

RICHARDS LIBRARY  
APPROVED FY 2021 BUDGET

**OPERATING INCOME**

PUBLIC FUNDING	\$ 214,030.00
PUBLIC GRANTS	TBD
OPERATING RECIEPTS	TBD

<b>TOTAL OPERATING INCOME</b>	<b>\$ 214,030.00</b>
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**EXPENSES**

**COLLECTION & OTHER CAPITAL EXP.**

EQUIPMENT/EQUIPMENT REPLACEMENT COMPUTER EQUIPMENT	\$ 5,000.00
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<b>TOTAL EQUIP/EQUIP REPLACEMENT</b>	<b>\$ 5,000.00</b>
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**COLLECTION**

PERIODICALS	\$ 800.00
REFERENCE PERIODICALS	\$ 300.00
BOOKS-AUDIO	\$ 3,500.00
AUDIO-VISUAL-DVDs/CDs	\$ 5,000.00
BOOKS-PRINTED	\$ 12,000.00

<b>TOTAL COLLECTION</b>	<b>\$ 21,600.00</b>
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<b>TOT. COLL. &amp; OTH. CAP. EXP.</b>	<b>\$ 26,600.00</b>
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**OPERATING EXPENSES**

ACCOUNTING REV., TAX PREP SERVICE	\$ 5,000.00
ARCHIVAL PRESERVATION	\$ 400.00
AUTOMATION FEES	\$ 5,500.00
BANKING FEES	\$ 25.00
BANKING SUPPLIES	\$ 90.00
BUILDING REPAIRS & MAINTENANCE	\$ 5,750.00
CAPITAL IMPROVEMENTS	\$ 5,000.00
COPIER LEASE	\$ 1,200.00
COPIER USAGE CONTRACT	\$ 350.00
ELECTRIC	\$ 3,700.00
ELECTRONIC MATERIALS & 2% OVERDRIVE	\$ 500.00
ELEVATOR MONITORING	\$ 250.00

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ELEVATOR PMA & INSPECTIONS	\$	1,500.00
ELEVATOR REPAIRS & MAINTENANCE	\$	1,200.00
EQUIPMENT REPAIRS & MAINTENANCE	\$	100.00
FIRE ALARM SYSTEM INSPECTION	\$	400.00
FIRE ALARM SYSTEM MONITOR	\$	600.00
FIRE EXTINGUISHER INSPECTION	\$	100.00
GROUNDS REPAIR & MAINTENANCE	\$	1,200.00
HEATING FUEL	\$	6,000.00
INSURANCE EXPENSE	\$	7,500.00
INTERNET SERVICES	\$	1,020.00
JANITORIAL SUPPLIES & EXPENSES	\$	1,200.00
LIBRARY OPERATING SUPPLIES	\$	1,400.00
LIBRARY PROGRAMS	\$	4,000.00
MEMBERSHIPS & DUES	\$	500.00
MILEAGE REIMBURSEMENT	\$	1,500.00
MOVIE LICENSE RENEWAL	\$	250.00
OFFICE & COMPUTER SUPPLIES EXP	\$	1,000.00
PAYROLL PROCESSING	\$	1,500.00
POSTAGE	\$	300.00
SAFETY & SECURITY	\$	100.00
SEWER DISTRICT TAX	\$	5.00
SPRINKLER INSPECTION	\$	350.00
TELEPHONE EXPENSE	\$	1,460.00
WATER	\$	50.00

<b>TOTAL OPERATING EXPENSES</b>	<b>\$</b>	<b>61,000.00</b>
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**WAGES & BENEFITS**

WAGES	\$	100,356.00
EMPLOYER'S SS/MEDICARE EXPENSE	\$	7,677.00
WORKERS' COMP & DISABILITY	\$	2,700.00

<b>TOTAL WAGES &amp; BENEFITS</b>	<b>\$</b>	<b>110,733.00</b>
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<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>198,333.00</b>
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<b>NET OPER SURPLUS (DEFICIT)</b>	<b>\$</b>	<b>15,697.00</b>
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<b>CAP. EXP. RES. FUNDS TRANSFER</b>	<b>\$</b>	<b>13,350.00</b>
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<b>NET SURP (DEF)</b>	<b>\$</b>	<b>2,347.00</b>
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Michael \$35,368 + \$28/week min wage increase \$41,824 (per New Contract: 36,824 + 5,000 = \$41,824)-Corrected 6/23/2020

Gina	\$5,000 Annual Compensation	5,000
Lynn	\$14.26 + .70 = \$14.96 (20hr/wk)(52wk)	15,600
Barb	\$14.26 + .70 = \$14.96 (12hr/wk)(52wk)	9,360
Mary	\$13.10 + .70 = \$13.80 (15hr/wk)(52wk)	11,700
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
<b>2020 Estimated Payroll</b>		<b>\$101,359</b>