

Mattituck-Laurel Library  
2015 Final Budget  
January through December 2015

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|                                 | <u>Jan - Dec 15</u> |
|---------------------------------|---------------------|
| Ordinary Income/Expense         |                     |
| Income                          |                     |
| Mattituck-Cutchogue School Dist | 1,329,388.00        |
| NY State Incentive              | 1,896.00            |
| Interest                        | 100.00              |
| Direct Public Support           | 2,500.00            |
| Fines                           | 12,600.00           |
| Copy Machine                    | 3,200.00            |
|                                 | <hr/>               |
| Total Income                    | 1,349,684.00        |
| Gross Profit                    | 1,349,684.00        |
| Expense                         |                     |
| Payroll Expenses                |                     |
| Salaries                        |                     |
| Sunday Overtime & Bd. Sec.      | 6,650.00            |
| Professional Salaries           | 274,700.00          |
| Clerical                        | 427,385.00          |
| Custodian                       | 40,189.00           |
|                                 | <hr/>               |
| Total Salaries                  | 748,924.00          |
| Benefits                        |                     |
| Fica                            | 57,293.00           |
| Disability Insurance            | 1,795.00            |
| Medical Insurance               | 82,239.00           |
| Retirement                      | 23,603.00           |
|                                 | <hr/>               |
| Total Benefits                  | 164,930.00          |
| Total Payroll Expenses          | 913,854.00          |
| Library Materials               |                     |
| Zineo                           | 3,846.00            |
| Adult Materials                 |                     |
| Freegal                         | 2,816.00            |
| Live-brary Downloadables        | 14,200.00           |
| Title Source                    | 1,155.00            |
| Adult Books                     | 18,775.00           |

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| Adult Ref Books            |                     |
| Local History              | 1,000.00            |
| Reference Books            | 1,300.00            |
| Continuations              | 5,000.00            |
|                            | <hr/>               |
| Total Adult Ref Books      | 7,300.00            |
| Adult Audio Books          |                     |
| Books on CD                | 12,000.00           |
| Adult Audio Books - Other  | 0.00                |
|                            | <hr/>               |
| Total Adult Audio Books    | 12,000.00           |
| Adult Compact Discs        | 2,184.00            |
| Adult DVD's                | 7,000.00            |
| Large Print Books          | 4,500.00            |
| Newspapers                 | 3,100.00            |
| Historic Newspapers        | 700.00              |
| Periodicals                | 3,379.00            |
| Professional Journals      | 200.00              |
|                            | <hr/>               |
| Total Adult Materials      | 77,309.00           |
| Juvenile Materials         |                     |
| Juvenile Books             | 13,000.00           |
| Juvenile Reference         | 200.00              |
| Juvenile Audio Books       | 800.00              |
| Juvenile Compact Discs     | 600.00              |
| Juvenile Computer Software | 1,500.00            |
| Juvenile DVDs              | 2,500.00            |
| Arts and Crafts            | 600.00              |
| Realia (Toys)              | 100.00              |
|                            | <hr/>               |
| Total Juvenile Materials   | 19,300.00           |
| Teen Materials             |                     |
| Teen Books                 | 4,000.00            |
| Teen Arts and Crafts       | 500.00              |
|                            | <hr/>               |
| Total Teen Materials       | 4,500.00            |
|                            | <hr/>               |
| Total Library Materials    | 104,955.00          |
| Capital Expenditures       | 4,000.00            |
| Technology                 | 4,000.00            |

|                            | <u>Jan - Dec 15</u> |
|----------------------------|---------------------|
| Operations and Maintenance |                     |
| Building Maintenance       |                     |
| Exterminator               | 560.00              |
| False Alarms               | 100.00              |
| Septic Maint.              | 200.00              |
| Alarm Test                 | 200.00              |
| Window Cleaning            | 400.00              |
| Fire Exting. Maint.        | 100.00              |
| Elevator Maint.            | 3,600.00            |
| Security Monitoring        | 500.00              |
| Water Backflow Test        | 200.00              |
| Automatic Door Maint.      | 325.00              |
| Fire Sprinkler Test        | 1,200.00            |
| Air Conditioner Maint.     | 1,000.00            |
| Piano Tuning               | 200.00              |
| Other Building Maint.      | 4,500.00            |
|                            | <hr/>               |
| Total Building Maintenance | 13,085.00           |
| Custodial Supplies         |                     |
| Light Bulbs                | 1,000.00            |
| Cleaning & Paper Supplies  | 1,000.00            |
|                            | <hr/>               |
| Total Custodial Supplies   | 2,000.00            |
| Electric                   | 25,000.00           |
| Gas                        | 7,200.00            |
| Grounds Maintenance        |                     |
| Snow Removal               | 2,500.00            |
| Parking Lot Maintenance    | 800.00              |
| Flowerboxes & pots         | 100.00              |
| Sprinkler Maintenance      | 300.00              |
| Other Grounds Maintenance  | 1,500.00            |
|                            | <hr/>               |
| Total Grounds Maintenance  | 5,200.00            |
| Insurance                  |                     |
| Life Ins.                  | 600.00              |
| Workers' Comp.             | 6,800.00            |
| Umbrella Package           | 18,000.00           |
|                            | <hr/>               |
| Total Insurance            | 25,400.00           |

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|                                    | <u>Jan - Dec 15</u> |
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| Water                              |                     |
| North Fork Water                   | 900.00              |
| SCWA                               | <u>1,000.00</u>     |
| Total Water                        | 1,900.00            |
| Garbage Removal                    | <u>1,700.00</u>     |
| Total Operations and Maintenance   | 81,485.00           |
| Miscellaneous Expense              |                     |
| Contingency                        | 4,000.00            |
| Maintenance Office Equipment       |                     |
| Copy Machine                       | 2,700.00            |
| Computer/Network Maintenance       | 7,300.00            |
| BookScan Maintenance               | 500.00              |
| Computer Software Licenses         | 1,400.00            |
| Cablevision                        | 950.00              |
| Self-check Maint.                  | <u>1,000.00</u>     |
| Total Maintenance Office Equipm... | 13,850.00           |
| Membership                         |                     |
| Museum Passes                      | 5,600.00            |
| PLDA                               | 40.00               |
| L.I. Association                   | 85.00               |
| Mattituck Chamber of Commerce      | 100.00              |
| Eastern Suffolk BOCES              | <u>550.00</u>       |
| Total Membership                   | 6,375.00            |
| Postage                            |                     |
| Postage & Stamps                   | 750.00              |
| Mailing Permit                     | 190.00              |
| Newsletter mailing                 | 1,350.00            |
| Post Office Box Fee                | <u>130.00</u>       |
| Total Postage                      | 2,420.00            |
| Printing & Advertising             |                     |
| Bookpage Newspaper                 | 300.00              |
| Newsletter printing                | <u>15,000.00</u>    |
| Total Printing & Advertising       | 15,300.00           |

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| Professional Fees               |                     |
| PALS Membership                 | 12,000.00           |
| Annual audit                    | 8,315.00            |
| SCLS/Overdue Notices            | 2,000.00            |
| SCLS/Annual Membership          | 12,300.00           |
| SCLS T-1 Line                   | 700.00              |
|                                 | <hr/>               |
| Total Professional Fees         | 35,315.00           |
| Programs - Adult                |                     |
| Adult Reading Club & Book Discu | 1,600.00            |
| Cooking Programs                | 1,500.00            |
| Adult Programs                  | 5,400.00            |
| Motion Picture License          | 55.00               |
|                                 | <hr/>               |
| Total Programs - Adult          | 8,555.00            |
| Programs - Juvenile             | 4,800.00            |
| Programs - Parent/Toddler       | 1,625.00            |
| Programs - Summer               | 1,600.00            |
| Programs - Teen                 | 4,000.00            |
| Supplies - Computer             | 2,000.00            |
| Supplies - Library              | 3,000.00            |
| Supplies - Office               | 1,050.00            |
| Supplies - Paper                | 700.00              |
| Telephone                       | 2,300.00            |
| Travel                          | 1,000.00            |
| Workshops                       | 700.00              |
| Staff Meetings                  | 100.00              |
| Tuition Reimbursement           | 1,000.00            |
|                                 | <hr/>               |
| Total Miscellaneous Expense     | 109,690.00          |
| Debt Service Total              | 131,700.00          |
|                                 | <hr/>               |
| Total Expense                   | 1,349,684.00        |
|                                 | <hr/>               |
| Net Ordinary Income             | 0.00                |
|                                 | <hr/>               |
| Net Income                      | 0.00                |
|                                 | <hr/> <hr/>         |