

FYE 2019 BUDGET RECEIVED

\$1,971,187

FYE 2020 BUDGET REQUEST

\$2,021,866

FREMONT COUNTY, WYOMING

BUDGET REQUEST PACKET

FISCAL YEAR 2019 - 2020

DEPARTMENT NAME

Library

CHART OF ACCOUNT NUMBERS

775-5-7751

BUDGET VERSION

1

PREPARED BY

Janette McMahon

PHONE NUMBER

307-332-1600

EMAIL

jmcmahon@fclsonline.org

BUDGET MESSAGE

DEPARTMENT

Library

ANTICIPATED REVENUE STREAMS

County funds make up nearly all of the Fremont County Library System's operating revenues, primarily through property taxes. Revenue is also generated through donations, grants, fines, and fees.

Grants:

The Library Foundation will endow approximately \$20,000 in grant awards supporting library needs and initiatives in the upcoming fiscal year. These include: library programming, staff development, technology, and collection needs as presented to the Foundation Board by Library Executive Director.

Other grants include: Riverton and Lander Recreation boards who generally support the local libraries annually with grant endowments of approximately \$5000.

Donations:

Donations are given primarily by the three Friends Groups. Their fundraising allows them to give for specific needs of their respective library branch. An average donation year is approximately \$20,000

Fines/Fees:

Fines and fees are paid to the library on delinquent, lost or damaged items, as well as for services such as printing and meeting room use. An average year of fines/fees is approximately \$30,000.

EXPENDITURE TRENDS

Fremont County Library System has respected the request to hold our budget at last year's request, including no raises or new staff. In doing so, the Library System continues to operate with minimal staff and decreased services. Budget determination is based on usage statistics and direct need for the maintenance of the facilities.

Library Infrastructure:

The Fremont County Library System maintains three full facilities. The Riverton Branch is 35 years old and has aging equipment that is cause for concern. Dubois and Lander are newer facilities, but repairs are a constant budget concern.

Technology:

Technology needs only continue to grow as society becomes more digital, from filling out simple job applications to banking to education. It is an essential service, providing Fremont County citizens access to information and opportunities that can be found via Internet/computers.

Collections:

Collections in a library range from print to digital and we strive to provide material in multiple formats to accommodate different needs and desires. Our budget is divided between the many formats; print, e-books, audiobooks, e-audio and DVD/Blu-ray. Purchasing decisions are made by trained staff, patron/staff suggestions, and review lists.

Personnel:

Staffing the libraries adequately is crucial to quality customer service. At this time there are no changes to the number of staff currently employed by the Library System, per request. The number of staff/staff hours has decreased over the past couple of years and is impacting the number of programs and ability to provide quality customer service.

BUDGET MESSAGE

DEPARTMENT

Library

BUDGET CHANGES FROM LAST YEAR

This fiscal year will show the decrease in Administration staffing, due to the shifting of the Business and IT duties to fall under the County umbrella. This budget also will show the results of centralizing and combining of line items. There also has been a shift of funds to the building maintenance line items to being work on our aging facilities. The Library will continue to do needs assessment in regards to technology needs, working with County IT.

OTHER

Uniforms: Uniforms and work clothing may be provided to employees upon a departmental policy being described and provided to the Board of County Commissioners. Does your department have a uniform policy? If "Yes," please elaborate below. Yes No

FIVE YEAR PLAN

DEPARTMENT

Library

1. CAPITAL BUDGETING - List and explain upcoming needs, including anticipated capital revolving fund requests:

The five-year plan for the Fremont County Library System focuses on facilities, evaluation of library resources, community collaborations and creating an updated strategic plan. After close evaluation in the past two years the focus is on “catching up” and centralizing rather than adding to the System’s costs. The goals are to be as proactive as we can on the following large expenditures, working with County Commissioners to ensure funding on a noted timeline, along with working to provide quality service through staffing and programming.

2. SERVICE PRIORITIES:

2019-2020 FY

1. Strategic Plan in place.
2. Collaboration with other organizations to bring new programs into Fremont County.
3. Continue to evaluation library technology to best serve our patrons.

2020-2021 FY

The new strategic plan will dictate the upcoming years after put in place late 2019.

3. EMPLOYEES and BENEFITS:

2019-2020 FY

In order to keep trained staff in specialized position, wage increases need to be discussed for certain positions. Holding steady on insurance and retirement costs is crucial.

In the upcoming fiscal years the new strategic plan will help dictate how we use our small staff. The Library will continue to evaluate and utilize staff in the best ways possible in order to serve the public.

4. FUNDING and REVENUE CHANGES:

Our funding is mainly through taxes. We are in hopes that the economy will continue to grow and have a much better outlook in the future allowing us the funds to provide high quality service to the citizens of Fremont County. No dramatic changes are expected in revenues for the Library System.

5. MAINTENANCE or SECURITY ISSUES:

2019-2020 FY

1. Continue to investigate Replace/Update Riverton Branch HVAC System.
2. Shift monies to building maintenance to begin small repairs.
 - a. Riverton Lighting
 - b. Painting
 - c. Riverton Trees
3. Add a Service Agreement with the Riverton Police Department to negate issues at the Riverton Branch.

2020-2021 FY

1. Replace/Update Riverton Branch HVAC System.

Beyond FY 2021

The needs of libraries continue to morph as society changes and the feedback from the strategic planning process will dictate where the Library System puts its resources. Trends in usage show us the need for strong technology and meeting spaces will continue to be high priorities. Collections and programming will also continue to be heavily utilized by the public and attendance/usage will hold strong. These trends will continue to dictate the budget needs through the next five years: adequate paid staffing, maintained facilities, technology, well chosen, varied collections and quality programming.

GRANT SUMMARY - FYE 2020

DEPT: Library

	Grant Name	Begin Date	End Date	Award Amount	No. of FTEs	Status	Purpose of Grant
1.	Overdrive	7/1/2019	7/1/2020	\$9,000			Pay for e-materials through Overdrive Consortium
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
TOTAL				\$9,000			

CONTRACTUAL SERVICES - FYE 2020

DEPT: Library

	Contractor	Description of Services	Amount
1.	Cedar Mountain	Grounds maintanance	\$4,000
2.	Riverton Police Department	LRO for Riverton Branch	\$5,500
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL CONTRACTUAL SERVICES (69214)			\$9,500

SERVICE AGREEMENTS - FYE 2020

DEPT: Library

	Organization	Description	Amount
1.	Amazon	Prime Service	\$500
2.	Bibliotheca	Self Checkout Machines only (eliminated 1 of 2 contracts)	\$3,500
3.	Captial Business Systems	Copier Contract	\$12,000
4.	Carbonite	Offsite Backup Storage	\$300
5.	Charter	Internet Service	\$4,100
6.	Gale GVRL Hosting Fee	Ebook Access	\$150
7.	Mitel	Cloud phone System	\$17,500
8.	Pagelines	Website Software subscription	\$200
9.	Robert Hussa Piano Service	Piono Service for Lander and Riverton	\$400
10.	Endicia	ILL Postage Service (changed from Stamps.com)	\$200
11.	US Post Office	Dubois PO Box rental	\$150
12.	Wyoming State Library	WYLD Consortium Fees/HeinOnline-fees increased	\$12,800
13.	Wyoming State Library	WYLD Network Fee	\$400
14.	1&1 Internet	Domain; email hosting service	\$300
15.	Comtronix	Annual Dubois fire alarm inspection	\$600
16.	B&T Fire Extinguishers	Annual fire extinguisher check	\$500
17.	Comtronix	Alarm monitoring	\$1,650
18.	Otis	Elevator service - Lander/Riverton	\$4,800
19.	Precision Outdoor Power	Irrigation winterizer	\$500
20.	Rocky Mountain Boiler	Service boilers - Lander/Riverton	\$1,500
21.	Sweetwater Aire	HVAC annual inspection	\$2,000
22.	Western States	Fire sprinkler inspection - Lander	\$500
23.	Wyoming Rents	Scissor lift inspection	\$250
24.			
25.			
TOTAL SERVICE AGREEMENTS (65234)			\$64,800

DUES AND SUBSCRIPTIONS - FYE 2020

DEPT: Library

	Organization	Description	Amount
1.	ALA/PLA	Professional Library Membership dues	\$800
2.	Casper Star Tribune	Newspaper for patron use	\$800
3.	CoxNet	Periodical Subscription Service for Patrons	\$3,858
4.	Dubois Frontier	Patron Subscription	\$100
5.	Lander Journal	Patron Subscription	\$200
6.	Riverton Ranger	Patron Subscription	\$200
7.	WLA	Professional Library Membership dues	\$700
8.			
9.			
10.			
TOTAL DUES & SUBSCRIPTIONS (69250)			\$6,658

CAPITAL ASSETS - FYE 2020

DEPT: Library

DEPARTMENT PURCHASES (ASSETS BETWEEN \$1,000 AND \$10,000), EXCLUDING COLLECTIONS					
PRIORITY	DESCRIPTION	PURCHASE TIME FRAME	ASSET TYPE	PURCHASE AMOUNT	ESTIMATED LIFE (YRS)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
TOTAL - DEPARTMENT PURCHASES (ASSETS BETWEEN \$1,000 AND \$10,000), EXCLUDING COLLECTIONS				\$0	

85001	LAND	\$0
85002	BUILDINGS & IMPROVEMENTS	\$0
85003	MACHINERY & EQUIPMENT	\$0
85004	VEHICLES	\$0
85005	OFFICE FURNITURE	\$0
85006	COMPUTER SOFTWARE	\$0
85008	INFRASTRUCTURE	\$0

COLLECTION PURCHASES (TREATED AS GROUP ASSET)					
PRIORITY	DESCRIPTION	PURCHASE TIME FRAME	ASSET TYPE	PURCHASE AMOUNT	ESTIMATED LIFE (YRS)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
TOTAL - COLLECTION PURCHASES (TREATED AS GROUP ASSET)				\$0	

CAPITAL ASSETS - FYE 2020

DEPT: Library

CAPITAL REVOLVING FUND PURCHASES (\$10,000 OR MORE AND ALL VEHICLES)							
PRIORITY	DESCRIPTION	PURCHASE TIME FRAME	ASSET TYPE	AUTHORIZED AMOUNT	ESTIMATED LIFE (YRS)	INTEREST RATE	EST FYE 2020 RENTAL AMT
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
PLUS CURRENT DEPARTMENT RENTAL PAYMENTS (FYE 2020)							\$21,556
TOTAL - CAPITAL REVOLVING FUND PURCHASES (\$10,000 OR MORE AND ALL VEHICLES)				\$0			\$21,556

SALARY AND BENEFIT WORKSHEET - FYE 2020

DEPT: Library

[back to instructions](#)

Select FT / PT / NO BENEFITS	% of wage in this Dept	Employee Name	Job Title	Select Salary Acct	FYE 2019 Annual Base Salary TOTAL all departments	FYE 2019 Annual Base Salary by % this Dept.	FYE 2020 Proposed Base Salary TOTAL all departments	FYE 2020 Proposed Base Salary by % this Dept	Social Security & Medicare	Select Workers Comp Code	Workers Comp	Select Wyoming Retirement Plan	Wyo Retirement	Health Insurance Waived?	Health Insurance	Total Employee Cost
FT	100.0%	Anderson, Tamara Kay	Library Assistant II	FN	\$28,745	\$28,745	\$4,791	\$4,791	\$367	Library	\$18	Public Empl	\$623	Y	\$42	\$5,840
FT	100.0%	Anderson, Tamara Kay	Lead Librarian	FN	\$0	\$0	\$27,733	\$27,734	\$2,122	Library	\$103	Public Empl	\$3,605	Y	\$210	\$33,774
FT	100.0%	Baehr, Julie T	Library Assistant II	FN	\$35,672	\$35,672	\$35,672	\$35,672	\$2,729	Library	\$132	Public Empl	\$4,637		\$17,844	\$61,014
FT	100.0%	Barlow, Scott A	Custodian/Maintenance/Security	FN	\$30,680	\$30,680	\$30,680	\$30,680	\$2,347	Library	\$114	Public Empl	\$3,988		\$17,844	\$54,973
FT	100.0%	Cunningham, Audie R	Lead Librarian	FN	\$34,465	\$34,465	\$34,465	\$34,465	\$2,637	Library	\$128	Public Empl	\$4,480		\$17,844	\$59,554
FT	100.0%	Despain, Kirbie	Library Assistant II	FN	\$27,560	\$27,560	\$27,560	\$27,560	\$2,108	Library	\$102	Public Empl	\$3,583	Y	\$252	\$33,605
FT	100.0%	Dunn, Terry L	Library Assistant II	FN	\$31,532	\$31,532	\$31,532	\$31,533	\$2,412	Library	\$117	Public Empl	\$4,099		\$17,844	\$56,005
FT	100.0%	Gettelman, Kathy M	Lead Librarian	FN	\$34,465	\$34,465	\$34,465	\$34,465	\$2,637	Library	\$128	Public Empl	\$4,480		\$17,844	\$59,554
FT	100.0%	Haskins, Shari K	Library Manager	EX	\$42,785	\$42,785	\$42,785	\$42,785	\$3,273	Library	\$158	Public Empl	\$5,562		\$17,844	\$69,622
FT	100.0%	Henery, Lisa Marie	Library Assistant II	FN	\$32,447	\$32,447	\$32,447	\$32,448	\$2,482	Library	\$120	Public Empl	\$4,218		\$17,844	\$57,113
FT	100.0%	Higgins, Treva E	Library Manager	EX	\$42,785	\$42,785	\$42,785	\$42,785	\$3,273	Library	\$158	Public Empl	\$5,562		\$17,844	\$69,622
FT	100.0%	Hobson, Heidi L	Lead Librarian	FN	\$34,466	\$34,466	\$34,466	\$34,466	\$2,637	Library	\$128	Public Empl	\$4,481		\$17,844	\$59,555
FT	100.0%	Hussa, Sandra M	Lead Librarian	FN	\$36,546	\$36,546	\$36,546	\$36,546	\$2,796	Library	\$135	Public Empl	\$4,751		\$17,844	\$62,072
FT	100.0%	Marple, Anita S	Library Manager	EX	\$42,785	\$42,785	\$42,785	\$42,785	\$3,273	Library	\$158	Public Empl	\$5,562		\$17,844	\$69,622
FT	100.0%	McMahon, Janette	Library Director	EX	\$68,058	\$68,058	\$68,058	\$68,058	\$5,206	Library	\$252	Public Empl	\$8,848		\$17,844	\$100,208
FT	100.0%	Norwood, Tom R	Facilities Manager	EX	\$48,131	\$48,131	\$48,131	\$48,132	\$3,682	Library	\$178	Public Empl	\$6,257		\$17,844	\$76,093
FT	100.0%	Smith, Charles	Custodian/Maintenance/Security	FN	\$31,865	\$31,865	\$31,865	\$31,866	\$2,438	Library	\$118	Public Empl	\$4,143		\$17,844	\$56,408
FT	100.0%	Wiblemo, Teri S	Library Assistant II	FN	\$30,368	\$30,368	\$30,368	\$30,368	\$2,323	Library	\$112	Public Empl	\$3,948		\$17,844	\$54,595
FT	100.0%	Willenbrecht, Linda S	Lead Librarian	FN	\$41,537	\$41,537	\$6,923	\$6,923	\$530	Library	\$26	Public Empl	\$900	Y	\$42	\$8,420
					\$0	\$0	\$0	\$0	\$0		\$0		\$0			\$0
					\$0	\$0	\$0	\$0	\$0		\$0		\$0			\$0
PT	100.0%	Apodaca, Fanny H	Library Assistant II	PN	\$21,942	\$21,942	\$21,942	\$21,942	\$1,679	Library	\$81	Public Empl	\$2,852	Y	\$180	\$26,734
PT	100.0%	Dailey, Albert D	Custodian/Maintenance/Security	PN	\$15,808	\$15,808	\$15,808	\$15,808	\$1,209	Library	\$58	Public Empl	\$2,055	Y	\$180	\$19,311
PT	100.0%	Ellis, Aubry I	Library Assistant II	PN	\$27,072	\$27,072	\$27,072	\$27,072	\$2,071	Library	\$100	Public Empl	\$3,519		\$9,876	\$42,639
PT	100.0%	Hendrix, Holly	Library Assistant II	PN	\$22,797	\$22,797	\$22,797	\$22,797	\$1,744	Library	\$84	Public Empl	\$2,964	Y	\$180	\$27,769
PT	100.0%	Sinclair, Scott C	Custodian/Maintenance/Security	PN	\$18,346	\$18,346	\$18,346	\$18,346	\$1,403	Library	\$68	Public Empl	\$2,385		\$9,876	\$32,078
PT	100.0%	Vincent, Ami J	Library Assistant II	PN	\$21,372	\$21,372	\$21,372	\$21,372	\$1,635	Library	\$79	Public Empl	\$2,778	Y	\$180	\$26,044
PT	100.0%	Weber, Lori Ann	Custodian/Maintenance/Security	PN	\$16,130	\$16,130	\$16,130	\$16,131	\$1,234	Library	\$60	Public Empl	\$2,097		\$9,876	\$29,398
PT	100.0%	OPEN	Library Assistant I	PN	\$0	\$0	\$14,950	\$14,950	\$1,144	Library	\$55	Public Empl	\$1,944		\$8,230	\$26,322
					\$0	\$0	\$0	\$0	\$0		\$0		\$0			\$0
					\$0	\$0	\$0	\$0	\$0		\$0		\$0			\$0
NO	100.0%	Bowers, Malcolm D	Library Aide	PN	\$9,828	\$9,828	\$9,828	\$9,828	\$752	Library	\$36		\$0		\$0	\$10,616

CHART OF ACCOUNTS WORKSHEET - FYE 2020

DEPT: **Library**

[back to instructions](#)

Account Number	Account Title	FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Actual	FYE 2019 Budget	FYE 2019 Actual (thru Dec)	FYE 2019 Add'l Expected (Jan - Jun)	FYE 2019 Projected Actual	FYE 2019 Projected Diff. from Budget	FYE 2020 Budget Request	Difference from FYE 2019	FYE 2020 Approved Budget	NOTES Please make notes especially if the amounts are significantly different than last year.
775-5-7751-41150	VEHICLE REGISTRATION	\$198,816	\$231,112	\$272,997	\$150,000	\$0	\$150,000	\$150,000	\$0	\$150,000	\$0	\$150,000	
775-5-7751-41702	PROPERTY TAX CURRENT	\$1,778,153	\$1,125,813	\$1,562,229	\$1,298,462	\$183,275	\$1,115,187	\$1,298,462	\$0	\$0	-\$1,298,462	\$1,153,724	
775-5-7751-41712	PROPERTY TAX DELINQUENT	\$33,072	\$34,426	\$25,748	\$0	\$28,252	\$0	\$28,252	\$28,252	\$0	\$0	\$0	
775-5-7751-41719	PROPERTY TAX DELINQ INTEREST	\$5,698	\$5,726	\$6,892	\$0	\$2,480	\$0	\$2,480	\$2,480	\$0	\$0	\$0	
775-5-7751-43795	VETS INDIAN EXEMPTION	\$29,019	\$0	\$27,599	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
775-5-7751-43985	LOCAL GOVT. OPERATING	\$6,646	\$41,007	\$389,270	\$0	\$30,609	\$0	\$30,609	\$30,609	\$0	\$0	\$0	
775-5-7751-44285	LIBRARY FINES & FEES	\$37,449	\$39,313	\$36,678	\$31,000	\$12,815	\$18,185	\$31,000	\$0	\$31,000	\$0	\$31,000	
775-5-7751-44660	RENT/ LEASE INCOME	\$1,025	\$773	\$1,375	\$500	\$375	\$125	\$500	\$0	\$500	\$0	\$500	
775-5-7751-47100	INTEREST REVENUE	\$3,255	\$3,152	\$3,091	\$1,200	\$0	\$0	\$0	-\$1,200	\$1,200	\$0	\$1,200	
775-5-7751-48300	DONATIONS FOR OPERATIONS	\$41,381	\$22,479	\$27,805	\$0	\$32,527	\$0	\$32,527	\$32,527	\$0	\$0	\$0	
775-5-7751-48380	PRIVATE GRANTS FOR OPERATIONS	\$42,818	\$27,343	\$36,227	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
775-5-7751-48545	OVER/SHORT	-\$13	-\$128	-\$65	\$0	-\$27	\$0	-\$27	-\$27	\$0	\$0	\$0	
775-5-7751-48890	OTHER MISC REVENUES	\$0	\$123	\$25	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
775-5-7751-49900	LOAN PROCEEDS	\$0	\$0	\$10,850	\$0	\$0	\$0	\$0	\$0	\$220,000	\$220,000	\$220,000	
	REVENUE TOTALS:	\$2,177,319	\$1,531,139	\$2,400,721	\$1,481,162	\$290,306	\$1,283,497	\$1,573,803	\$92,641	\$402,700	-\$1,078,462	\$1,556,424	
775-5-7751-51140	SALARIES - JTPA	\$0	\$0	\$990	\$2,310	\$1,690	\$0	\$1,690	-\$620	\$0	-\$2,310	\$0	
775-5-7751-51150	SALARIES - EXEMPT	\$319,417	\$306,246	\$340,431	\$348,258	\$162,086	\$95,000	\$257,086	-\$91,172	\$244,545	-\$103,713	\$244,545	
775-5-7751-51160	SALARIES - FULLTIME- NON-EXEMP	\$486,708	\$446,530	\$410,373	\$431,541	\$213,739	\$217,802	\$431,541	\$0	\$406,517	-\$25,024	\$406,517	
775-5-7751-51165	SALARIES - PARTTIME - NON-EXEM	\$258,725	\$240,389	\$169,762	\$176,060	\$88,670	\$87,390	\$176,060	\$0	\$209,172	\$33,112	\$209,172	
775-5-7751-51175	SALARIES - SUBSTITUTE - NON-EX	\$14,146	\$154	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
775-5-7751-52210	HEALTH & LIFE - INSURANCE	\$405,312	\$367,857	\$342,723	\$357,804	\$160,219	\$120,000	\$280,219	-\$77,585	\$306,784	-\$51,020	\$306,784	
775-5-7751-52220	SOCIAL SECURITY EMPLOYER	\$79,541	\$73,239	\$67,546	\$73,303	\$34,284	\$20,000	\$54,284	-\$19,019	\$65,808	-\$7,495	\$65,808	
775-5-7751-52230	UNEMPLOYMENT CLAIM	\$0	\$9,901	\$3,357	\$0	\$0	\$8,460	\$8,460	\$8,460	\$5,000	\$5,000	\$5,000	
775-5-7751-52240	WORKER'S COMPENSATION	\$8,713	\$7,550	\$4,650	\$4,311	\$2,094	\$1,400	\$3,494	-\$817	\$3,157	-\$1,154	\$3,157	
775-5-7751-52250	WYOMING RETIREMENT	\$158,015	\$115,167	\$108,299	\$116,445	\$55,029	\$35,000	\$90,029	-\$26,416	\$104,323	-\$12,122	\$104,323	
775-5-7751-61410	EMPL BACKGRD CHECK	\$87	\$0	\$54	\$250	\$16	\$16	\$32	-\$218	\$150	-\$100	\$150	
775-5-7751-65110	UTILITIES - ELECTRICITY	\$66,008	\$70,274	\$69,700	\$75,000	\$30,966	\$44,000	\$74,966	-\$34	\$75,000	\$0	\$75,000	
775-5-7751-65120	UTILITIES - NATURAL GAS / PROP	\$16,783	\$21,292	\$18,013	\$25,000	\$7,122	\$17,800	\$24,922	-\$78	\$25,000	\$0	\$25,000	
775-5-7751-65150	UTILITIES - WATER, SEWER & TRA	\$8,013	\$7,898	\$8,205	\$9,200	\$4,306	\$4,800	\$9,106	-\$94	\$9,200	\$0	\$9,200	
775-5-7751-65232	EQUIPMENT REPAIRS	\$585	\$583	\$1,008	\$1,800	\$159	\$1,600	\$1,759	-\$41	\$2,000	\$200	\$2,000	
775-5-7751-65234	SERVICE AGREEMENTS	\$57,157	\$73,349	\$67,340	\$71,400	\$45,424	\$25,976	\$71,400	\$0	\$64,800	-\$6,600	\$64,800	
775-5-7751-65235	VEHICLE REPAIR	\$484	\$97	\$177	\$500	\$0	\$500	\$500	\$0	\$500	\$0	\$500	
775-5-7751-65458	RENTALS (CAP REVOLV)	\$21,728	\$25,765	\$26,132	\$27,355	\$26,853	\$0	\$26,853	-\$502	\$21,556	-\$5,799	\$21,556	
775-5-7751-69110	ADVERTISING - OTHER	\$1,187	\$2,701	\$194	\$1,200	\$0	\$1,200	\$1,200	\$0	\$1,700	\$500	\$1,700	combined with 69620
775-5-7751-69120	ADVERTISING - STATUTORY	\$272	\$282	\$263	\$400	\$98	\$200	\$298	-\$102	\$400	\$0	\$400	
775-5-7751-69160	BANK CHARGES - SQUARE	\$45	\$193	\$190	\$350	\$55	\$200	\$255	-\$95	\$350	\$0	\$350	
775-5-7751-69170	BOARD MEETINGS	\$291	\$342	\$480	\$2,000	\$211	\$1,000	\$1,211	-\$789	\$2,000	\$0	\$2,000	
775-5-7751-69214	CONTRACTUAL SERVICES	\$10,751	\$3,879	\$1,491	\$6,000	\$966	\$5,034	\$6,000	\$0	\$9,500	\$3,500	\$9,500	
775-5-7751-69220	EBOOKS	\$1,500	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
775-5-7751-69250	DUES, SUBSCRIPTIONS	\$5,798	\$4,103	\$4,241	\$5,900	\$3,276	\$2,600	\$5,876	-\$24	\$6,658	\$758	\$6,658	
775-5-7751-69450	INSURANCE, BONDS	\$36,197	\$34,057	\$34,810	\$38,000	\$28,502	\$9,000	\$37,502	-\$498	\$45,600	\$7,600	\$45,600	
775-5-7751-69550	MISC SERVICE CHARGES	\$0	\$0	\$0	\$0	\$585	\$0	\$585	\$585	\$400	\$400	\$400	
775-5-7751-69620	PRINTING & ADVERTISING	\$547	\$83	\$0	\$200	\$0	\$200	\$200	\$0	\$0	-\$200	\$0	
775-5-7751-69710	TELEPHONE	\$10,656	\$6,841	\$5,603	\$5,350	\$2,306	\$3,000	\$5,306	-\$44	\$5,350	\$0	\$5,350	
775-5-7751-69720	STAFF TRAINING	\$4,588	\$553	\$2,530	\$2,500	\$1,160	\$1,300	\$2,460	-\$40	\$2,500	\$0	\$2,500	
775-5-7751-69738	TRAVEL - VEHICLE REIMBURSEMENT	\$1,720	\$1,301	\$875	\$1,500	\$389	\$500	\$889	-\$611	\$1,000	-\$500	\$1,000	

CHART OF ACCOUNTS WORKSHEET - FYE 2020

DEPT: **Library**

[back to instructions](#)

Account Number	Account Title	FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Actual	FYE 2019 Budget	FYE 2019 Actual (thru Dec)	FYE 2019 Add'l Expected (Jan - Jun)	FYE 2019 Projected Actual	FYE 2019 Projected Diff. from Budget	FYE 2020 Budget Request	Difference from FYE 2019	FYE 2020 Approved Budget	NOTES Please make notes especially if the amounts are significantly different than last year.
775-5-7751-69739	TRAVEL - STAFF	\$11,090	\$4,539	\$5,163	\$1,700	\$710	\$950	\$1,660	-\$40	\$1,700	\$0	\$1,700	
775-5-7751-75210	OFFICE SUPPLIES	\$8,359	\$6,041	\$4,762	\$7,500	\$1,992	\$5,000	\$6,992	-\$508	\$6,500	-\$1,000	\$6,500	
775-5-7751-75211	PRINTED OFFICE SUPPLIES	\$2,394	\$978	\$1,019	\$2,500	\$2,190	\$300	\$2,490	-\$10		-\$2,500	\$0	add to 75210
775-5-7751-75214	POSTAGE	\$10,703	\$9,344	\$8,003	\$11,100	\$3,555	\$7,000	\$10,555	-\$545	\$10,000	-\$1,100	\$10,000	
775-5-7751-75220	TOOLS < 1,000	\$1,083	\$546	\$108	\$500	\$146	\$300	\$446	-\$54	\$1,000	\$500	\$1,000	
775-5-7751-75221	BLDG - SUPPLIES	\$287	\$265	\$193	\$300	\$82	\$200	\$282	-\$18	\$300	\$0	\$300	
775-5-7751-75224	VEHICLE FUEL	\$5,231	\$3,912	\$4,233	\$6,000	\$1,504	\$3,500	\$5,004	-\$996	\$5,000	-\$1,000	\$5,000	
775-5-7751-75227	OPERATING SUPPLIES	\$25,741	\$24,478	\$20,311	\$21,500	\$11,194	\$10,000	\$21,194	-\$306	\$21,500	\$0	\$21,500	
775-5-7751-75228	COMPUTER SUPPLIES (PATRON)	\$384	\$745	\$93	\$150	\$31	\$100	\$131	-\$19	\$150	\$0	\$150	
775-5-7751-75231	MATERIALS	\$649	\$137	\$158	\$1,000	\$121	\$700	\$821	-\$179	\$1,000	\$0	\$1,000	
775-5-7751-75301	PROGRAMS - COUNTYWIDE	\$22,097	\$13,855	\$7,281	\$3,959	\$1,732	\$2,200	\$3,932	-\$27		-\$3,959	\$0	
775-5-7751-75302	PROGRAMS - DONATED FUNDS	\$5,814	\$5,615	\$2,237	\$1,583	\$1,684	\$0	\$1,684	\$101		-\$1,583	\$0	
775-5-7751-75303	PROGRAMS - CHILDREN	\$7,428	\$8,829	\$6,313	\$2,633	\$791	\$1,800	\$2,591	-\$42		-\$2,633	\$0	
775-5-7751-75305	MAINT EQUIP < 1,000	\$1,614	\$913	\$256	\$1,000	\$946	\$50	\$996	-\$4	\$1,500	\$500	\$1,500	
775-5-7751-75306	DONATION EXPEND MISC	\$13,816	\$7,171	\$14,009	\$0	\$11,154	\$0	\$11,154	\$11,154		\$0	\$0	
775-5-7751-75310	COMPUTER SOFTWARE	\$4,616	\$2,712	\$8,673	\$12,400	\$7,097	\$5,000	\$12,097	-\$303	\$11,000	-\$1,400	\$11,000	
775-5-7751-75315	TECHNOLOGY EQUIP < 1,000	\$13,663	\$19,168	\$3,313	\$15,825	\$7,131	\$8,500	\$15,631	-\$194	\$9,050	-\$6,775	\$9,050	
775-5-7751-75320	FURNITURE < 1,000	\$4,924	\$7,993	\$4,884	\$500	\$75	\$400	\$475	-\$25	\$2,100	\$1,600	\$2,100	
775-5-7751-75611	BUILDING IMPROVEMENTS < 10,000	\$45,352	\$25,749	\$14,653	\$13,000	\$15,907	\$9,000	\$24,907	\$11,907	\$18,500	\$5,500	\$18,500	
775-5-7751-76000	ILL REPLACEMENT	\$0	\$30	\$79	\$200	\$65	\$100	\$165	-\$35		-\$200	\$0	Add to 69550
775-5-7751-85002	BUILDING IMPROVEMENTS > 10,000	\$0	\$0	\$10,850	\$0	\$30	\$0	\$30	\$30	\$220,000	\$220,000	\$220,000	
775-5-7751-85003	EQUIPMENT > 1,000	\$4,420	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
775-5-7751-85005	FURNITURE >1,000	\$16,837	\$3,835	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
775-5-7751-85007	TECHNOLOGY EQUIPMENT > 1,000	\$0	\$6,732	\$6,565	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Add to 85003
775-5-7751-85101	COLL DEV - ADULT BOOKS	\$34,624	\$28,693	\$30,894	\$29,340	\$23,497	\$5,800	\$29,297	-\$43		-\$29,340	\$0	
775-5-7751-85102	COLL DEV - YA BOOKS	\$11,498	\$8,850	\$7,044	\$7,200	\$856	\$6,344	\$7,200	\$0		-\$7,200	\$0	
775-5-7751-85103	COLL DEV - CHILDREN BOOKS	\$19,899	\$17,296	\$16,606	\$15,950	\$2,419	\$13,500	\$15,919	-\$31		-\$15,950	\$0	
775-5-7751-85111	COLL DEV - ADULT AUDIO/VISUAL	\$23,408	\$20,124	\$18,083	\$18,230	\$9,207	\$9,000	\$18,207	-\$23		-\$18,230	\$0	
775-5-7751-85112	COLL DEV - YA AUDIO/VISUAL	\$5,489	\$3,121	\$2,212	\$1,400	\$500	\$900	\$1,400	\$0		-\$1,400	\$0	
775-5-7751-85113	COLL DEV - CHILREN AUDIO/VISUA	\$7,031	\$4,667	\$5,247	\$5,650	\$1,455	\$4,100	\$5,555	-\$95		-\$5,650	\$0	
775-5-7751-85115	COLL DEV - MATERIALS	\$11,936	\$0	\$0	\$0	\$400	\$0	\$400	\$400		\$0	\$0	
775-5-7751-85125	COLL DEV - DONATIONS	\$1,455	\$3,429	\$8,430	\$0	\$980	\$0	\$980	\$980		\$0	\$0	
775-5-7751-85130	PERIODICALS	\$3,302	\$2,860	\$1,967	\$2,130	\$60	\$2,000	\$2,060	-\$70		-\$2,130	\$0	
775-5-7751-88100	PRINCIPAL	\$4,000	\$4,000	\$4,133	\$4,000	\$2,000	\$2,000	\$4,000	\$0	\$8,640	\$4,640	\$8,640	
775-5-7751-88200	INTEREST	\$0	\$0	\$107	\$0	\$0	\$0	\$0	\$0	\$1,906	\$1,906	\$1,906	
775-5-7751-96772	TRANSFER TO LANDER SRF									\$30,980	\$30,980	\$30,980	
775-5-7751-96773	TRANSFER TO RIVERTON SRF									\$32,630	\$32,630	\$32,630	
775-5-7751-96774	TRANSFER TO DUBOIS SRF									\$19,440	\$19,440	\$19,440	
	EXPENDITURE TOTALS	\$2,304,118	\$2,068,753	\$1,907,316	\$1,971,187	\$979,716	\$802,722	\$1,782,438	-\$188,749	\$2,021,866	\$50,679	\$2,021,866	

EXECUTIVE SUMMARY - FYE 2020

DEPT: Library
ACCOUNT NUMBERS: 775-5-7751

[back to instructions](#)

	FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Actual	FYE 2019 Budget	FYE 2019 Projected Actual	FYE 2019 Projected Diff. from Budget	FYE 2020 Budget Request	Difference from FYE 2019	FYE 2020 Approved Budget
REVENUES:									
Tax Revenue	\$2,015,739	\$1,397,077	\$1,867,866	\$1,448,462	\$1,479,194	\$30,732	\$150,000	-\$1,298,462	\$1,303,724
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental/Grants	\$35,665	\$41,007	\$416,869	\$0	\$30,609	\$30,609	\$0	\$0	\$0
Charges for Goods & Services	\$38,474	\$40,086	\$38,053	\$31,500	\$31,500	\$0	\$31,500	\$0	\$31,500
Investment Income	\$3,255	\$3,152	\$3,091	\$1,200	\$0	-\$1,200	\$1,200	\$0	\$1,200
Other Revenue	\$84,186	\$49,817	\$63,992	\$0	\$32,500	\$32,500	\$0	\$0	\$0
Gain (Loss) on Equip Disposal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Other Funds	\$0	\$0	\$10,850	\$0	\$0	\$0	\$220,000	\$220,000	\$220,000
TOTAL REVENUES:	\$2,177,319	\$1,531,139	\$2,400,721	\$1,481,162	\$1,573,803	\$92,641	\$402,700	-\$1,078,462	\$1,556,424

EXPENDITURES:									
Salaries	\$1,078,996	\$993,319	\$921,556	\$958,169	\$866,377	-\$91,792	\$860,234	-\$97,935	\$860,234
Employee Benefits	\$651,581	\$573,714	\$526,575	\$551,863	\$436,486	-\$115,377	\$485,072	-\$66,791	\$485,072
Property Services	\$170,758	\$199,258	\$190,575	\$210,255	\$209,506	-\$749	\$198,056	-\$12,199	\$198,056
Subrecipient Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Services	\$84,729	\$60,374	\$55,894	\$65,350	\$63,474	-\$1,876	\$77,308	\$11,958	\$77,308
Supplies & Materials	\$174,155	\$138,481	\$100,578	\$101,650	\$121,547	\$19,897	\$87,600	-\$14,050	\$87,600
Other Misc	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$139,899	\$99,607	\$107,898	\$79,900	\$81,048	\$1,148	\$220,000	\$140,100	\$220,000
Principal/Interest	\$4,000	\$4,000	\$4,240	\$4,000	\$4,000	\$0	\$10,546	\$6,546	\$10,546
Transfer to Other Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$83,050	\$83,050	\$83,050
TOTAL EXPENDITURES:	\$2,304,118	\$2,068,753	\$1,907,316	\$1,971,187	\$1,782,438	-\$188,749	\$2,021,866	\$50,679	\$2,021,866

CASH RESERVE AND FUND BALANCE CALCULATION - FYE 2020

DEPT: Library

[back to instructions](#)

A	BEGINNING FUND BALANCE, 7/1/2018 (from FYE 2018 Audit - 6/30/2018 Ending Balance)	\$1,054,350
B	ESTIMATED REVENUES THROUGH 6/30/2019 (Actual + Estimated, see Chart of Accounts sheet)	\$1,573,803
C	TOTAL FUND BALANCE + ESTIMATED REVENUES C = A + B	\$2,628,153
D	ESTIMATED EXPENDITURES THROUGH 6/30/2019 (Actual + Estimated, see Chart of Accounts sheet)	\$1,782,438
E	PROJECTED FUND BALANCE 6/30/2019 E = C - D	\$845,442
F	ESTIMATED REVENUES, FYE 2020 (Other than Property Tax, see Chart of Accounts sheet)	\$402,700
G	TOTAL REVENUE + FUND BALANCE, FYE 2020 G = E + F	\$1,248,142
H	ESTIMATED EXPENDITURES, FYE 2020 (see Chart of Accounts sheet)	\$2,021,866
I	REQUESTED CASH RESERVE, FYE 2020	\$380,000
J	TOTAL EXPENDITURES + CASH RESERVE, FYE 2020 J = H + I	\$2,401,866
K	ESTIMATED TAX REQUIREMENT, FYE 2020	\$1,153,724