

**Proposed
DETAILED BUDGET
2012 – 2013**

CODES

101 102	<u>Salaries – Professional/Clerical + Sundays</u>	\$ 676,710 \$ <u>338,604</u> \$1,015,314
	This provides for staffing 58 hours per week from late June through August, and 62 hours per week from September through mid-June. The library will be open 37 Sundays from mid-September until mid-June.	
201 202	<u>Equipment & Furniture</u>	\$ 1,800 \$ 1,350
	This allocation will be used to purchase computer-related equipment for library users, and any necessary office equipment.	
401-407b	<u>Books</u>	\$ 84,842
	The collections in the Reference and Children's Departments are continuously evaluated and new resources are purchased to satisfy your expectations including large print and special collections.	
408-409	<u>Books- Young Adult Fiction & Nonfiction</u>	\$ 7,000
	The Young Adult Librarian will continue to update and expand this collection based upon demand.	
410	<u>Books- Professional Collection</u>	\$ 400
	Materials specifically for the staff to enable continuing education and book processing.	
411	<u>Audio Books- Adult</u>	\$ 7,150
	During the new fiscal year more unabridged audio books will be purchased and the e-book collection will continue to expand to meet very high demand.	
411.5	<u>E-Books</u>	\$ 20,000
	Meet demand for popular e-books downloads from our Website free to our members.	

412	<u>Parents Collection</u>	\$ 700
418	<u>Children – Software</u>	\$ 500
419	<u>DVD - Children</u>	\$ 4,000
	This popular collection will continue to grow to meet demand.	
420	<u>Children's Audio</u>	\$ 4,000
421	<u>Music</u>	\$ 2,500
	These collections will be maintained and expanded to your satisfaction and based upon your requests. This collection has experienced significant increases in circulation.	
422	<u>Online Subscriptions & Homework Help</u>	\$14,500
	E-resources, an Internet-based reference resource, is accessible 24/7 from the Internet with a free library card. To date thousands of searches of databases have been conducted from outside the library.	
423	<u>Periodicals & Newspapers</u>	\$ 7,000
	The library currently subscribes to over 160 magazines, multiple financial services and dozens of kids magazines. Multi-year subscriptions for popular and expensive periodicals is saving money. The Library currently subscribes to 13 daily and weekly newspapers, including (8) financials; <i>Barrons</i> , <i>Crains</i> , <i>New York Business</i> , <i>Investors Business Daily</i> and <i>Financial Times</i> .	
424	<u>Computer Supplies- Programs</u>	\$ 500
	Reduced due to new service plan which includes toner/ink cartridges for printers.	
425	<u>Computer Equipment- Programs</u>	\$ 8,000
	Necessary computer equipment including e-readers to satisfy increased demand for hands-on instruction, and wireless access.	

426	<u>Children's - Itemized Non Book</u>	\$ 900
	This category covers the purchase of storytime toys such as felt boards, puppets and cutouts.	
427	<u>DVD - Adults</u>	\$ 12,000
	This popular collection will continue to grow. Will reduce waiting lists by purchasing more copies to meet community-wide expectations.	
428	<u>Circulation & Online Catalog</u>	\$15,000
	The technical support provided by SCLS for the library's catalog and circulation system.	
430	<u>Young Adult – Itemized Non Book</u>	\$ 750
	Marketing material promoting YA programs and reading.	
432	<u>Internet Connections</u>	\$ 15,500
	The Suffolk Cooperative Library System maintains our internet connections. We also have two Cablevision lines, one is free to public libraries through the <i>Power to Learn</i> service.	
434	<u>Summer Reading Club</u>	\$ 4,000
	Each year 100's of boys and girls from pre-school to high school join the Summer Reading Club. Typically over 4,000+ titles and 10,000+ hours are read and reported on each summer.	
435	<u>Programs – Children</u>	\$ 7,000
	Including Special Events, Craft Projects and monthly book discussions from all grades.	
436	<u>Programs - Adult</u>	\$ 5,600
	The library will continue to sponsor book discussions and other thought-provoking programs. Meanwhile, we have heard your requests for more educational programs. We pledge to reach out to local, regional and national institutions for cooperative opportunities.	

437	<u>Programs - Teens</u>	\$ 3,500
	The Young Adult librarian will continue to offer programs for grades 6-12 including Jr. Friends and volunteer programs logging 50+ hours monthly.	
439	<u>Library Supplies</u>	\$ 5,500
	Processing supplies, barcodes, labels, stickers and stamps. Archival supplies for the Local History Collection.	
440	<u>Office Supplies</u>	\$ 6,000
441	<u>Telephone Services & Equipment</u>	\$ 7,000
443	<u>Postage</u>	\$ 8,000
444	<u>Publicity & Newsletter</u>	\$ 14,500
	To cover expenses related to the bi-monthly newsletter, promotional emails about library-sponsored events and the Library's website.	
445	<u>Computer Supplies- Office</u>	\$ 500
	Reduced due to new service plan which includes toner/ink cartridges for printers.	
446	<u>Computer Equipment- Office</u>	\$ 7,000
	During the new fiscal year computers and computer-related equipment will need to be maintained for staff productivity and efficiency.	
447	<u>Continuing Education</u>	\$ 8,000
	Librarians will have the opportunity to attend training workshops and regional and national conferences to acquire new skills and learn how to apply technology-based information sources.	
449	<u>Contracts- SCLS</u>	\$18,750
	The Suffolk Cooperative Library System provides essential services to public library users and staff. Among its many services are interlibrary loan, interlibrary delivery, training, professional services, consortium pricing for print and Internet-based resources.	

450	<u>Legal Fees</u>	\$ 5,000
451	<u>Auditing Fees</u>	\$12,000
452	<u>Bookkeeping Fees</u>	\$12,000
	The library has automated billing procedures and an out-sourced payroll process.	
453	<u>Other Professional Fees</u>	\$18,000
	During the course of the year independent experts provide support services, which enhance the skills of the staff and library programs such as the Library's technology infrastructure and wireless access.	
454	<u>Membership Dues</u>	\$ 2,500
	Membership fees for professional and community organizations including ALA, NYLA, SCLA, and many local organizations.	
455	<u>Copier/Scanner Repair & Lease</u>	\$ 9,500
	Supports new equipment and includes service, parts and ink.	
456	<u>Copier Supplies</u>	\$ 3,000
457	<u>Bond Administration Costs</u>	\$ 5,500
462	<u>Miscellaneous</u>	\$ 2,000
463	<u>Gas & Electric</u>	\$108,000
464	<u>Custodial Supplies</u>	\$ 10,000
465	<u>Building & Grounds Maintenance</u>	\$ 76,000
	This includes automatic door, fire/burglar alarm, elevator, dumpster, plumber/electrician, cleaning, and irrigation/snow removal/landscaping.	
466	<u>Insurance</u>	\$ 36,000
	Necessary property, liability and materials loss coverage.	

475	<u>Election Expenses</u>	\$ 5,000
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New election law may require use of electronic ballots and equipment.

9090	<u>Contingency</u>	\$ 11,500
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These funds will be allocated to the Fund Balance account for future operating expenses.

EMPLOYEE BENEFITS

9010	<u>Retirement</u>	\$ 49,980
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The library contributes a percentage of the salary of all full-time employees to a 403(b) retirement account.

9030	<u>Social Security</u>	\$ 77,673
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9040	<u>Worker's Compensation</u>	\$ 10,000
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3200	<u>MTA Tax/Grievance Payments</u>	\$ 3,385
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9050	<u>NYS Unemployment Insurance</u>	\$ 10,000
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9055	<u>NYS Disability Insurance</u>	\$ 2,500
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9060	<u>Health & Dental Insurance</u>	\$ 109,000
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9070	<u>Sick & Vacation</u>	\$ 10,000
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Funding of accumulated sick and vacation for full-time employees.

TOTAL OPERATING BUDGET		\$1,907,594
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PROPOSED BUDGET
FOR FISCAL YEAR 7/1/2012 – 6/30/2013

- Budget Vote & Trustee Election in the library Tuesday, April 3, 2012 from 10:00 am – 9:00 pm
- Revenue from taxes: \$1,863,479 (for the Operating Budget)
- Annual debt service: \$ 700,420 (year 8 of 20 year bond)
- Total taxable value: \$2,563,899
- This is a 2.357% increase or \$20 more in Lloyd Harbor & Cold Spring Harbor and \$20 more in Laurel Hollow for the year
- Highlights: Support vital programs and services including free ebooks and homework help.
12-month budget for building operations including: utilities, cleaning, landscaping, maintenance contracts, insurance and salaries.