

**Richards Library
2021 Budget Worksheet**

	9/26/18 -9/25/19	Approved	Proposed	
	Prior 12 months	2020	2021	
	Actual	Budget	Budget	
OPERATING INCOME				
PUBLIC FUNDING (1e)	\$ 156,188	\$ 178,200	\$ 214,030	
Public Grants	6,184	Do Not Budget	Do Not Budget	
Operating Receipts	5,324	Do Not Budget	Do Not Budget	
TOTAL OPERATING INCOME	\$ 167,696	\$ 178,200	\$ 214,030	
EXPENSES				
COLLECTION & OTHER CAPITAL EXPENDITURES				
Equipment/Equipment Replacement				
Computer Equipment	\$ 3,642	\$ 5,000	\$ 5,000	
Total Equipment/Equipment Replacement	\$ 3,642	\$ 5,000	\$ 5,000	
Collection				
Periodicals	\$ 423	\$ 700	\$ 800	<i>Per director's request</i>
Reference Periodicals	47	175	300	<i>Per director's request</i>
Books - Audio	1,573	2,500	3,500	<i>Per director's request</i>
Audio/Visual - DVD's / CD's	1,771	3,500	5,000	<i>Per director's request</i>
Books - Printed	6,065	10,000	12,000	<i>Per director's request</i>
Total Collection	\$ 9,879	\$ 16,875	\$ 21,600	
Total COLLECTION & OTHER CAPITAL EXPENDITURES	\$ 13,521	\$ 21,875	\$ 26,600	
OPERATING EXPENSES				
Accounting Review, Tax Prep & Services (11c)	\$ 4,900	\$ 5,000	\$ 5,000	
Archival Preservation (24e)	250	400	400	
Automation Fees (14)	5,118	5,000	5,500	<i>added \$500; to cover possible increase</i>
Bank Fees	-	25	25	
Banking Supplies (13)	-	90	90	
Building Repairs & Maint (16)	3,055	5,000	5,750	<i>Per director's request</i>
Capital Improvements	-	8,350	5,000	
Copier Lease (13)	1,322	1,200	1,200	
Copier Usage Contract (13)	136	350	350	
Electric (16)	3,042	3,700	3,700	
Electronic Materials & 2% Overdrive	-	500	500	
Elevator Monitoring (16)	228	250	250	
Elevator PMA & Inspections (16)	-	1,500	1,500	
Elevator Repairs & Maintenance (16)	1,250	1,200	1,200	
Equipment Repairs & Maintenance (16)	-	100	100	
Fire Alarm System Inspect (16)	359	400	400	
Fire Alarm System Monitor (16)	-	600	600	
Fire Extinguisher Inspections (16)	-	100	100	
Grounds Repairs & Maint (16)	257	1,000	1,200	<i>Per director's request</i>
Heating Fuel (16)	6,458	6,000	6,000	
Insurance Expense (23)	4,875	7,500	7,500	
Internet Services (16)	1,220	1,020	1,020	<i>\$84.98 Per Month Rounded Up</i>
Janitorial Supplies & Exp(16-B)	427	1,000	1,200	<i>Per director's request</i>

Richards Library			
2021 Proposed Budget			
	9/26/18 -9/25/19		
	Prior 12 months		
	Actual		
Library Operating Supplies(24a)	887	1,200	1,400 <i>Per director's request</i>
Library Programs (24b)	1,841	3,000	4,000 <i>Per director's request</i>
Memberships & Dues (24c)	170	100	500
Mileage Reimbursement	569	1,500	1,500
Movie License Renewal (14)	207	250	250
Office & Computer Supplies Expenses (13)	754	1,000	1,000
Payroll Processing (11c)	1,566	1,500	1,500
Postage (13)	173	250	300
Safety & Security (16)	14	100	100 <i>Per director's request</i>
Sewer District Tax	-	5	5
Sprinkler Inspection (16)		350	350
Telephone Expense (16-B)	1,438	1,460	1,460 <i>\$30.34 + \$91.28 Per Month</i>
Water (16)	61	50	50
Total OPERATING EXPENSES	\$ 40,577	\$ 61,050	\$ 61,000
WAGES & BENEFITS			
Wages (5/7)	\$ 79,029	87,112	100,356 <i>See Details Below</i>
Employer's SS/Medicare Expense (10)	5,841	5,663	7,677 <i>7.65% of Wages</i>
Workers' Comp, Disability, PFL (9)	1,710	2,500	2,700
Total WAGES & BENEFITS	\$ 86,580	\$ 95,275	\$ 110,733
TOTAL EXPENSES	\$ 140,678	\$ 178,200	\$ 198,333
NET OPERATING SURPLUS (DEFICIT)	\$ 27,018	\$ -	\$ 15,697
CAPITAL EXPENDITURES RESERVE FUNDS TRANSFER		8,350	13,350 <i>Based on \$25K over 3 Yrs Rounded Up \$8350.00+\$5000.00</i>
NET SURPLUS (DEFICIT)		(8,350)	2,347
Michael	\$33,912 + \$28/week min wage increase	\$	41,824
Gina	\$5,000 Annual Compensation		5,000
Lynn	\$14.26 + .70 = \$14.96 (20hr/wk)(52wk)		15,558
Barb	\$14.26 + .70 = \$14.96 (12hr/wk)(52wk)		9,335
Mary	\$13.10 + .70 = \$13.80 (15hr/wk)(52wk)		10,764
Vacation Coverage: 2 weeks + 5 days = 15 work days			
(15 days)(8hr/day)(\$12.50/hr)			1,500
Director Activity Coverage: 490 hours for the year			
(490 hours)(\$12.50)			6,125
Darryl	2019 - \$1,207 (Round to next \$100)		1,400
Prior Years amount plus \$100			
Lillian	2020- \$4550.00 (Cleaning)		4,550
Andy	2019 - \$3,255 (Round to next \$100)		3,300
Derick	2018/2019 - \$ 850 (Weather Dependent)		1,000
2020 Estimated Payroll		\$	100,356
