

2021 Proposed Budget

| Line Item # | Line Item Description | 2021 City Proposed | 2021 County Proposed | 2021 Board Funds Proposed | 2021 Total Budget Proposed | Explanation |
|-------------|-----------------------------|--------------------|----------------------|---------------------------|----------------------------|---|
| | | \$ 3,060,562 | \$ 429,564 | \$ 99,500 | \$ 3,589,626 | |
| 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. |

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| 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 |

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| 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 |

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| 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 | 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 |