

LONG BEACH PUBLIC LIBRARY  
PROPOSED BUDGET 2015 - 2016

<u>CODE NO.</u>	<u>APPROPRIATION</u>	<u>2014-2015</u>	<u>2015-2016</u>
		<u>FINAL</u>	<u>PROPOSED</u>
L7210 .1	Personnel	\$1,727,762	\$1,756,729
.2	Equipment	12,882	10,590
.410	Books	164,320	155,930
.411	Films	42,000	41,000
.412	Sound Recordings	40,550	35,000
.416	Bookbinding	50	50
.417	Audio-Visual Rental	1,312	1,507
.429	Periodicals & Other Materials	58,874	64,950
.430	Library Supplies	17,022	14,029
.431	Telephone	21,128	20,340
.433	Postage	5,139	5,682
.434	Public Relations & Printing	10,411	10,327
.435	Travel (includes training)	3,464	4,134
.437	Professional Fees	36,664	36,308
.438	Membership Dues	1,254	1,188
.439	Maintenance of Office Equipment	7,764	9,823
.450	Utilities	61,203	61,203
.451	Cleaning & Maintenance Supplies	8,537	7,455
.452	Repairs to Building & Equipment	29,663	25,125
.453	Branch Rentals	31,750	61,683
.454	Insurance	64,134	68,218
.469	Other Operational Expense	232,551	236,392
L9010 .0	NYS Employees Retirement Systems	314,938	313,831
L9030 .0	Social Security	134,867	138,259
L9060 .0	Health Insurance	256,725	255,338
L9050 .0	Unemployment	7,410	10,530
L9950 .0	Capital Renovation	0	0
L7410 .3	Municipal Services	57,691	57,210
	<b>Total Budget</b>	<b>\$3,350,065</b>	<b>\$3,402,831</b>

<u>ESTIMATED REVENUES</u>		<u>2014-2015</u>	<u>2015-2016</u>
L599	Appropriated Surplus	\$103,452	\$122,460
L2082 .3	Fines	38,248	31,294
.4-9	Miscellaneous Revenues	9,195	8,985
L2401	Interest	632	432
L2450	Commissions	125	635
L7760	Systems Grant & State Aid	10,160	10,286
L2770	Unclassified Revenue	6,390	8,102
	<b>Total Estimated Revenue</b>	<b>\$168,202</b>	<b>\$182,194</b>
	<b>Real Property Tax Request</b>	<b>\$3,181,863</b>	<b>\$3,220,637</b>
	<b>TOTAL BUDGET</b>	<b>\$3,350,065</b>	<b>\$3,402,831</b>

\*An increase of \$13,992 or 8.3%

\*\*An increase of \$38,774 or 1.22%

\*\*An increase of \$52,766 or 1.58%

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>
Personnel Services Wages & Salaries	\$1,727,762	\$1,756,729	An increase of \$25,352 or 1.47%, despite the reduction of a full time position to a part time, and attributed to contracted increases of 2% and the restoration of two (2) positions for a West End branch.

1. The Library will be open 36 Sundays, September 14 through June 7.
2. The Library is open five (5) holidays.
3. Restoration of two positions for a West End Branch
4. Seventeen (17) weekend nights are anticipated for music festivals.

The personnel costs are:

<u>No.</u>	<u>FTE</u>	<u>Position</u>
18	14.1	Librarians & Paraprofessionals
18	11.37	Clerks
4	2.2	Custodians
12	5.4	Pages
4	3.48	Administration
<u>56</u>		

Subtotal

36 Sundays	-	31 Sundays each at:	\$2,097.96
		- 5 Sundays each at:	\$1,897.16

Subtotal

6 Weekend Night Programs

Total

Equipment	\$12,882	\$10,590	Equipment purchases include the following items:
-----------	----------	----------	--

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>
			1. 7 Staff computers for Adult Ref and Circ, \$700/ea 2. 3 Receipt printers for Circ and Adult Ref, \$212/ea 3. 1 Television - Samsung 60" , Blu-ray DVD player, cart 4. 1 Nintendo Wii U Deluxe Set w/Controllers & remotes 5. 4 Staff chairs, \$450/ea 6. 1 Children's cooking class equipment; refrigerator, waffle maker, and crockpot 7. 1 Lecturn
			Total
Books	\$164,320	\$155,930	The allocation for 2015-2016 is reduced, based on latest audit and annual expenditures. Further, proposed West End Branch is expected to have less expenditures than the last two branches; thereby, having minimal impact
Films	\$42,000	\$41,000	The allocation for 2015-16 reflects reduced audited expenditure.
Sound Recordings	\$40,550	\$35,000	The allocation for 2015-16 is reduced based on actual audited and current
Book Bindings	\$50	\$50	While binding expenses have declined, an allocation is maintained for art, large type and out of print books.
Audio-Visual Rental	\$1,312	\$1,507	The Library currently has the following licenses with anticipated costs:  Movie Licensing USA Motion Picture Licensing Corp (umbrella license) Film Movement Movement - Film, public performance rights

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>	Total
Periodicals & Other Library Materials	\$58,874	\$64,950	<p>This line supports the purchase of a variety of library materials as detailed below. Several electronic database subscriptions are now incorporated into the budget and purchased by all libraries at a greatly reduced price; an electronic periodical subscription to Zinio; and additional software for the gaming system is planned. The increase is attributed to the addition of Zinio and anticipated increases for some miscellaneous items.</p> <p>Anticipated expenses are:</p> <p><u>Magazines &amp; Indexes</u> W.T.Cox, current magazine Wilson publication</p>	
				Sub-total
Periodicals & Other Library Materials (cont.)			<p><u>Electronic Subscriptions</u> All Data Ancestry A-Z World Travel ABMS Medical Dictionary Byki (language learning) Career Cruising (bilingual edition)</p> <p>Core Collection of databases Credo First Search Gale's Literature &amp; Biography Resource Ctr Historic Newsday Job Now Natural Standard (Alternative Health) Novelist &amp; Novelist K-8 Reference USA Sesame Street</p>	

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>	
			Tumble Books for children Tutor.com, shared with school district which pays approximately \$2,051 Zinio, platform fee \$3,000 + 32 subscriptions	
				Sub-total
			<u>Newspapers purchased locally</u>	
			1 N.Y. Daily News	
			1 N.Y. Post	
			3 N.Y. Times; main & branch	
			4 Newsday; main & branch	
			1 Wall Street Journal	
				Sub-total
			<u>Other Library Materials &amp; Miscellaneous</u>	
			Born to Read Kits	
			Educational concept kits	
			Educational Games & Toys, replacements	
			Microfilming of local newspapers	
			Miscellaneous Magazines, direct	
			Miscellaneous Software including:	
Periodicals & Other			a) Event & Tix Keeper	\$595
Library Materials			b) Faronics	775
(cont.)			c) Square Space	212
			d) Webroot	633
			Wii gaming software	
				Sub-total
				Total
Library Supplies	\$17,022	\$14,029	The budgeted amount is reduced by averaging the 2013-2014 audited expend. most recent seven (7) months of spending.	

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> Final	<u>2015-2016</u> Proposed	<u>Explanation &amp; Justification</u>
Telephone	\$21,128	\$20,340	Telephone service includes a new 100 megabyte circuit for main; (2) Fios Lookout and proposed West End Branch; and regular phone service including lines to the fire dept. and elevator co. Thus, the anticipated expenses
			<u>A. Telecommunications</u>
			1 100 Megabyte circuit at Main, \$875/month
			2 FIOS line @ Point Lookout & proposed West End Branch; \$240 per month total
			4 Opac connections
			Sub-total data lines
			<u>B. Regular Service</u>
			2 Dedicated lines at main (fire \$794/yr, elevator \$504/yr)
Telephone (cont.)			Cablevision, local and regional (\$335/month) *replaces Broadview *replaces Broadview Verzion service at Point, \$37/month
			Sub-total for services
			Total
Postage	\$5,139	\$5,682	Postage costs are as follows:  While the monthly newsletter mailings have been eliminated, one community budget newsletter remains along with first class mailing of some patrons. The costs are as follows:  <u>Channels Newsletter</u>

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>
			1 newsletter mailings of 20,000 pieces
			<u>Metered Mail &amp; Overdue Notice Mailings</u>
			Business mail and overdue notices @ .48¢
			<u>Other Postage Expenses</u>
			Mailing permit for bulk mailings
			Miscellaneous postage including UPS and registered mailings for grants.
			Total
Public Relations & Printing	\$10,411	\$10,327	Expenses in this line include the e-mailing of 11,000 newsletters; printing of (1) community wide newsletter devoted to the budget and (500) newsletters for patron pickup; bulk printing of Llibrary brochures; job and legal advertising; and publicity posters. Anticipated disbursements are:
			<u>Channels Newsletter</u>
			10 Newsletter printings of (500) plus the summer printing of (750), made available at the buildings.
			1 District printing of (20,000) *actual 2014 expense
			E-mailed newsletter to (11,000) patrons for (11) months
			Sub-Total

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>
			<u>Other Expenses</u>
			Legal advertising
			Miscellaneous printing for Reading Clubs, Library Keys, Poetry Zines (actual expense)
			Sub-Total
			Total
Travel (including training)	\$3,464	\$4,134	With the continuation of the tax cap, most conference expenses continue to be eliminated, as only one (1) major conference with one attendee is planned. Anticipated expenses are:
Travel (including training) (cont.)			<ol style="list-style-type: none"> <li>1. ALA, Orlando, FL</li> <li>2. Comic Conference, New York City</li> <li>3. Computers in Libraries, Arlington, VA (1 attendee)</li> <li>4. NYLA, Lake Placid</li> </ol>
			Sub-Total
			In-district travel covers registration and mileage to local seminars, workshops, training sessions, and meetings, deliveries to homebound patrons, and custodial mileage at the IRS mileage rate of \$0.575 per mile. From the period July 1 to December 2014, \$909 for 1622 miles was expended, and for the period January 1 to June 30, \$1218 for over 2,155 miles was expended.
			The estimated expense of 2015-16 is \$2,172 for 3,777 miles
			Total
Professional Fees	\$36,664	\$36,308	This line can be reduced somewhat as the Treasurer is less than original and the attorney is not negotiating a labor contract. Projected expense:



Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
				2012-13	2013-14	2014-15
			1. Asset inventory was performed in Sept. of 2013. The charge is for the update only.	\$605	\$8,200	\$250
			2. Board Attorney	6,500	6,500	6,500
Professional Fees (cont.)			3. GASB 45 Calculator; new expense for two years	0	2,500	0
			4. Independent audit	6,750	6,750	6,750
			5. Library Accountant	4,000	4,000	4,000
			6. 403B Administration	3,200	2,007	1,824
			7. 125 Plan Administration			540
			8. Library Treasurer			16,800
			Total	\$21,055	\$29,957	\$36,664
Membership Dues	\$1,254	\$1,188	Memberships in the State Library Board, and National and State Library A: not budgeted.			
			1 Trustee in the American Library Association, with (5) divisions			
			5 Trustees in the New York Library Association			
			5 Trustees in Nassau County Library Association Long Island Libraries Resources Council			
			Nassau Library Directors' Continuing Education Fund New York State Association of Library Boards Overdrive Hosting Fee with Disney ebooks			

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>
			Political Advocacy Fund
			Total
			Advocacy Fund is to defray expenses associated with lobbying legisla Library aid.
Repair & Maintenance Office Equipment	\$7,764	\$9,823	This allocation includes service contracts on office equipment and teleph increase is attributed to the inclusion of print / time management softwa contract, which is on a biannual cycle.
			Contracted expenses for 2015-16 are anticipated as follows:
			<ol style="list-style-type: none"> <li>1. Acquisition module maintenance fee</li> <li>2. Coast Copy Machine contract</li> <li>3. Comprise Technology for print time Management for (2) years</li> <li>4. Microform reader/printer, (2) years</li> <li>5. Self Check Maintenance Contract</li> <li>6. Stamp Machine, \$81 per quarter</li> <li>7. Telephone system</li> <li>8. Time Clock Contract</li> <li>9. WiFi maintenance, G.G. Group (time &amp; materials)</li> <li>10. West End Branch computers print/time management software</li> </ol>
			Sub-Total
			Other Miscellaneous Parts and Repairs:
			Repair office equipment; parts and labor for machines based on
			<ol style="list-style-type: none"> <li>1. actual repairs</li> <li>2. Dehumidifer system for piano; Damp P-Chaser</li> </ol>
			Sub-Total
			Total Expense

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u>	<u>2015-2016</u>	<u>Explanation &amp; Justification</u>
	<u>Final</u>	<u>Proposed</u>	
Utilities	\$61,203	\$61,203	This expenditure includes gas and electricity for the two extant buildings and the proposed West End Branch. The current allocation can remain despite an LI 4% increase, because of the installation of energy efficient lighting.
Cleaning & Maintenance Supplies	\$8,537	\$7,455	Audited expenses for 2012, 2013, and 2014 were below the budgeted allocation. current spending is at an annualized rate of \$5,364. Although the proposed amount is reduced, severe weather and the need for additional salt must be considered in the future. forward.
Repairs to Building & Equipment	\$29,663	\$25,125	This line consists of service contracts for building equipment such as tile, doors, air conditioning and heating systems, the elevator, fire alarm and security systems. Replacement parts for HVAC; filters, belts, etc., light bulbs, fire extinguisher refills, plumbing repairs and miscellaneous building repairs are included in this line. Thus, estimated disbursements are:

Service Contracts

Assa Abloy (contract expires 06/17; estimated amount)  
 Fire Command, sprinkler and alarm system inspection  
 Otis Elevator (based on previous increments)  
 Knockout Pest Control, 6 treatments @ \$80 each  
 Sav-Mor Mechanical (based on contract)  
 Simplex fire alarm maint. (based on contract, which is frozen)

Sub-Total

Other miscellaneous Items:

1. Alarm 1 - Fire monitoring for Point Branch
2. Burglar alarm monitoring / repairs (monitoring is \$262)
3. Electrical supplies & repairs
4. Fire alarm monitoring by City of Long Beach
5. Fire extinguisher refills (based on 2014 actual)
6. HVAC parts (filters, fan belts & other parts)
7. Lock repairs (based on actual expenses)

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>
Repairs to Building & Equipment (cont.)			8. Paint 9. Plants purchased from City for the front garden 10. Plumbing repairs & retrofits (actual repairs) 11. Sprinkler service (based on contractor pricing) 12. Miscellaneous parts & repairs
			Sub-Total
			Total
Branch Rentals	\$31,750	\$61,683	The Library rents the Point Lookout Branch and proposed West End Branch.
			<u>Rental Charges</u>
			Point Lookout
			West End
			Sub-Total
			<u>Point Lookout</u>
			Lease expenses are 40% of increases of county, school and town; estimated as no tax bills have been submitted as yet.
			Total
Insurance	\$64,134	\$68,218	The library has the following coverages; workers' compensation, flood for buildings, general liability, with an added umbrella, property and disability, divided evenly amongst employees and employer. Flexible benefits coverage contracted. Flood is increased 10% while property is increased 5% pursuant to discussion with broker. Flood insurance for a West End Branch is new and
Insurance (cont.)			Anticipated premiums are:

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>
			<ol style="list-style-type: none"> <li>1. Package policy from Glatfelder (liability, property umbrella, and officials liability); anticipate 5% increment</li> <li>2. Flood insurance</li> <li>3. NYS Disability Insurance</li> <li>4. Point Lookout Branch Flood with \$10,000 deductible</li> <li>5. West End Branch Flood, estimated</li> <li>6. Workers' Compensation</li> </ol>
			Total
Other Operational Expense	\$232,531	\$236,392	<p>The increase is attributed to additional funding for the six (6) music f anticiated increments for museum passes.</p> <p>This line also includes a variety of other items as follows:</p> <ol style="list-style-type: none"> <li>1. AccuData Payroll service</li> <li>2. ALIS fees, a-b, are as follows:               <ol style="list-style-type: none"> <li>a. Circulation @.08 cents for 240,994 checkouts</li> <li>b. Long Beach items @.075 for 182,295 anticipated</li> </ol> </li> </ol>
			ALIS Sub-total
			<ol style="list-style-type: none"> <li>3. Carpet cleaning (without West End branch)</li> <li>4. Cleaning Service contract (based on contract)</li> <li>5. Collection agency fees (based on July-December 2014)</li> <li>6. Labor contract               <ol style="list-style-type: none"> <li>a. Losses at work</li> <li>b. Tuition reimbursements - Now reimbursed through Education Fund, per contract</li> </ol> </li> </ol>
Other Operational Expense (cont.)			<ol style="list-style-type: none"> <li>7. Inter-branch &amp; book drop service</li> <li>8. Piano Tuning; \$105 each</li> <li>9. Security guards @ state mandated rate of \$21.50 / hour for 1,808 hours</li> </ol>

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u> 10. Quench, fresh water system
----------------------	--------------------------------	-------------------------------------	--

Sub-Total (1 & 3-10)

Library Programming

Program allocations are augmented for adult brand and youth services, as school programs are added, musical festivals grow in popularity and brand is anticipated. This budget also includes price increases for seven musicals which have proven to be very popular.

	2012-13	2013-14	2014-15
Adult	\$49,500	\$49,500	\$56,000
Children	41,000	41,000	41,000
Young Adult	10,000	10,000	10,000
Sub Total	\$100,500	\$100,500	\$107,000

Museum Passes

(1-Cradle of Aviations, 1-Guggenheim, 2-Intrepid, 2-L.I.Childrens, 1-County Art, 1-Heckscher, 1-Old Bethpage Village, 1-Museum of the City of NY and 1-Firefighters)

Sub-Total

Total

NYS Employees Retirement System	\$314,938	\$313,831	Based on state projections and manual calculations, the allocation is estimated to decline slightly. As a result, the rates as provided by the state and the estimate are as follows:
------------------------------------	-----------	-----------	---

Tier	Rate	Number of Employees
1	27.7%	6
3	20.4%	1

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>
			4      20.4%      25
			5      16.7%      5
			6      11.1%      4
			Total

The State projection for an early payment is \$276,448. Though manual and projections have been averaged in the past, that allocation was insufficient. That average of \$301,370.04 was averaged again with the manual calculation second average, which is the budgeted allocation.

Social Security      \$134,867      \$138,259      While Social Security rates remain at .0765, an average maximum of \$120,000 is projected. Wages above that level are assessed at .0145. Health insurance payments are also included. Thus, the allocation is derived as follows:

<u>Title</u>	<u>Salary Base</u>	<u>&amp; Rate</u>
Libr/Paraprof	\$777,099.95	0.0765
Clerk	430,510.53	0.0765
Custodians	85,276.54	0.0765
Pages	101,426.79	0.0765
Administration	287,603.04	0.0765
Sunday	74,522.56	0.0765
Social Security (cont.)		
Weekend Programs	\$2,290.06	0.0765
Medicare above base	15,702.00	0.0145
Social Security for opt out benefit	45602.3	0.0765

Total

This results in an increase of \$3,392 or 2.5%, as social security related salaries.

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u>	<u>2015-2016</u>	<u>Explanation &amp; Justification</u>
	<u>Final</u>	<u>Proposed</u>	
Health Insurance	\$256,725	\$255,338	The Library now has three (3) tiers of employee contributions, based on 1 follows: 11.5% pre 1997; 14% post 1997; 20% effective 7/1/14. Rates are July - December and projected for January - June. The estimated increase for individuals and 6.01% for family, based on an eight (8) year average. Some are out but all contribute to their health insurance. Expenses are projected

The number of plans and costs for July - December 2015 are:

<u>Number</u>	<u>Plan Type</u>
9	Individual
5	Family
3	Medicare
2	Individual Retiree
1	Family Retiree
	Plan Administration
6	Opt Outs
	Sub Total

The number of plans and costs for January - June 2016 are:

Health Insurance (cont.)

<u>Number</u>	<u>Plan Type</u>
9	Individual
5	Family
3	Medicare
2	Individual Retiree
1	Family Retiree
	Plan Administration
6	Opt Outs
	Sub Total

1	Contingency - change from individual to family coverage
---	---



Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>	Total
Unemployment	\$7,410	\$10,530	One claim anticipated.	
Capital Renovation	\$0	\$0		
Municipal Services	\$57,691	\$57,210	These are services and their associated fees provided by other government bulk of the increase is attributed to support for Civil Service and the Library Systems. NLS support was approved by the Board and the member librarian	
			Anticipated expenses are:	
			Direct access reimbursement (based on 8 year average)	
			Long Beach Civil Service	
			Long Beach Sanitation	
Municipal Services (cont.)			Long Beach Water & Sewer (based on 2013 usage and budgeted amount)	
			MTA Tax (23¢ per hundred dollars of payroll)	
			Nassau County Fire Marshal	
			State Sales tax from sold materials (6 year average)	
			Fee to Nassau Lib.System for various services	
				Total
Total Budget	\$3,350,065	\$3,402,831	An increase of \$52,766 or 1.58%	

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>
Personnel Services Wages & Salaries	\$1,727,762	\$1,756,729	An increase of \$25,352 or 1.47%, despite the reduction of a full time professional position to a part time, and attributed to contracted increases of 2% and the restoration of two (2) positions for a West End branch.

1. The Library will be open 36 Sundays, September 14 through June 7.
2. The Library is open five (5) holidays.
3. Restoration of two positions for a West End Branch
4. Seventeen (17) weekend nights are anticipated for music festivals.

The personnel costs are:

No.	FTE	Position	Am
18	14.1	Librarians & Paraprofessionals	\$7
18	11.37	Clerks	4
4	2.2	Custodians	8
12	5.4	Pages	10
4	3.48	Administration	20
<hr style="width: 100%; border: none; border-top: 1px solid black; margin-bottom: 5px;"/>	56		
		Subtotal	\$1,6
36 Sundays		- 31 Sundays each at:	\$2,097.96
		- 5 Sundays each at:	\$1,897.16
		Subtotal	\$
		6 Weekend Night Programs	<hr style="width: 100%; border: none; border-top: 1px solid black; margin-bottom: 5px;"/>
		Total	\$1,7

Equipment	\$12,882	\$10,590	Equipment purchases include the following items:
-----------	----------	----------	--

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>
			1. 7 Staff computers for Adult Ref and Circ, \$700/ea 2. 3 Receipt printers for Circ and Adult Ref, \$212/ea 3. 1 Television - Samsung 60" , Blu-ray DVD player, cart 4. 1 Nintendo Wii U Deluxe Set w/Controllers & remotes 5. 4 Staff chairs, \$450/ea 6. 1 Children's cooking class equipment; refrigerator, waffle maker, and crockpot 7. 1 Lecturn
			Total
Books	\$164,320	\$155,930	The allocation for 2015-2016 is reduced, based on latest audit and annualized expenditures. Further, proposed West End Branch is expected to have less print expenditures than the last two branches; thereby, having minimal impact on its .
Films	\$42,000	\$41,000	The allocation for 2015-16 reflects reduced audited expenditure.
Sound Recordings	\$40,550	\$35,000	The allocation for 2015-16 is reduced based on actual audited and current spend.
Book Bindings	\$50	\$50	While binding expenses have declined, an allocation is maintained for art, large type and out of print books.
Audio-Visual Rental	\$1,312	\$1,507	The Library currently has the following licenses with anticipated costs:  Movie Licensing USA Motion Picture Licensing Corp (umbrella license) Film Movement Movement - Film, public performance rights

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>	Total
Periodicals & Other Library Materials	\$58,874	\$64,950	<p>This line supports the purchase of a variety of library materials as detailed below. Several electronic database subscriptions are now incorporated into the Core Collection purchased by all libraries at a greatly reduced price; an electronic periodical Zinio; and additional software for the gaming system is planned. The increase is attributed to the addition of Zinio and anticipated increases for some database and miscellaneous items.</p> <p>Anticipated expenses are:</p> <p><u>Magazines &amp; Indexes</u> W.T.Cox, current magazine Wilson publication</p>	
				Sub-total
Periodicals & Other Library Materials (cont.)			<p><u>Electronic Subscriptions</u> All Data Ancestry A-Z World Travel ABMS Medical Dictionary Byki (language learning) Career Cruising (bilingual edition)</p> <p>Core Collection of databases Credo First Search Gale's Literature &amp; Biography Resource Ctr Historic Newsday Job Now Natural Standard (Alternative Health) Novelist &amp; Novelist K-8 Reference USA Sesame Street</p>	

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>	
			Tumble Books for children Tutor.com, shared with school district which pays approximately \$2,051 Zinio, platform fee \$3,000 + 32 subscriptions	
			Sub-total	\$
			<u>Newspapers purchased locally</u>	
			1 N.Y. Daily News	
			1 N.Y. Post	
			3 N.Y. Times; main & branch	
			4 Newsday; main & branch	
			1 Wall Street Journal	
			Sub-total	
			<u>Other Library Materials &amp; Miscellaneous</u>	
			Born to Read Kits	
			Educational concept kits	
			Educational Games & Toys, replacements	
			Microfilming of local newspapers	
			Miscellaneous Magazines, direct	
			Miscellaneous Software including:	
Periodicals & Other Library Materials (cont.)			a) Event & Tix Keeper	\$595
			b) Faronics	775
			c) Square Space	212
			d) Webroot	633
			Wii gaming software	
			Sub-total	
			Total	\$
Library Supplies	\$17,022	\$14,029	The budgeted amount is reduced by averaging the 2013-2014 audited expenditures most recent seven (7) months of spending.	

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>
Telephone	\$21,128	\$20,340	Telephone service includes a new 100 megabyte circuit for main; (2) Fios lines at Point Lookout and proposed West End Branch; and regular phone service including (2) dedicated lines to the fire dept. and elevator co. Thus, the anticipated expenses are:
			<u>A. Telecommunications</u>
			1 100 Megabyte circuit at Main, \$875/month
			2 FIOS line @ Point Lookout & proposed West End Branch; \$240 per month total
			4 Opac connections
			Sub-total data lines
			<u>B. Regular Service</u>
			2 Dedicated lines at main (fire \$794/yr, elevator \$504/yr)
Telephone (cont.)			Cablevision, local and regional (\$335/month) *replaces Broadview *replaces Broadview Verzion service at Point, \$37/month
			Sub-total for services
			Total
Postage	\$5,139	\$5,682	Postage costs are as follows:
			While the monthly newsletter mailings have been eliminated, one community mailing budget newsletter remains along with first class mailing of some patron notices are as follows:
			<u>Channels Newsletter</u>

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>
			1 newsletter mailings of 20,000 pieces
			<u>Metered Mail &amp; Overdue Notice Mailings</u>
			Business mail and overdue notices @ .48¢
			<u>Other Postage Expenses</u>
			Mailing permit for bulk mailings
			Miscellaneous postage including UPS and registered mailings for grants.
			Total
Public Relations & Printing	\$10,411	\$10,327	Expenses in this line include the e-mailing of 11,000 newsletters; printing of (1) community wide newsletter devoted to the budget and (500) newsletters for patron pickup; bulk printing of Llibrary brochures; job and legal advertising; and publicity posters. Anticipated disbursements are:
			<u>Channels Newsletter</u>
			10 Newsletter printings of (500) plus the summer printing of (750), made available at the buildings.
			1 District printing of (20,000) *actual 2014 expense
			E-mailed newsletter to (11,000) patrons for (11) months
			Sub-Total

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>
			<u>Other Expenses</u>
			Legal advertising
			Miscellaneous printing for Reading Clubs, Library Keys, Poetry Zines (actual expense)
			Sub-Total
			Total
Travel (including training)	\$3,464	\$4,134	With the continuation of the tax cap, most conference expenses continue to be eliminated, as only one (1) major conference with one attendee is planned. Anticipated expenses are:
Travel (including training) (cont.)			<ol style="list-style-type: none"> <li>1. ALA, Orlando, FL</li> <li>2. Comic Conference, New York City</li> <li>3. Computers in Libraries, Arlington, VA (1 attendee)</li> <li>4. NYLA, Lake Placid</li> </ol>
			Sub-Total
			In-district travel covers registration and mileage to local seminars, workshops, training sessions, and meetings, deliveries to homebound patrons, and custodial mileage at the IRS mileage rate of \$0.575 per mile. From the period July 1 to December 2014, \$909 for 1622 miles was expended, and for the period January 1 to June 30, \$1218 for over 2,155 miles was expended.
			The estimated expense of 2015-16 is \$2,172 for 3,777 miles
			Total
Professional Fees	\$36,664	\$36,308	This line can be reduced somewhat as the Treasurer is less than originally estimated and the attorney is not negotiating a labor contract. Projected expenses are:



Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>	2012-13	2013-14	2014-15
				6,500	6,500	6,500
			1. Asset inventory was performed in Sept. of 2013. The charge is for the update only.	\$605	\$8,200	\$250
			2. Board Attorney	6,500	6,500	6,500
Professional Fees (cont.)			3. GASB 45 Calculator; new expense for two years	0	2,500	0
			4. Independent audit	6,750	6,750	6,750
			5. Library Accountant	4,000	4,000	4,000
			6. 403B Administration	3,200	2,007	1,824
			7. 125 Plan Administration			540
			8. Library Treasurer			16,800
			Total	\$21,055	\$29,957	\$36,664
Membership Dues	\$1,254	\$1,188	Memberships in the State Library Board, and National and State Library Association not budgeted.			
			1 Trustee in the American Library Association, with (5) divisions			
			5 Trustees in the New York Library Association			
			5 Trustees in Nassau County Library Association Long Island Libraries Resources Council			
			Nassau Library Directors' Continuing Education Fund New York State Association of Library Boards Overdrive Hosting Fee with Disney ebooks			

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>
			Political Advocacy Fund
			Total
			Advocacy Fund is to defray expenses associated with lobbying legislators for Library aid.
Repair & Maintenance Office Equipment	\$7,764	\$9,823	This allocation includes service contracts on office equipment and telephones. increase is attributed to the inclusion of print / time management software main- contract, which is on a biannual cycle.
			Contracted expenses for 2015-16 are anticipated as follows:
			<ol style="list-style-type: none"> <li>1. Acquisition module maintenance fee</li> <li>2. Coast Copy Machine contract</li> <li>3. Comprise Technology for print time Management for (2) years</li> <li>4. Microform reader/printer, (2) years</li> <li>5. Self Check Maintenance Contract</li> <li>6. Stamp Machine, \$81 per quarter</li> <li>7. Telephone system</li> <li>8. Time Clock Contract</li> <li>9. WiFi maintenance, G.G. Group (time &amp; materials)</li> <li>10. West End Branch computers print/time management software</li> </ol>
			Sub-Total
			Other Miscellaneous Parts and Repairs:
			Repair office equipment; parts and labor for machines based on
			<ol style="list-style-type: none"> <li>1. actual repairs</li> <li>2. Dehumidifer system for piano; Damp P-Chaser</li> </ol>
			Sub-Total
			Total Expense

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u>	<u>2015-2016</u>	<u>Explanation &amp; Justification</u>
	<u>Final</u>	<u>Proposed</u>	
Utilities	\$61,203	\$61,203	This expenditure includes gas and electricity for the two extant buildings and proposed West End Branch. The current allocation can remain despite an anticipated LI 4% increase, because of the installation of energy efficient lighting.
 Cleaning & Maintenance Supplies	 \$8,537	 \$7,455	 Audited expenses for 2012, 2013, and 2014 were below the budgeted allocation, and current spending is at an annualized rate of \$5,364. Although the proposed can be reduced, severe weather and the need for additional salt must be considered going forward.
 Repairs to Building & Equipment	 \$29,663	 \$25,125	 This line consists of service contracts for building equipment such as the automatic doors, air conditioning and heating systems, the elevator, fire alarm and fire extinguisher systems. Replacement parts for HVAC; filters, belts, etc., light bulbs, fire extinguisher refills, plumbing repairs and miscellaneous building repairs also fall on this line. Thus, estimated disbursements are:

Service Contracts

Assa Abloy (contract expires 06/17; estimated amount)  
 Fire Command, sprinkler and alarm system inspection  
 Otis Elevator (based on previous increments)  
 Knockout Pest Control, 6 treatments @ \$80 each  
 Sav-Mor Mechanical (based on contract)  
 Simplex fire alarm maint. (based on contract, which is frozen)

Sub-Total

Other miscellaneous Items:

1. Alarm 1 - Fire monitoring for Point Branch
2. Burglar alarm monitoring / repairs (monitoring is \$262)
3. Electrical supplies & repairs
4. Fire alarm monitoring by City of Long Beach
5. Fire extinguisher refills (based on 2014 actual)
6. HVAC parts (filters, fan belts & other parts)
7. Lock repairs (based on actual expenses)

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>
Repairs to Building & Equipment (cont.)			8. Paint 9. Plants purchased from City for the front garden 10. Plumbing repairs & retrofits (actual repairs) 11. Sprinkler service (based on contractor pricing) 12. Miscellaneous parts & repairs
			Sub-Total
			Total
Branch Rentals	\$31,750	\$61,683	The Library rents the Point Lookout Branch and proposed West End Branch.
			<u>Rental Charges</u>
			Point Lookout
			West End
			Sub-Total
			<u>Point Lookout</u>
			Lease expenses are 40% of increases of county, school and town; estimated as no tax bills have been submitted as yet.
			Total
Insurance	\$64,134	\$68,218	The library has the following coverages; workers' compensation, flood for three buildings, general liability, with an added umbrella, property and disability, divided evenly amongst employees and employer. Flexible benefits coverage is contracted. Flood is increased 10% while property is increased 5% pursuant to discussion with broker. Flood insurance for a West End Branch is new and estimated.
Insurance (cont.)			Anticipated premiums are:

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>
			<ol style="list-style-type: none"> <li>1. Package policy from Glatfelder (liability, property umbrella, and officials liability); anticipate 5% increment</li> <li>2. Flood insurance</li> <li>3. NYS Disability Insurance</li> <li>4. Point Lookout Branch Flood with \$10,000 deductible</li> <li>5. West End Branch Flood, estimated</li> <li>6. Workers' Compensation</li> </ol>
			Total
Other Operational Expense	\$232,531	\$236,392	<p>The increase is attributed to additional funding for the six (6) music festival. anticiated increments for museum passes.</p> <p>This line also includes a variety of other items as follows:</p> <ol style="list-style-type: none"> <li>1. AccuData Payroll service</li> <li>2. ALIS fees, a-b, are as follows:               <ol style="list-style-type: none"> <li>a. Circulation @.08 cents for 240,994 checkouts</li> <li>b. Long Beach items @.075 for 182,295 anticipated</li> </ol> </li> </ol>
			ALIS Sub-total
Other Operational Expense (cont.)			<ol style="list-style-type: none"> <li>3. Carpet cleaning (without West End branch)</li> <li>4. Cleaning Service contract (based on contract)</li> <li>5. Collection agency fees (based on July-December 2014)</li> <li>6. Labor contract               <ol style="list-style-type: none"> <li>a. Losses at work</li> <li>b. Tuition reimbursements - Now reimbursed through Education Fund, per contract</li> </ol> </li> <li>7. Inter-branch &amp; book drop service</li> <li>8. Piano Tuning; \$105 each</li> <li>9. Security guards @ state mandated rate of \$21.50 / hour for 1,808 hours</li> </ol>

Long Beach Public Library  
2015-2016 Budget

Disbursements

2014-15  
Final

2015-2016  
Proposed

Explanation & Justification

10. Quench, fresh water system

Sub-Total (1 & 3-10)

Library Programming

Program allocations are augmented for adult brand and youth services, as additional school programs are added, musical festivals grow in popularity and branch programming is anticipated. This budget also includes price increases for seven museum passes which have proven to be very popular.

	2012-13	2013-14	2014-15
Adult	\$49,500	\$49,500	\$56,000
Children	41,000	41,000	41,000
Young Adult	10,000	10,000	10,000
Sub Total	\$100,500	\$100,500	\$107,000

Museum Passes

(1-Cradle of Aviations, 1-Guggenheim, 2-Intrepid, 2-L.I.Childrens, 1-County Art, 1-Heckscher, 1-Old Bethpage Village, 1-Museum of the City of NY and 1-Firefighters)

Sub-Total

Total

NYS Employees  
Retirement System

\$314,938

\$313,831

Based on state projections and manual calculations, the allocation is estimated to decline slightly. As a result, the rates as provided by the state and the manual estimate are as follows:

Tier	Rate	Number of Employees	Contrib
1	27.7%	6	\$1
3	20.4%	1	

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>
			4      20.4%      25
			5      16.7%      5
			6      11.1%      4
			Total
			\$3

The State projection for an early payment is \$276,448. Though manual and state projections have been averaged in the past, that allocation was insufficient; that that average of \$301,370.04 was averaged again with the manual calculation to a second average, which is the budgeted allocation.

Social Security      \$134,867      \$138,259      While Social Security rates remain at .0765, an average maximum of \$120,172 is projected. Wages above that level are assessed at .0145. Health insurance opt out payments are also included. Thus, the allocation is derived as follows:

	<u>Title</u>	<u>Salary Base</u>	<u>&amp; Rate</u>	<u>Contrib</u>
	Libr/Paraprof	\$777,099.95	0.0765	\$5
	Clerk	430,510.53	0.0765	3
	Custodians	85,276.54	0.0765	0
	Pages	101,426.79	0.0765	7
	Administration	287,603.04	0.0765	22
	Sunday	74,522.56	0.0765	5
Social Security (cont.)	Weekend Programs	\$2,290.06	0.0765	0
	Medicare above base	15,702.00	0.0145	0
	Social Security for opt out benefit	45602.3	0.0765	3
			Total	\$138

This results in an increase of \$3,392 or 2.5%, as social security relates directly to salaries.

Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u>	<u>2015-2016</u>	<u>Explanation &amp; Justification</u>
	<u>Final</u>	<u>Proposed</u>	
Health Insurance	\$256,725	\$255,338	The Library now has three (3) tiers of employee contributions, based on hire date as follows: 11.5% pre 1997; 14% post 1997; 20% effective 7/1/14. Rates are actual for July - December and projected for January - June. The estimated increase is 5.1% for individuals and 6.01% for family, based on an eight (8) year average. Six employees are out but all contribute to their health insurance. Expenses are projected as follows:

The number of plans and costs for July - December 2015 are:

<u>Number</u>	<u>Plan Type</u>	<u>Cost</u>
9	Individual	\$4,000
5	Family	4,000
3	Medicare	3,000
2	Individual Retiree	2,000
1	Family Retiree	1,000
6	Plan Administration	6,000
6	Opt Outs	6,000
Sub Total		\$11,000

The number of plans and costs for January - June 2016 are:

<u>Health Insurance (cont.)</u>	<u>Number</u>	<u>Plan Type</u>	<u>Cost</u>
	9	Individual	\$4,000
	5	Family	4,000
	3	Medicare	3,000
	2	Individual Retiree	2,000
	1	Family Retiree	1,000
	6	Plan Administration	6,000
	6	Opt Outs	6,000
	Sub Total		\$11,000
	1	Contingency - change from individual to family coverage	\$0



Long Beach Public Library  
2015-2016 Budget

<u>Disbursements</u>	<u>2014-15</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>	Total	\$2
Unemployment	\$7,410	\$10,530	One claim anticipated.		
Capital Renovation	\$0	\$0			
Municipal Services	\$57,691	\$57,210	These are services and their associated fees provided by other governmental units. The bulk of the increase is attributed to support for Civil Service and the Nassau County Library Systems. NLS support was approved by the Board and the member librarian.		
			Anticipated expenses are:		
			Direct access reimbursement (based on 8 year average)		
			Long Beach Civil Service		
			Long Beach Sanitation		
Municipal Services (cont.)			Long Beach Water & Sewer (based on 2013 usage and budgeted amount)		
			MTA Tax (23¢ per hundred dollars of payroll)		
			Nassau County Fire Marshal		
			State Sales tax from sold materials (6 year average)		
			Fee to Nassau Lib. System for various services		
				Total	
Total Budget	\$3,350,065	\$3,402,831	An increase of \$52,766 or 1.58%		

Long Beach Public Library  
2014-2015 Budget

<u>Estimated Revenue</u>	<u>2014-2015</u> <u>Final</u>	<u>2015-2016</u> <u>Proposed</u>	<u>Explanation &amp; Justification</u>
Appropriated Surplus	\$103,452	\$122,460	The fund balance is used to reduce the tax increase.
Fines	\$38,248	\$31,294	Audited figures for 2013-14 were \$31,727 and the initial seven (7) months of 2014-15 project to an annual revenue of \$30,861. Thus, the 2015-16 proposed averages the current projection and the audited amount.
Miscellaneous Revenues	\$9,195	\$8,985	This line includes the sale of discarded materials; books, videos, etc., tax collected from those sales, lost and paid books by borrowers, and replacement library card fees. Base on seven (7) months of collections, the projected revenue is \$9,852; however, the final audited revenue for 2013-14 was \$8.117. Thus, the average of the audited and projected receipts are the revenue.
Bank & Bond Interest	\$632	\$432	Rates remain far below 1% and the budgeted amount reflects earnings to date.
Commissions	\$125	\$635	The bulk of this revenue comes from copy machine commissions and the final audited revenue was \$635.
Library System Grant	\$10,160	\$10,286	The proposal is based on receipts from 2014, however, that included additional funding added by the Legislature to the Governor's Executive Budget proposal for libraries. Thus, the actual receipt could decline if the legislature does not restore the funding they added last year.

Long Beach Public Library  
2014-2015 Budget

	<u>2014-2015</u>	<u>2015-2016</u>	<u>Explanation &amp; Justification</u>
<u>Estimated Revenue</u>	<u>Final</u>	<u>Proposed</u>	
Miscellaneous Unclassified Revenue	\$6,390	\$8,102	This line includes revenues from the sale of bags, craft fees, flash drives, computer printing, and lost audio-visual items paid by borrowers. After seven (7) months of this fiscal year, \$8,318 is projected for annualized receipts while the 2013-14 final audited amount was \$7,887; therefore, the average is used for the projected revenue.
Total Estimated Revenue	\$168,202	\$182,194	The estimated revenue increases.
Real Property Tax	\$3,181,863	\$3,220,637	An increase of \$38,774 or .122%
Total Budget	\$3,350,065	\$3,402,831	An increase of \$52,766 or 1.58%