**Richards Library**

**2018 Budget**

**OPERATING INCOME**

PUBLIC GRANTS (1E) $ 2,780.00

OPERATING RECEIPTS $ 5,200.00

PUBLIC FUNDING (1E) $ 141,000.00

**TOTAL OPERATING INCOME $**  **148,980.00**

**EXPENSES**

COLLECTION & OTHER CAPITAL EXPENDITURES

Equipment/Equipment Replacement

Computer Equipment $ 5,000.00

**Total Equipment/Equipment Replacement $ 5,000.00**

Collection

Periodicals $ 750.00

Reference Periodicals $ 175.00

Books-Audio $ 2,500.00

Audio/Visual – DVDs/CDs $ 770.00

**Total Collection $ 4,195.00**

**TOTAL COLLECTION & OTHER CAPITAL EXPENDITURES** **$ 9,195.00**

**OPERATING EXPENSES**

Accounting Review, Tax Prep Services (11c) $ 6,000.00

Archival Preservation (24e) $ 350.00

Automation Fees (14) $ 4,500.00

Banking Supplies (13) $ 75.00

Building Repairs & Maintenance (16) $ 4,000.00

Copier Lease (13) $ 1,200.00

Copier Usage Contract (13) $ 400.00

Electric (16) $ 4,700.00

Electronic Materials & 2% Overdrive $ 400.00

Elevator Monitoring (16) $ 250.00

Elevator PMA & Inspections (16) $ 1,500.00

Elevator Repairs & Maintenance (16) $ 250.00

Equipment Repairs & Maintenance (16) $ 350.00

Fire Alarm System Inspection (16) $ 300.00

Fire Alarm System Monitor (16) $ 600.00

Fire Extinguisher Inspections (16) $ 50.00

Grounds Repair & Maintenance (16) $ 800.00

Heating Fuel (16) $ 6,500.00

Insurance Expense (23) $ 4,000.00

Internet Services (16) $ 1,000.00

Janitorial Supplies & Expense (16-B) $ 1,000.00

Library Operating Supplies (24a) $ 1,000.00

Library Programs (24b) $ 3,000.00

Mileage Reimbursement $ 1,500.00

Movie License Renewal (14) $ 200.00

Office & Computer Supplies Expenses (13) $ 1,000.00

Payroll Processing (11c) $ 1,500.00

Postage (13) $ 225.00

Safety & Security (16) $ 75.00

Sewer District Tax $ 5.00

Sprinkler Inspection (16) $ 350.00

Telephone Expense (16-B) $ 1,600.00

Water (16) $ 50.00

**TOTAL OPERATING EXPENSES $ 48,730.00**

**WAGES & BENEFITS**

Wages (5/7) $ 71,048.00

Employer’s SS/Medicare Expense (10) $ 5,435.00

Workers’ Comp & Disability (9) $ 1,500.00

**TOTAL WAGES & BENEFITS $ 77,983.00**

**TOTAL EXPENSES $ 135,908.00**

**NET OPERATING INCOME (LOSS) $ 13,072.00**

**BUDGETED TRANSFERS FROM OTHER FUNDS $ 1,676.00**

**REPAYMENT TO EMERGENCY FUND $ 12,000.00**

**NET BUDGETED SURPLUS OF FUNDS $ 2,748.00**

2018 Proposed Budget Worksheet Board Approved 10/12/2017

Board Adopted on 1/1/2018

Amended by Board on 1/25/2018 for Adoption Retroactive to 1/1/2018