CHAPPAQUA LIBRARY 2014-2015 BUDGET
APPROVED 1/28/14

	2013-2014	2014-2015	% CHANGE	$ CHANGE
REVENUES				
School District Tax	2,845,229	2,902,784	2.0229%	57,555
From Fund Balance/Reserves	0			0
Operating Income	48,000	50,600	5.4%	2,600
Fines	*40,000*	*42,000*	*5.0%*	
Commissions	*2,000*	*2,100*	*5.0%*	
Lost & Paid	*3,500*	*4,000*	*14.3%*	
Theater Rental	*2,500*	*2,500*	*0.0%*	
Local Library Aid + Misc. Income	4,000	4,000	0.0%	0
Investment Income	2,500	6,000	140.0%	3,500
TOTAL REVENUES	**$2,899,729**	**$2,963,384**	**2.1952%**	**$63,655**
EXPENDITURES				
PERSONNEL				
Salaries	1,589,630	1,616,493	1.7%	26,863
Benefits	675,082	745,676	10.5%	70,594
Disability Insurance	*592*	*520*	*-12.2%*	*-72*
Health Insurance	*315,510*	*339,443*	*7.6%*	*23,933*
NY METRO	*5,724*	*3,077*	*100.0%*	*-2,647*
NYS Retirement	*229,727*	*277,310*	*20.7%*	*47,583*
Social Security	*111,330*	*113,126*	*1.6%*	*1,796*
Workers Compensation	*12,200*	*12,200*	*0.0%*	*0*
TOTAL PERSONNEL	**$2,264,712**	**$2,362,169**	**4.3%**	**$97,457**
MATERIALS				
Books	113,000	103,000	-8.8%	-10,000
Electronic Materials	36,392	36,392	0.0%	0
Periodicals	16,525	16,525	0.0%	0
Recordings	50,575	44,245	-12.5%	-6,330
Software	500	500	0.0%	0
TOTAL MATERIALS	**$216,992**	**$200,662**	**-7.5%**	**-$16,330**
OPERATING EXPENSES				
Building Maintenance & Repair	37,800	38,800	2.6%	1,000
Building Service Contracts	28,078	28,078	0.0%	0
Custodial Supplies	10,000	8,000	-20.0%	-2,000
Director's Contingency	500	500	0.0%	0
Electricity	50,000	45,000	-10.0%	-5,000
Equipment Maintenance	13,276	13,276	0.0%	-1
Fuel	16,000	20,000	25.0%	4,000
Grounds Maintenance	18,000	18,000	0.0%	0
Insurance	32,885	32,885	0.0%	0
Office & Library Supplies	22,000	18,000	-18.2%	-4,000
Postage	6,674	6,674	0.0%	0
Printing	7,816	7,816	0.0%	0
Professional Fees	29,297	28,372	-3.2%	-925
Programs	22,938	19,865	-13.4%	-3,073
Property Taxes	8,000	8,000	0.0%	0
Telephone	6,055	9,271	53.1%	3,216
Travel & Miscellaneous	6,644	1,620	-75.6%	-5,024
Water	2,000	2,000	0.0%	0
Westlynx/Technology	100,062	94,397	-5.7%	-5,666
TOTAL OPERATING EXPENSES	**$418,025**	**$400,553**	**-4.2%**	**-$17,472**
Operating Request Increase	**$2,899,729**	**$2,963,384**	**2.1952%**	**$63,655**
INTERFUND TRANSFER	**$0**	**$0**	**0.0%**	**$0**
TOTAL EXPENDITURES	**$2,899,729**	**$2,963,384**	**2.1952%**	**$63,655**

CHAPPAQUA LIBRARY 2014-2015 BUDGET
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				Hours /Week	% change hours	New Rate	% change rate	Dept. Hd &/or Stipend	14/15 Annual Earnings	Budgeted 13/14 Earnings	Current Rate	
* hourly employee												
** Department Head												
ADMIN.		Dir III -	Thornton	35.00	*0.0%*	120213	*5.00%*		120,213	114,489	114,489	Thornton
	**	Asst. Dir	Alcott	35.00	*0.0%*	84922	*2.00%*	2,500	87,422	83,257	83,257	Alcott
			ADM. TOTAL	**70.00**	***0.0%***				**207,636**	197,746		
PROF.		Gallery/Graphics	D'Amico	21.00	*0.0%*	25.67	*2.00%*		28,028	27,479	25.16	D'Amico
LIBRARIANS	**	Comm.Res.	Kuhn	34.00	*0.0%*	36.53	*2.00%*	1,250	65,837	63,321	35.82	Kuhn
&		Lib. Asst	Scudo	35.00	*0.0%*	23.53	*2.00%*		42,835	41,995	23.07	Scudo
PARA-PROF.	**	Lib. Asst	Donaldson	35.00	*0.0%*	29.72	*2.00%*	1,250	55,347	54,289	29.14	Donaldson
		Librarian I	Harshman	35.00	*0.0%*	24.05	*2.00%*		43,774	38,952	23.58	Harshman
		Librarian I	Friedman	35.00	*0.0%*	25.52	*2.00%*		46,439	45,528	25.02	Friedman
		Librarian I	Rogan	21.00	*0.0%*	27.16	*2.00%*		29,660	29,078	26.63	Rogan
	*	Librarian I	Houston	14.00	*0.0%*	27.80	*2.00%*		20,238	19,841	27.25	Houston
		Librarian I	Jackson	35.00	*0.0%*	28.85	*2.00%*		52,505	51,475	28.28	Jackson
	*	Librarian I	Fuqua	18.00	*0.0%*	28.85	*2.00%*		27,002	26,473	28.28	Fuqua
	**	Librarian I	Pesce	35.00	*0.0%*	25.52	*2.00%*	1,250	47,689	46,778	25.02	Pesce
		Librarian II	Garland	28.00	*0.0%*	26.86	*2.00%*		39,105	37,148	26.33	Garland
		Librarian II	Trzcinski	35.00	*0.0%*	29.35	*2.00%*		53,410	52,363	28.77	Trzcinski
		Librarian II	Paulsen	35.00	*0.0%*	32.79	*2.00%*		59,673	58,503	32.14	Paulsen
	*	Librarian II	Bueti	20.00	*0.0%*	42.10	*2.00%*		43,788	42,930	41.28	Bueti
	**	Librarian III	Budin	35.00	*0.0%*	44.02	*2.00%*	1,250	81,366	79,795	43.16	Budin
			LIB. TOTAL	**471.00**	***-0.4%***				**736,696**	715,947		
SUPPORT	*	Lib. Clerk	Shafiroff	8.00	*0.0%*	13.49	*2.00%*		5,612	0	13.23	Shafiroff
STAFF	*	Lib. Clerk	Berger	15.00	*0.0%*	15.40	*2.00%*		12,010	11,775	15.10	Berger
	*	Lib. Clerk	Diederich	14.00	*0.0%*	16.17	*2.00%*		11,777	11,546	15.86	Diederich
	*	Lib. Clerk	Katz	13.00	*0.0%*	16.77	*2.00%*		11,338	11,116	16.44	Katz
	*	Lib. Clerk	Allen	14.00	*0.0%*	16.77	*2.00%*		12,210	11,971	16.44	Allen
	*	Lib. Clerk	Christian	2.00	*0.0%*	17.28	*0.00%*		1,800	0	17.28	Christian
	*	Lib. Clerk	Wagner	17.00	*0.0%*	17.42	*2.00%*		15,401	15,099	17.08	Wagner
	*	Lib. Clerk	Fisher, M	6.00	*0.0%*	17.42	*2.00%*		5,435	4,441	17.08	Fisher, M
	*	Lib. Clerk	Lauder	5.00	*0.0%*	17.42	*2.00%*		4,530	4,441	17.08	Lauder
	*	Lib. Clerk	Wolff	17.00	*0.0%*	18.07	*2.00%*		15,974	15,661	17.72	Wolff
	*	Lib. Clerk	Boneparth	13.00	*0.0%*	18.07	*2.00%*		12,216	11,976	17.72	Boneparth
	*	Lib. Clerk	Gates	7.00	*0.0%*	18.07	*2.00%*		6,578	6,449	17.72	Gates
	*	Lib. Clerk	Gutierrez	2.00	*0.0%*	18.07	*2.00%*		1,879	6,449	17.72	Gutierrez
		Lib. Clerk	Parise	24.00	*0.0%*	18.07	*2.00%*		22,552	22,110	17.72	Parise
	*	Lib. Clerk	Cullen	12.50	*0.0%*	20.93	*2.00%*		13,603	13,336	20.52	Cullen
		Sr. Lib. Clk.	Edrich	35.00	*0.0%*	20.74	*2.00%*		37,753	37,013	20.34	Edrich
		Sr. Lib. Clk.	Bradie	20.00	*0.0%*	22.32	*2.00%*		23,205	22,750	21.88	Bradie
		Sr. Lib. Clk.	Fisher, A.	18.00	*0.0%*	24.93	*2.00%*		23,335	22,878	24.44	Fisher, A.
		Sr. Lib. Clk.	Guthrie	22.00	*0.0%*	26.84	*2.00%*		30,700	30,098	26.31	Guthrie
	*	Sr. Lib. Clk.	Rohde	15.00	*0.0%*	26.84	*2.00%*		20,933	20,522	26.31	Rohde
	*	Sr. Lib. Clk.	Gaillard	5.00	*-37.5%*	28.67	*2.00%*		7,456	11,695	28.11	Gaillard
		Sr. Lib. Clk.	LeSauvage	26.75	*0.0%*	28.67	*2.00%*		39,887	39,105	28.11	LeSauvage
	**	Princ. Lib. Clk.	Perlin	35.00	*0.0%*	25.67	*2.00%*	1,250	47,964	47,048	25.16	Perlin
		Admin. Sec.	Carpino	35.00	*0.0%*	33.20	*2.00%*		60,422	59,237	32.55	Carpino
		Bus. Manag.	Lunetta	35.00	*0.0%*	39.47	*2.00%*		71,824	70,416	38.69	Lunetta
			SUPP. TOTAL	**416.25**	***-3.4%***				**516,398**	507,132		
CUSTODIAN	*	Theater Cust.	VACANT							2,112		
	*	Theater Cust.	Colavito, C.	5.00	*-16.7%*	15.23	*2.00%*		3,961	4,660	14.94	Colavito, C.
	*	Theater Cust.	Colavito, D.	5.00	*-16.7%*	15.23	*2.00%*		3,961	4,660	14.94	Colavito, D.
	*	Maint. Cust.	Romero	12.00	*-25.0%*	18.06	*2.00%*		11,269	14,731	17.71	Romero
	**	Maint. Cust.	Mangual	40.00	*0.0%*	22.51	*2.00%*	1,250	48,066	45,898	22.07	Mangual
			CUST. TOTAL	**62.00**	***-12.7%***				**67,258**	72,061		
PAGES	*	Page	Step 1	7.00	*0.0%*	7.40	*0.00%*		2,694	3,078	7.40	Step 1
	*	Page	Step 2	7.00	*0.0%*	8.10	*2.00%*		2,949	3,305	7.94	Step 2
	*	Page	Step 3	7.00	*0.0%*	8.36	*2.00%*		3,044	3,411	8.20	Step 3
	*	Page - Computer	Step 1	5.00	*0.0%*	9.41	*2.00%*		2,446	2,878	9.23	Step 1
	*	Page - Computer	Step 3	5.00	*0.0%*	9.78	*2.00%*		2,542	2,990	9.58	Step 3
	*	Page - Computer	Step 4	5.00	*0.0%*	10.04	*2.00%*		2,610	3,070	9.84	Step 4
	*	Page - Computer	Step 4	5.00	*0.0%*	10.04	*2.00%*		2,610	3,070	9.84	Step 4
	*	Page - Adult	Enright	14.00	*0.0%*	8.99	*2.00%*		6,546	7,334	8.82	Enright
	*	Page - Adult	Walsh	12.00	*0.0%*	10.04	*2.00%*		6,263	8,187	9.84	Walsh
	*	Page - Adult	Cohen	10.00	*0.0%*	10.56	*2.00%*		5,491	8,613	10.35	Cohen
	*	Page - Adult	XX	0.00	*-100.0%*	11.87	*2.00%*		0	4,840	11.63	XX
	*	Page - Adult	DeBello	14.00	*-30.0%*	13.70	*2.00%*		9,971	13,965	13.43	DeBello
			PAGE TOTAL	**91.00**	***-26.6%***				**47,165**	64,741		
			1.5 for Sundays and replacement hours						41,000	32,000	-13/14 Sundays	
			base						1,575,493	1,557,630	- 13/14 salaries	
			TOTALS	**1,110.25**	**-5.0%**				**1,616,493**	1,589,630	-13/14 budgeted	
								FICA	**113,126**	111,330	- 13/14 FICA	

DISABILITY INSURANCE **$520** *FY 13-14: 592* *-12.2%*

National Benefit Life Insurance Co.
(professionals, clerks, custodians and adult pages)

All Empl	52 x 3.00	=	156.00	x	12	=	1,872		
less average total employee contribution per payroll							52	1,352	520

HEALTH INSURANCE **$339,443** *FY 13-14: 315,510* *7.6%*

Current Enrollment		+ Spare		x	Current Rate	Projected Increase 4.50%		Monthly: Cost Jy/De	Cost Ja/Jn
Ind.	11	1	12	x	579	605	=	6,948	7,261
Fam.	9	2	11	x	1,050	1097	=	11,550	12,070
Ret Ind	1 +	=	1	x	579	605	=	579	605
" Med.	8 +	=	8	x	307	320	=	2,456	2,559
Ret Fam	1 +	=	1	x	1,050	1097	=	1,050	1,097
Ret Fam/I	3 +	=	3	x	597	623	=	1,791	1,869
								$24,374	$25,460
July/December			6	=	146,244				
January/June			6	=	152,759	=	**$299,003**		

Monthly Administrative Cost Charges:

75	x 6 =	450		
85	x 6 =	510	=	**$960**

Dental Insurance — 5% Projected Increase

Salared Empl.		25	x	69.66	73.14	1,742	1,829
1,742	x	6	=	10,449			
1,820	x	6	=	10,971	=	**$21,420**	

Medicare Credit Reimbursements — 5% Proj. Inc.

14 recepients	x 6 x	105	=	8,820		
14 recepients	x 6 x	110	=	9,240	=	**$18,060**

NYSE RETIREMENT SYSTEM **$277,310** *FY 13-14: 229,727* *20.7%*

Estimate for April 2013 - March 2014 salaries. CCSD sends bill with actual amounts.
Payable Nov. 2015

BOOKS **$103,000** *FY 13-14: 113,000* *-8.8%*

Category	
Adult including standing orders	78,000
Children	19,000
YA	6,000

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ELECTRONIC MATERIALS			**$36,392**			*FY 13-14: 36,392*	*0.0%*
A. On-line subscriptions				15,500			
B. Heritage Quest - genealogy database				715			
C. E-books				20,177			
PERIODICALS			**$16,525**			*FY 13-14: 16,525*	*0.0%*
A. From EBSCO: subscriptions	11,500		15.00%	13,225			
B. From other sources: 36 subscriptions	3,000		10.00%	3,300			
RECORDINGS			**$44,245**			*FY 13-14: 50,575*	*-12.5%*
A. compact discs		15 /month at	$15.50			2,790	
B. audiobooks	adult	15 /month at	$90.00		16,200	16,500	
(tape & CD)	YA				300		
C. children's (including book/cassette packages)						4,000	
D. DVD's	adult - 12,000		YA - 150	juv - 6,000		18,150	
E. DVD's - NEW Express collection for Adult DVD's						2,000	
F. children's CD-ROM's		10 each @	$30.50			305	
G. Juvenile Video Games						500	
BUILDING MAINTENANCE AND REPAIR			**$38,800**			*FY 13-14: 37,800*	*2.6%*
A. Regular repairs and special cleaning						21,000	
B. Contingency (snow removal)						6,000	
C. MERV filters						3,200	
D. Fire extinguishers						1,100	
E. Pond dredging						7,500	
BUILDING SERVICE CONTRACTS			**$28,078**			*FY 13-14: 28,078*	*0.0%*
A. HVAC & building consultant services: hot water/chilled system treatments & automatic temperature controls (Dennis MacDougall)				1157 /mo		13,884	
B. Trash removal (C.R.P. contract thru 6/1/15)				357 /mo		4,284	
C. Building cleaning during Custodian's 4-week vacation				2000 /year		2,000	
D. HVAC contract						4,800	
E. Alarm hook-ups monitoring (EIPS)						420	
F. Theater floor care - strip & wax, 2/yr. (Arco)				660		660	
G. AC water treatment (Cascade)				115 /mo.,12 mo.		1380	
H. Automatic entrance doors contact				400 /year		400	
I. Alarm license with Town				25 /year		25	
J. Boiler inspection				225 /year		225	
ELECTRICITY			**$45,000**			*FY 13-14: 50,000*	*-10.0%*

EQUIPMENT MAINT., FURNITURE & EQUIPT			**$13,276**	*FY 13-14: 13,276*	*0.0%*
A. Nortel telephone/voice mail service (Broadview Networks)				875	
B. Computer service (Pinstripe Productions)				750	
C. Staff and Public color multifunctional copiers (2)			540 /mo	6,480	
Lease, incl. printer interface, service & supplies (Atlantic)					
D. Printer/FAX lease				550	
E. Postage meter (Pitney Bowes)				335	
F. Miscellaneous (A-V equipment, typewriters)				2,000	
G. JAMEX card system				600	
H. 3M resensitizer service				86	
I. Sentry self check annual maintenance				1,600	
FUEL			**$20,000**	*FY 13-14: 16,000*	*25.0%*
GROUNDS MAINTENANCE			**$18,000**	*FY 13-14: 18,000*	*0.0%*
A. Grounds keeping (Mt. Kisco Landscaping)				14,500	
1. Fall & spring clean-ups + fertilizer		1,100 each	3,300		
2. Monthly charge for 8 months		1,400 /mo	11,200		
B. Tree care (Westchester Tree Life)				3,200	
1. Annual maintenance			2,000		
2. Special pruning			1,200		
C. Miscellaneous				300	
INSURANCE			**$32,885**	*FY 13-14: 32,885*	*0.0%*
A. 'Regan: Boiler, Business auto, Flood, Directors & Officers, Multi-peril, Umbrella				32245	
B. Appraisal services - annual update				220	
C. Glass coverage				420	
POSTAGE			**$6,674**	*FY 13-14: 6,674*	*0.0%*
A. Calendars/Booklets semi-mon	6	400	2,400		
B. Annual report			625		
C. Postage for postage meter			1,500		
D. Gallery mailings 7/year	7	126	882		
E. Bulk mailing permit fee			185		
F. Program mailings 6/year	6	110	660		
G. Miscellaneous			422		
PRINTING			**$7,816**	*FY 13-14: 7,816*	*0.0%*
A. Calendars/Booklets semi-mor	6	865	5,190		
B. Calendar design (V. Castleman)		140	840		
C. Annual report			850		
D. Gallery announcements	7	100	700		
E. Miscellaneous			236		

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PROFESSIONAL FEES			**$28,372**	*FY 13-14: 29,267*		*-3.1%*
A. Payroll (ADP)	*$ average*	*/per*	9,505	+5% 1/15	9,742	
1. pay	190.00	/payroll	4,940			
2. Total Pay for 65 employees - (24 + .	54.85	/payroll	1,426			
3. annual file maintenance			180			
4. W-2 forms/tax reporting			620			
5 delivery/24-hour turnaround	33.25	/payroll	865			
6. tax service	41.74	/payroll	1,085			
7. quarterly tax reports	74.40	/quarter	298			
8. Local Fee - NYC	7.59	/month	91			
B. Background Screening Services (ADP) - average 7/year					630	
C. Audit (Joseph Gallo)					5,000	
D. Attorney's fees					5,000	
E. GASB 45 audit					3,000	
F. Website maintenance and programming					5,000	

PROGRAMS		**$19,865**	*FY 13-14: 22,938*		*-13.4%*
A. Children's room	6,026				
B. Young adult	3,032				
C. Adult	8,000				
D. Movie license (Movie Licensing USA)	457				
E. Gallery receptions	350				
F. Museum passes	2000				

TELEPHONE		**$9,273**	*FY 13-14: 6,057*		*53.1%*
A. Corner Stone	500.00	/month	6,000		
B. Verizon Wireless - custodian's cell	42.75	/month	513		
C. FIOS network line	230.00	/month	2,760		

TRAVEL AND MISCELLANEOUS		**$1,620**	*FY 13-14: 6,644*		*-75.6%*
A. Mileage (2,000 miles @ $.56/mi.)			1,120		
B. Workshops & computer training, tuition reimbursement			500		

WATER		**$2,000**		*FY 13-14: 2,000*	*0.0%*
WESTLYNX & TECHNOLOGY		**$94,397**		*FY 13-14: 100,062*	*-5.7%*
A. Westlynx telecommunication line	500.00	/month 12 months	6,000	6,000	
New formula for WESTLYNX costs					
B. Westlynx terminal maintenance fees	*number*	*/ cost each per yr.*		68,994	
1. Basic Membership	1	5,645.00 /year	5,645		
2. Computers	17	507.50 /year	8,628		
3. Network connectivity	17	528.46	8,984		
3. Local PC's on their network	4	134.66 /year	539		
4. Cardholders	10,653	0.70 /year	7,457		
5. Items in the collection	144,948	0.06 /year	8,697		
6. Circulations transactions	269,638	0.08 /year	21,571		
7. ILL transactions	6,624	-0.50 /year	-3,312		
8. Digital content	269638	0.04 /year	10,786		
C. The Network Support Company				10,536	
48 hours of service @$137/hour (unused roll over to next 6 months)			6,576		
Remote maintenance acces for 15 workstations @330/month			3,960		
D. Boopsie Mobile App - annual fee				4,195	
E. Envisionware - software annual maintenance				672	
F. Baker & Taylor - Title Source 3 Subscription				4,000	
CAPITAL BUDGET (Interfund Transfer)		**$0**		*FY 13-14: 0*	*100.0%*