

Mattituck-Laurel Library
2016 Final Budget
January through December 2016

	<u>Jan - Dec 16</u>
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	1,350,091.00
NY State Incentive	1,896.00
Interest	100.00
Direct Public Support	3,500.00
Fines	12,000.00
Copy Machine	3,000.00
E-Rate Discount	5,000.00
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Total Income	1,375,587.00
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Gross Profit	1,375,587.00
Expense	
Payroll Expenses	
Salaries	
Sunday Overtime & Bd. Sec.	8,000.00
Professional Salaries	237,492.00
Clerical	461,062.00
Custodian	44,788.00
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Total Salaries	751,342.00
Benefits	
Fica	56,000.00
Disability Insurance	1,795.00
Medical Insurance	77,280.00
Retirement	23,000.00
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Total Benefits	158,075.00
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Total Payroll Expenses	909,417.00
Library Materials	
Adult Materials	
Freegal	2,800.00
Live-brary Downloadables	17,200.00
Title Source	1,156.00
Adult Books	21,000.00

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Adult Ref Books	
Local History	1,000.00
Reference Books	1,500.00
Continuations	<u>5,000.00</u>
Total Adult Ref Books	7,500.00
Virtual Reference Collection	6,000.00
Adult Audio Books	
Books on CD	<u>7,000.00</u>
Total Adult Audio Books	7,000.00
Adult Compact Discs	2,500.00
Adult DVD's	7,500.00
Large Print Books	4,200.00
Newspapers	3,300.00
Historic Newspapers	700.00
Periodicals	5,500.00
Professional Journals	<u>100.00</u>
Total Adult Materials	86,456.00
Juvenile Materials	
Juvenile Books	14,500.00
Juvenile Reference	300.00
Juvenile Audio Books	500.00
Juvenile Compact Discs	400.00
Juvenile Computer Software	1,200.00
Juvenile DVDs	2,800.00
Arts and Crafts	600.00
Realia (Toys)	<u>150.00</u>
Total Juvenile Materials	20,450.00
Teen Materials	
Teen Books	4,000.00
Teen Arts and Crafts	<u>500.00</u>
Total Teen Materials	<u>4,500.00</u>
Total Library Materials	111,406.00
Capital Expenditures	4,000.00
Technology	5,000.00

	Jan - Dec 16
Operations and Maintenance	
Building Maintenance	
Exterminator	560.00
False Alarms	200.00
Septic Maint.	200.00
Alarm Test	200.00
Window Cleaning	400.00
Fire Exting. Maint.	100.00
Elevator Maint.	4,000.00
Security Monitoring	500.00
Water Backflow Test	250.00
Automatic Door Maint.	325.00
Fire Sprinkler Test	1,000.00
Air Conditioner Maint.	1,200.00
Piano Tuning	200.00
Other Building Maint.	4,500.00
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Total Building Maintenance	13,635.00
Custodial Supplies	
Light Bulbs	500.00
Cleaning & Paper Supplies	1,200.00
Other Custodial Supplies	300.00
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Total Custodial Supplies	2,000.00
Electric	26,200.00
Gas	7,500.00
Grounds Maintenance	
Snow Removal	3,000.00
Parking Lot Maintenance	800.00
Flowerboxes & pots	100.00
Sprinkler Maintenance	350.00
Other Grounds Maintenance	500.00
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Total Grounds Maintenance	4,750.00
Insurance	
Life Ins.	400.00
Workers' Comp.	9,500.00
Umbrella Package	18,200.00
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Total Insurance	28,100.00

	<u>Jan - Dec 16</u>
Water	
North Fork Water	750.00
SCWA	<u>1,000.00</u>
Total Water	1,750.00
Garbage Removal	<u>1,800.00</u>
Total Operations and Maintenance	85,735.00
Miscellaneous Expense	
Contingency	4,000.00
Maintenance Office Equipment	
Copy Machine	2,700.00
Computer/Network Maintenance	7,800.00
BookScan Maintenance	600.00
Computer Software Licenses	2,400.00
Cablevision	1,400.00
Self-check Maint.	<u>1,000.00</u>
Total Maintenance Office Equipm...	15,900.00
Membership	
Museum Passes	5,000.00
PLDA	200.00
L.I. Association	85.00
Mattituck Chamber of Commerce	100.00
Eastern Suffolk BOCES	<u>570.00</u>
Total Membership	5,955.00
Postage	
Postage & Stamps	650.00
Mailing Permit	220.00
Newsletter mailing	1,400.00
Post Office Box Fee	<u>140.00</u>
Total Postage	2,410.00
Printing & Advertising	
Bookpage Newspaper	300.00
Other printing & advertising	200.00
Newsletter printing	<u>13,500.00</u>
Total Printing & Advertising	14,000.00

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Professional Fees	
PALS Membership	11,000.00
Annual audit	8,500.00
SCLS/Overdue Notices	2,000.00
SCLS/Annual Membership	11,000.00
SCLS T-1 Line	10,500.00
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Total Professional Fees	43,000.00
Programs - Adult	
Adult Reading Club & Book Discu	2,000.00
Cooking Programs	2,400.00
Adult Programs	8,500.00
Motion Picture License	70.00
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Total Programs - Adult	12,970.00
Programs - Juvenile	6,000.00
Programs - Parent/Toddler	800.00
Programs - Summer	2,500.00
Programs - Teen	4,500.00
Supplies - Computer	2,000.00
Supplies - Library	3,500.00
Supplies - Office	3,000.00
Supplies - Paper	800.00
Telephone	1,850.00
Travel	1,000.00
Workshops	1,000.00
Staff Meetings	1,000.00
Tuition Reimbursement	2,000.00
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Total Miscellaneous Expense	128,185.00
Debt Service Total	131,844.00
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Total Expense	1,375,587.00
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Net Ordinary Income	0.00
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Net Income	0.00
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