

Lakewood Memorial Library

	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Final 2018	2018 Budget	Estimated 2019 Budget	Notes	2018 vs 2019 Budget	
Revenues and Other Support																		
Village of Lakewood			\$ -			\$ 67,950		\$ -					\$ 67,950	\$ 69,500	\$ -			
Town of Busti			\$ 69,500					\$ -					\$ 69,500	\$ 69,500	\$ 139,000		100.0%	
NYS Const/Bullet Aid			\$ -					\$ 69,133				\$ 7,500	\$ 7,500	\$ -	\$ -	1, 7		
Additional State Aid/CCLS			\$ -					\$ -					\$ -	\$ 1,000	\$ -			
Materials Plan /CCLS			\$ 922	\$ 922			\$ 922	\$ 200				\$ 922	\$ 3,887	\$ 3,000	\$ 3,900		0.3%	
Local Library Services Aid/CCLS							\$ 2,124						\$ 2,360	\$ 2,000	\$ 2,400		1.7%	
Total Government Support	\$ -	\$ -	\$ 70,422	\$ 922	\$ -	\$ 67,950	\$ 3,046	\$ 59,333	\$ -	\$ -	\$ 922	\$ 7,736	\$ 151,197	\$ 145,000	\$ 145,300		-3.9%	
Contributions-Gifts	\$ 30	\$ 51	\$ 286	\$ 639	\$ 68	\$ 56	\$ 272	\$ 175	\$ 60	\$ 39	\$ 154	\$ 9,239	\$ 11,068	\$ 4,000	\$ 11,100		0.3%	
Contributions-Estate Bequests	\$ -	\$ -	\$ 327	\$ -	\$ 250		\$ 400						\$ 977	\$ -	\$ 1,000		2.4%	
Contributions-Memorials	\$ 3,670	\$ 925	\$ 1,410	\$ 750	\$ 50	\$ 815	\$ 285	\$ 272		\$ 80	\$ 275	\$ 3,180	\$ 11,712	\$ 5,000	\$ 12,000		2.5%	
Fundraising-Book Sale	\$ 77	\$ 48	\$ 70	\$ 117	\$ 1,124	\$ 56	\$ 123	\$ 56	\$ 54	\$ 51	\$ 944	\$ 50	\$ 2,769	\$ 2,000	\$ 3,000		8.3%	
Fundraising-Annual Fund	\$ 1,245	\$ 155	\$ 135		\$ 25		\$ 150	\$ 50					\$ 2,140	\$ 11,000	\$ 2,200		2.8%	
Fundraising-Other													\$ -	\$ 1,000	\$ -			
Fundraising-GALA								\$ 2,225	\$ 5,285	\$ 475			\$ 7,985	\$ -	\$ 8,000		0.2%	
Fundraising-GALA - Silent Auction								\$ -	\$ 3,270	\$ 125	\$ 275		\$ 3,670	\$ -	\$ 3,700		0.8%	
Photocopier,fax and fines	\$ 166	\$ 175	\$ 193	\$ 311	\$ 168	\$ 226	\$ 216	\$ 220	\$ 156	\$ 197	\$ 179	\$ 194	\$ 2,401	\$ 2,000	\$ 2,400		0.0%	
Foundation grants					\$ 1,930		\$ 250	\$ 3,000					\$ 7,180	\$ 8,000	\$ 6,000		-16.4%	
Interest income-operating bank account			\$ -	\$ -						\$ 5			\$ -	\$ -	\$ -		-100.0%	
Transfers from(to) Investment Account								\$ 8,250					\$ -	\$ -	\$ -			
Investment return(loss)			\$ -										\$ -	N/A	\$ -			
Total Other Support	\$ 5,187	\$ 1,354	\$ 2,420	\$ 1,817	\$ 3,615	\$ 1,152	\$ 1,696	\$ 14,247	\$ 8,826	\$ 972	\$ 2,827	\$ 36,177	\$ 49,906	\$ 38,000	\$ 55,900		12.0%	
Total revenues and other support	\$ 5,187	\$ 1,354	\$ 72,842	\$ 2,739	\$ 3,615	\$ 69,102	\$ 4,742	\$ 73,580	\$ 8,826	\$ 972	\$ 3,748	\$ 43,913	\$ 201,103	\$ 183,000	\$ 201,200		0.0%	
Expenses																		
Employment Expenses																		
Certified librarian salary	\$ 3,439	\$ 3,680	\$ 5,400	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 5,400	\$ 3,600	\$ 3,600	\$ 3,600	\$ 4,367	\$ 47,566	\$ 46,800	\$ 48,672	6	2.3%	
Other staff wages	\$ 3,706	\$ 3,756	\$ 6,074	\$ 3,849	\$ 4,377	\$ 4,429	\$ 4,633	\$ 8,044	\$ 4,693	\$ 4,918	\$ 5,188	\$ 4,573	\$ 58,239	\$ 69,000	\$ 66,046	6	13.4%	
Payroll taxes	\$ 547	\$ 569	\$ 878	\$ 570	\$ 610	\$ 614	\$ 630	\$ 1,028	\$ 634	\$ 652	\$ 672	\$ 684	\$ 8,088	\$ 9,000	\$ 8,770		8.4%	
Staff Bonus													\$ -	\$ -	\$ -			
Director Retirement													\$ -	\$ -	\$ 1,947		#DIV/0!	
Disability & Workers Comp	\$ 421				\$ 1,499				\$ 1,129				\$ -	\$ 2,800	\$ 3,342	5	9.6%	
Employee benefits-Director Medical		\$ -	\$ 300		\$ -	\$ -	\$ -	\$ 300		\$ 300		\$ 1,970	\$ 2,870	\$ 1,200	\$ 1,200	2	-58.2%	
Total employment expenses	\$ 8,113	\$ 8,005	\$ 12,652	\$ 8,019	\$ 8,587	\$ 10,143	\$ 8,863	\$ 14,772	\$ 10,056	\$ 9,469	\$ 9,460	\$ 11,593	\$ 119,812	\$ 128,800	\$ 129,977		8.5%	
Other Expenses																		
Capital Expenditures																		
Building repairs and maintenance	\$ 395	\$ 320	\$ 300	\$ 492	\$ 505	\$ 652	\$ 933	\$ 1,021	\$ 538	\$ 974	\$ 337	\$ 1,291	\$ 7,756	\$ 7,000	\$ 7,756	1	0.0%	
Utilities and Insurance	\$ 965	\$ 847	\$ 367	\$ 1,619	\$ 1,600	\$ 853	\$ 154	\$ 3,004	\$ 263	\$ 291	\$ 305	\$ 937	\$ 11,204	\$ 8,000	\$ 11,300		0.9%	
Office/Library Supplies	\$ 60	\$ 404	\$ 400	\$ 236	\$ 502	\$ 226	\$ 485	\$ 454	\$ -	\$ 418	\$ 197	\$ 80	\$ 3,462	\$ 3,000	\$ 3,500		1.1%	
Equipment								\$ 678					\$ 678	\$ 2,000	\$ 700		3.3%	
Telecommunications	\$ 161	\$ 171	\$ 229	\$ 163	\$ 165	\$ 163	\$ 161	\$ 163	\$ 165				\$ 159	\$ 2,000	\$ 1,700		-0.1%	
Marketing & Technical				\$ 500			\$ 440		\$ 576	\$ 2,092			\$ 1,350	\$ 4,958	\$ 1,000	3	41.2%	
Comp/Office mach maint	\$ 158	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ 180	\$ 337	\$ 400		18.6%	
Professional fees	\$ 1,035	\$ 495	\$ -	\$ 600	\$ 330	\$ 3,490	\$ 353	\$ 398	\$ 308	\$ 450	\$ 413	\$ 380	\$ 8,250	\$ 6,000	\$ 8,300		0.6%	
Print materials	\$ 286	\$ -	\$ -	\$ 3,998	\$ 279	\$ -	\$ 3,694	\$ 1,893	\$ 608	\$ 68	\$ 2,170	\$ 2,861	\$ 21,337	\$ 20,000	\$ 21,500		0.8%	
Non-print materials		\$ 225	\$ 221	\$ 183	\$ 222	\$ 320	\$ 83	\$ 402	\$ -	\$ -			\$ 2,388	\$ 3,000	\$ 2,400		0.5%	
Miscellaneous expenses						\$ (19)	\$ 1,139	\$ (19)	\$ 111	\$ 14	\$ (20)	\$ 231	\$ 1,483	\$ 2,200	\$ 2,267		52.9%	
PC Replacement		\$ (27)	\$ 66	\$ (42)	\$ -	\$ (19)	\$ 1,139	\$ (19)	\$ 111	\$ 14	\$ (20)	\$ 231	\$ -	\$ -	\$ -			
Fundraising		\$ -	\$ -	\$ -					\$ 162	\$ 2,228	\$ (17)		\$ 2,373	\$ -	\$ 2,400		1.1%	
Total other expenses	\$ 2,823	\$ 2,721	\$ 1,583	\$ 7,748	\$ 3,602	\$ 5,685	\$ 15,670	\$ 8,119	\$ 78,538	\$ 6,535	\$ 3,384	\$ 31,033	\$ 65,928	\$ 54,200	\$ 69,223		5.0%	
Depreciation expense													\$ 10,936	\$ 10,725	\$ 14,236		7.2%	
Total expenses	\$ 10,936	\$ 10,725	\$ 14,236	\$ 15,767	\$ 12,189	\$ 15,828	\$ 24,533	\$ 22,891	\$ 88,594	\$ 16,004	\$ 12,844	\$ 42,626	\$ 185,740	\$ 183,000	\$ 199,200			
Net operating income (loss)	\$ (5,749)	\$ (9,372)	\$ 58,607	\$ (13,028)	\$ (8,574)	\$ 53,274	\$ (19,791)	\$ 50,688	\$ (79,768)	\$ (15,032)	\$ (9,095)	\$ 1,287	\$ 15,363	\$ -	\$ 2,000		-87.0%	
Northwest Business checking account cash test	\$ 56,188	\$ 44,909	\$ 103,300	\$ 92,147	\$ 80,716	\$ 134,953	\$ 114,357	\$ 169,287	\$ 163,149	\$ 72,770	\$ 59,029	\$ 68,433			\$ 67,384			
	\$ 46,816	\$ 105,423	\$ 92,395	\$ 83,821	\$ 137,095	\$ 117,304	\$ 167,992	\$ 88,224	\$ 73,192	\$ 64,097	\$ 65,384							

Lakewood Memorial Library

	2017	2018	Estimated 2019 Budget
Revenues and Other Support			
Village of Lakewood	\$ 65,950	\$ 67,950	\$ -
Town of Busti (259 in 2109)	\$ 58,000	\$ 69,500	\$ 139,000
Bullet Aid	\$ 7,500	\$ 7,500	\$ -
Additional State Aid/CCLS	\$ 100	\$ -	\$ -
Material Plan Discount/CCLS	\$ 3,640	\$ 3,887	\$ 3,900
Local Library Services Aid	\$ 2,338	\$ 2,360	\$ 2,400
Total Government Support	\$ 137,528	\$ 151,197	\$ 145,300
Contributions-Gifts	\$ 4,333	\$ 11,068	\$ 11,100
Contributions-Estate Bequests	\$ 1,487	\$ 977	\$ 1,000
Contributions-Memorials	\$ 10,157	\$ 11,712	\$ 12,000
Fundraising-Book Sale	\$ 2,316	\$ 2,769	\$ 3,000
Fundraising-Annual Fund	\$ 6,950	\$ 2,140	\$ 2,200
Fundraising-Other	\$ 219	\$ -	\$ -
Fundraising-GALA	\$ 10,515	\$ 7,985	\$ 8,000
Fundraising-GALA - Silent Auction	\$ 1,674	\$ 3,670	\$ 3,700
Photocopier,fax and fines	\$ 2,229	\$ 2,401	\$ 2,400
Foundation grants	\$ 8,327	\$ 7,180	\$ 6,000
Interest income-operating bank account	\$ 233	\$ 5	\$ -
Transfers from(to) Investment Account	\$ -	\$ -	\$ 6,500
Investment return(loss)	\$ -	\$ -	\$ -
Total Other Support	\$ 48,439	\$ 49,906	\$ 55,900
Total revenues and other support	\$ 185,967	\$ 201,103	\$ 201,200
Expenses			
Employment Expenses			
Certified librarian salary	\$ 42,783	\$ 47,566	\$ 48,672
Other staff wages	\$ 49,365	\$ 58,239	\$ 66,046
Payroll taxes	\$ 7,049	\$ 8,088	\$ 8,770
Staff Bonus	\$ -	\$ -	\$ -
Director Healthcare	\$ -	\$ -	\$ 1,947
Disability & Workers Comp	\$ 3,049	\$ 3,342	\$ 3,342
Employee benefits	\$ 2,745	\$ 2,870	\$ 1,200
Total employment expenses	\$ 101,943	\$ 119,812	\$ 129,977
Other Expenses			
Capital Expenditures			
Building repairs and maintenance	\$ 7,513	\$ 7,756	\$ 7,756
Utilities and Insurance	\$ 10,022	\$ 11,204	\$ 11,300
Office/Library Supplies	\$ 3,227	\$ 3,462	\$ 3,500
Equipment	\$ 1,543	\$ 678	\$ 700
Telecommunications	\$ 1,878	\$ 1,702	\$ 1,700
Marketing & Technical	\$ 2,000	\$ 4,958	\$ 7,000
Comp/Office mach maint	\$ 303	\$ 337	\$ 400
Professional fees	\$ 8,300	\$ 8,250	\$ 8,300
Print materials	\$ 19,642	\$ 21,337	\$ 21,500
Non-print materials	\$ 4,144	\$ 2,388	\$ 2,400
Miscellaneous expenses	\$ 351	\$ 1,483	\$ 2,267
PC Replacement	\$ -	\$ -	\$ -
Fundraising	\$ 4,465	\$ 2,373	\$ 2,400
Total other expenses	\$ 63,389	\$ 65,928	\$ 69,223
Depreciation expense			
Total expenses	\$ 165,332	\$ 185,740	\$ 199,200
Net operating income (loss)	\$ 20,635	\$ 15,363	\$ 2,000

Notes:
 General Comment: Revenue kept flat to 2018 (except for bullet aid). It should be noted that December was a very strong revenue month and this is budgeted to be replicated in 2019. Most other expenses other than payroll also kept relatively flat except for Marketing and Miscellaneous (see below). Currently, we are showing a \$2,000 net income for the budgeted 2019 year. See other notes below.

- Funding (Grant and transfers from Courier) and construction costs for terrace and solar panels are reflected in month to month but have been removed from YTD total so that YTD only includes normal operating figures
- Employee benefits: a) \$100/month medical for Director = \$1,200; b) remainder of expense is Disability/Worker's Comp. to the NYS Insurance Fund
- Marketing: a) Jodi \$1,210 for graphic arts work Jan to Sept- \$500 to be paid in Dec for rest of year; b) Shannon's Feb-Sept social media work was \$1,750 in November, rest of year for \$750 in December. 2019 increased to reflect more hours to support the Library
- Assumes receiving renewal of Northwest grant of \$3,000/year for 3 years though have requested that it be raised to \$5,000...should know by end of January
- Director retirement increased from 2.5% to 4% of salary based on year end decision of Board
- Salary increases reflect NY minimum increase for Addie, Joyce, & Shannon from \$10.40 to \$11.10 an hour or a 6.73% increase; Nancy salary increased 10%, Director, Emalee, and Jodi have 4% increases.
- The December 2018 NY Bullet Aid of \$7,500 cannot be counted on in 2019 with change in parties in NY thus it is not in the 2019 budget.