | 0.00            | 0.00            |
| 99  | 5249.16 WorkTraining                            | 0.00            | 72.00           | 0.00            | 0.00            |
| 100 | 5249.15 Contingency Funds from CapCam           | 0.00            | 0.00            | 0.00            | 0.00            |
| 101 | Wish List                                       | 0.00            | 60.44           | 1,000.00        | 0.00            |
|     | 5249.19 Envy Teen Program                       | 0.00            | 0.00            | 1,920.00        | 0.00            |
| 102 | 5249.7 NYLA-Keene Library                       | 2,276.31        | 0.00            | 0.00            | 0.00            |
|     | Pass through for MacMacDevitt                   | 0.00            | 2,750.00        | 0.00            | 0.00            |
| 103 | <b>5249 Total Grant &amp; Program Expense</b>   | <b>6,398.71</b> | <b>6,428.05</b> | <b>6,220.00</b> | <b>800.00</b>   |
| 104 | <b>5250.2 Summer Lecture Series</b>             |                 |                 |                 |                 |
| 105 | <b>5300 Building Expenses</b>                   |                 |                 |                 |                 |
|     | 5300.1 Repairs to Bldg                          | 2,478.03        | 1,990.62        | 2,500.00        | 0.00            |
| 106 | 5300.2 Utilities (2014 total)                   | 0.00            | 0.00            | 0.00            | 0.00            |
| 107 | Oil (7275.620)                                  | 8,993.02        | 7,764.63        | 8,000.00        | 2,238.60        |
| 108 | Electricity (1866.50)                           | 2,240.66        | 2,863.89        | 1,000.00        | 22.00           |
| 109 | Water (515.00)                                  | 586.00          | 1,509.00        | 1,509.00        | 0.00            |
| 110 | Telecomm  | 3,307.63        | 3,239.11        | 3,200.00        | 738.83          |

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|     |  |                          |                          |                          |                          |
|-----|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 111 | 5300.4 Bldg Service/Casella                    | 513.82                   | 690.86                   | 650.00                   | 92.28                    |
| 112 | <b>Total Building Expenses</b>                 | <b><u>18,119.16</u></b>  | <b><u>18,058.11</u></b>  | <b><u>16,859.00</u></b>  | <b><u>3,091.71</u></b>   |
| 113 |  |                          |                          |                          |                          |
| 114 | 5301 Computer & Internet Tech                  |                          |                          |                          |                          |
| 115 | 5301.1 Tech-service /repair                    | 0.00                     | 0.00                     | 1,500.00                 | 330.00                   |
| 116 | 5301.2 Technology-website                      | 452.49                   | 0.00                     | 1,000.00                 | 0.00                     |
| 117 | 5301.3 Software/zoom/online prog/mailchimp     | 802.79                   | 862.02                   | 850.00                   | 57.24                    |
| 118 | <b>5301 Total Computer &amp; Internet Tech</b> | <b><u>1,255.28</u></b>   | <b><u>862.02</u></b>     | <b><u>3,350.00</u></b>   | <b><u>387.24</u></b>     |
| 119 | 5400 Office & Library Expenses                 |                          |                          |                          |                          |
| 120 | 5400.1 General Lib & Off Supplies              | 2,325.26                 | 2,408.84                 | 1,750.00                 | 263.48                   |
| 121 | 5400.2 Printer ServiceToner/lease              | 2,188.23                 | 1,482.42                 | 1,500.00                 | 420.96                   |
| 122 | 5400.3 General Postage                         | 1,074.00                 | 1,343.40                 | 1,200.00                 | 0.00                     |
| 123 | 5400.4 On-line Bookselling                     | 0.00                     | 0.00                     | 0.00                     | 0.00                     |
| 124 | 5400.5 Custodial Supplies                      | 0.00                     | 0.00                     | 0.00                     | 0.00                     |
| 125 | 5400.6 Printing                                | 471.00                   | 789.16                   | 500.00                   | 256.00                   |
| 126 | <b>Total Office &amp; Library Expenses</b>     | <b><u>6,058.49</u></b>   | <b><u>6,023.82</u></b>   | <b><u>4,950.00</u></b>   | <b><u>940.44</u></b>     |
| 127 | 5405 Travel/Conference                         | 0.00                     | 987.53                   | 1,000.00                 | 0.00                     |
| 128 | 5406.1 Prof. Fees-Accounting/Atty              | 1,250.00                 | 1,300.00                 | 2,000.00                 | 0.00                     |
| 129 | 5406.2 Prof Fees - Cleaner                     | 455.00                   | 0.00                     | 0.00                     | 0.00                     |
| 130 | 5407 Bank/PayPal Charges                       | 170.78                   | 107.00                   | 100.00                   | 44.12                    |
| 131 | 5410 Membership Fees                           | 172.50                   | 52.50                    | 150.00                   | 0.00                     |
| 132 | 5412.4 Archives Supplies                       | 0.00                     | 19.77                    | 500.00                   | 210.00 cpr               |
| 133 | 5406.5 Soundproof booths                       | 0.00                     | 3,250.00                 | 6,750.00                 | 0.00                     |
| 134 | <b>Total Other Expenses</b>                    | <b><u>2,048.28</u></b>   | <b><u>5,716.80</u></b>   | <b><u>10,500.00</u></b>  | <b><u>254.12</u></b>     |
| 135 | 5000.7 Publicist (Clements)                    | 0.00                     | 0.00                     | 0.00                     | 0.00                     |
| 136 | 5416 Fun Run Expenses                          | 0.00                     | 0.00                     | 0.00                     | 0.00                     |
| 137 | 5415fundraising expense other                  | 0.00                     | 0.00                     | 0.00                     | 0.00                     |
| 138 | 5000.7 Payroll Intuit                          | 810.00                   | 702.00                   | 702.00                   | 0.00                     |
| 139 | 6999 Uncategorized Expenses                    | 396.75                   | 0.00                     | 0.00                     | 0.00                     |
| 140 | Reconciliation Discrepancies                   | 0.01                     | 12.88                    | 0.00                     | 29.78                    |
| 141 | Summer Benefits Expense                        | 8,226.24                 | 7,984.02                 | 8,000.00                 | 0.00                     |
| 142 |  |                          |                          |                          |                          |
| 143 |  |                          |                          |                          |                          |
| 144 | <b>TOTAL EXPENSES</b>                          | <b><u>155,641.49</u></b> | <b><u>174,829.57</u></b> | <b><u>182,755.32</u></b> | <b><u>30,212.20</u></b>  |
| 145 |  |                          |                          |                          |                          |
| 146 | <b>SURPLUS (DEFICIT)</b>                       | <b><u>6,552.37</u></b>   | <b><u>-2,283.13</u></b>  | <b><u>-69,482.32</u></b> | <b><u>-25,017.51</u></b> |

148 \*\*\* The budget shows a negative balance. However, as per our Investment Policy,  
148 there will be sufficient funds available from the 5% rolling average to balance it out if needed.

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150 Each year we also rollover \$25-45K in our checking account

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\*\*\* The expenses for 2024 include \$6750 for soundproof booths, \$1,920 for Teen Program, and \$939.56- using funds already received in 2023. If you take these \$9,609.56 expenses out of 2024 projections (because \$ for them was received in '23) the budget deficit is actually -59,872.76.