

**2021 Proposed Budget**

Line Item #	Line Item Description	2021 City Proposed	2021 County Proposed	2021 Board Funds Proposed	2021 Total Budget Proposed	Explanation
		\$ 3,090,562	\$ 429,564	\$ 99,500	\$ 3,619,626	
411000	Salary/Wages	\$ 1,671,252			\$ 1,671,252	Recovery of Library Associate I and II positions, to recover FTE for library services including mobile branch / bookmobile.
411100	Overtime Wages	\$ -	\$ 400	\$ -	\$ 400	Use of overtime only in emergency situations; otherwise, staff are to use flex time within same pay period, as approved by supervisor
411800	Temporary Wages	\$ -	\$ -	\$ -	\$ -	Page positions have been eliminated
412000	Social Security	\$ 103,618			\$ 103,618	Based on Finance Office guidance
412100	Medicare	\$ 24,233			\$ 24,233	Based on Finance Office guidance
413000	Retirement	\$ 100,275			\$ 100,275	Based on Finance Office guidance
413100	Section 125 Administration	\$ 399			\$ 399	Based on Finance Office guidance
414000	Workmens Comp	\$ 2,004			\$ 2,004	Based on Finance Office guidance
415000	Group Health Insurance	\$ 227,158			\$ 227,158	Based on Finance Office guidance
415500	Group Life Insurance	\$ 1,751			\$ 1,751	Based on Finance Office guidance
417000	Unemployment Insurance	\$ 1,944		\$ -	\$ 1,944	Based on Finance Office guidance
421100	General/Auto Liability	\$ 6,491	\$ 5,000	\$ -	\$ 11,491	Anticipating increase for purchase of bookmobile
421400	Other Insurance	\$ 18,818	\$ 5,000		\$ 23,818	Anticipate need for additional insurance coverage for bookmobile visits to sites owned by others
422300	Consultant Services	\$ 4,300	\$ 7,500	\$ -	\$ 11,800	Training and professional development consultants. Also consultants to work with demographics to help identify areas for book mobile stops.
422500	Other Professional Services	\$ 44,341	\$ 69,750	\$ -	\$ 114,091	Used for event performance costs; security services; confidential shredding service; aviary maintenance; lawn spraying; window washing; drug screens and background checks for new hires; efax service; collection agency fees; HVAC system maintenance; annual fire sprinkler inspections; pest control.

**2021 Proposed Budget**

<b>Line Item #</b>	<b>Line Item Description</b>	<b>2021 City Proposed</b>	<b>2021 County Proposed</b>	<b>2021 Board Funds Proposed</b>	<b>2021 Total Budget Proposed</b>	<b>Explanation</b>
422900	Marketing	\$ 4,200	\$ 5,200	\$ -	\$ 9,400	Promotion of collections, services, and events through local and social media marketing
423000	Publishing	\$ 750		\$ -	\$ 750	Publishing Board minutes and bill list in <i>Journal</i>
424400	Lease - Purchases	\$ 3,000		\$ -	\$ 3,000	Postage machine service agreement; seeking other alternatives for when agreement ends in November 2021.
424600	Other Rentals	\$ -	\$ 1,500	\$ -	\$ 1,500	
425100	Repair - Roll Stock	\$ 550	\$ 1,250	\$ -	\$ 1,800	Vehicle maintenance; used for home delivery services, piloting mobile library service, and transporting equipment and supplies for outreach activities
425200	Repair - Structures	\$ 57,137		\$ -	\$ 57,137	Maintain city-owned facility.
425300	Repair - Equipment	\$ 6,400	\$ 995	\$ -	\$ 7,395	Annual fire extinguisher inspection, elevator maintenance, security gate repairs, lawn mower repairs, vacuum repairs, and book cart repairs.
426100	Office Supplies	\$ 10,650	\$ 38,150	\$ -	\$ 48,800	For purchase of library cards; library bags; postage; general office supplies; RFID tags; photocopy overages
426101	Event Supplies	\$ 39,196	\$ 8,500	\$ -	\$ 47,696	Expectation of more outreach and activities with the introduction of the Bookmobile
426200	Gasoline, Oil, Fuel	\$ 1,500	\$ 1,500	\$ -	\$ 3,000	Based on projected usage, including for bookmobile; estimated based per City Finance calculation
426300	Clothing - Food	\$ 500	\$ 500	\$ -	\$ 1,000	Work shoes and uniform shirts for two facilities employees
426400	Janitorial/Chemical	\$ 13,000	\$ 7,500	\$ -	\$ 20,500	General cleaning and maintenance products. Additional costs due to Covid-related sanitation practices.
426500	Minor Tools	\$ 150		\$ -	\$ 150	
426700	Tires		\$ 800	\$ -	\$ 800	Tires for van, deferred from 2020

**2021 Proposed Budget**

<b>Line Item #</b>	<b>Line Item Description</b>	<b>2021 City Proposed</b>	<b>2021 County Proposed</b>	<b>2021 Board Funds Proposed</b>	<b>2021 Total Budget Proposed</b>	<b>Explanation</b>
426900	Misc. Supplies & Materials	\$ 1,750		\$ -	\$ 1,750	Credit card machine for pop-up library/bookmobile; replacement of outdated credit card machine; replace shared supervisors' cell phone; add cell phone for pop-up library/bookmobile cell phone.
427000	Travel & Training	\$ 13,575	\$ 4,000	\$ -	\$ 17,575	Training and networking necessary for trained workforce and professional networking; Public Library Association conference only held in even-numbered years
428100	Telephone - Local	\$ 26,500		\$ -	\$ 26,500	Century Link; Verizon; Midco; Vast.
428200	Natural Gas	\$ 14,393		\$ -	\$ 14,393	Based on City Finance calculation
428300	Electricity	\$ 85,903		\$ -	\$ 85,903	Based on City Finance calculation, plus Renewable Ready program from BHE
428700	Drainage Fees	\$ 421			\$ 421	Based on City Finance calculation
429200	Dues		\$ 2,500	\$ -	\$ 2,500	Maintain professional memberships for training and networking
429300	Subscriptions	\$ 86,295		\$ -	\$ 86,295	Increased costs for database, magazine, and newspaper subscriptions
429400	Other Misc. Expenses	\$ 1,300	\$ 6,800	\$ -	\$ 8,100	Various supplies that cannot be allocated to other line items, such as supplies for coffee vending machine, batteries, door stops, neon sign timers, fish food/supplies, signage, etc.
429500	Computers	\$ 32,500	\$ 2,500	\$ -	\$ 35,000	Includes \$30,000 which will be transferred to IT for the centralized purchasing model. The remaining amount is for non-IT supported computers (Macs); other library-specific computer equipment (scanners, printers, makerspace equipment, RFID pads, etc.) are paid from 4296.
429501	Software	\$ 3,250		\$ -	\$ 3,250	Library-specific licenses and software necessary for maintaining operating systems

**2021 Proposed Budget**

<b>Line Item #</b>	<b>Line Item Description</b>	<b>2021 City Proposed</b>	<b>2021 County Proposed</b>	<b>2021 Board Funds Proposed</b>	<b>2021 Total Budget Proposed</b>	<b>Explanation</b>
429502	Software maintenance contracts	\$ 95,997	\$ 9,800	\$ -	\$ 105,797	Contracts and licenses that are not paid by City IT. BH Library Consortium fees for pro-rated operating system costs; cataloging records; computer reservation and mobile printing systems; website and event reservation software; staff scheduling application
429600	Office Equipment	\$ 69,445	\$ 12,260	\$ -	\$ 81,705	Used for furniture replacements and for library-specific, non-computer technology (scanners, printers, RFID pads, makerspace equipment) that is not addressed by City IT. It is based on the furniture and technology replacement schedules. Also includes 2020 furniture replacement cycle, which was deferred due to COVID budget reductions
432000	Buildings & Structures	\$ -	\$ -	\$ -	\$ -	Costs over \$15k are allocated here
434100	General Materials	\$ 125,000	\$ 91,187	\$ -	\$ 216,187	Print books
434200	Books/AV Processing	\$ 17,622	\$ 8,172	\$ -	\$ 25,794	Approximately 9% of general materials costs
434500	Electronic Resources	\$ 118,094	\$ 88,000	\$ -	\$ 206,094	eBooks and eAudios; two streaming video services were discontinued in 2020 due to high per-use costs
434600	DVDs	\$ 19,400	\$ 16,500	\$ -	\$ 35,900	DVD collections
434800	Interactive Materials	\$ 4,000	\$ 4,300	\$ -	\$ 8,300	Hands-on materials such as board games; other hands-on learning materials are being researched
435000	Furniture & Minor Equipment	\$ 30,000	\$ 30,000	\$ -	\$ 60,000	Furniture and equipment costing more than \$5,000 each; anticipate purchase of self-check kiosks
436000	City Vehicles	\$ -	\$ -	\$ 80,000	\$ 80,000	To supplement Foundation funding for proposed bookmobile; bulk (if not all) of funding to come from Library Foundation and donations
453000	Refund or Reimbursement	\$ 1,500		\$ 19,500	\$ 21,000	Credit card fees; reimbursements to Friends of the Library and Literacy Council for book sales