

**RICHARDS LIBRARY
APPROVED FY 2021 BUDGET**

OPERATING INCOME

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

TOTAL OPERATING INCOME **\$ 214,030.00**

EXPENSES

COLLECTION & OTHER CAPITAL EXP.

EQUIPMENT/EQUIPMENT REPLACEMENT COMPUTER EQUIPMENT	\$ 5,000.00
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TOTAL EQUIP/EQUIP REPLACEMENT **\$ 5,000.00**

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

TOTAL COLLECTION **\$ 21,600.00**

TOT. COLL. & OTH. CAP. EXP. **\$ 26,600.00**

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

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ELEVATOR MONITORING	\$	250.00
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
TOTAL OPERATING EXPENSES	\$	61,000.00
WAGES & BENEFITS		
WAGES	\$	101,359.00
EMPLOYER'S SS/MEDICARE EXPENSE		
WORKERS' COMP & DISABILITY	\$	2,700.00
TOTAL WAGES & BENEFITS	\$	104,059.00
TOTAL EXPENSES	\$	191,659.00
NET OPER SURPLUS (DEFICIT)	\$	22,371.00
CAP. EXP. RES. FUNDS TRANSFER	\$	13,350.00
NET SURP (DEF)	\$	9,021.00

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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 + .74 = \$15.00 (20hr/wk)(52wk)	15,600
Barb	\$14.26 + .74 = \$15.00 (12hr/wk)(52wk)	9,360
Mary	\$13.10 + 1.90 = \$15.00 (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
	2020 Estimated Payroll	\$101,359