

# Richards Library 2018 Budget

## OPERATING INCOME

PUBLIC GRANTS (1E)	\$	2,780.00
OPERATING RECEIPTS	\$	5,200.00
PUBLIC FUNDING (1E)	\$	141,000.00
<b>TOTAL OPERATING INCOME</b>	<b>\$</b>	<b>148,980.00</b>

## EXPENSES

### COLLECTION & OTHER CAPITAL EXPENDITURES

Equipment/Equipment Replacement		
Computer Equipment	\$	5,000.00
<b>Total Equipment/Equipment Replacement</b>	<b>\$</b>	<b>5,000.00</b>
Collection		
Periodicals	\$	750.00
Reference Periodicals	\$	175.00
Books-Audio	\$	2,500.00
Audio/Visual – DVDs/CDs	\$	770.00
<b>Total Collection</b>	<b>\$</b>	<b>4,195.00</b>
<b>TOTAL COLLECTION &amp; OTHER CAPITAL EXPENDITURES</b>	<b>\$</b>	<b>9,195.00</b>

## 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
<b>TOTAL OPERATING EXPENSES</b>	<b>\$</b>	<b>48,730.00</b>
<b>WAGES &amp; BENEFITS</b>		
Wages (5/7)	\$	71,048.00
Employer's SS/Medicare Expense (10)	\$	5,435.00
Workers' Comp & Disability (9)	\$	1,500.00
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>\$</b>	<b>77,983.00</b>
<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>135,908.00</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>\$</b>	<b>13,072.00</b>
<b>BUDGETED TRANSFERS FROM OTHER FUNDS</b>	<b>\$</b>	<b>1,676.00</b>
<b>REPAYMENT TO EMERGENCY FUND</b>	<b>\$</b>	<b>12,000.00</b>
<b>NET BUDGETED SURPLUS OF FUNDS</b>	<b>\$</b>	<b>2,748.00</b>

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