

Upper San Juan Library District  
General Fund

|   | PROPOSED<br>BUDGET<br>2017 |
|---|----------------------------|
| <b>INCOME AND REVENUE</b>                         |                            |
| <b>INCOME</b>                                     |                            |
| E-Rate  | \$ 3,600.00                |
| Gifts/Donations                                   | \$ 5,000.00                |
| Grants  | \$ 7,000.00                |
| Abatements  | \$ (1,000.00)              |
| General Property Tax                              | \$ 444,055.00              |
| Specific Ownership Tax                            | \$ 42,000.00               |
| Book Sale (in-house)                              | \$ 3000.00                 |
| Collections Income (Unique Management)            | \$ 200.00                  |
| Copies  | \$ 7,500.00                |
| Lost Books/ILL                                    | \$ 700.00                  |
| Other Revenue (& Library Cards)                   | \$ 250.00                  |
| Online Book Sales (Amazon and Better World Books) | \$ 1,200.00                |
| Use of Equipment (Fax and Lamination)             | \$ 2,000.00                |
| Interest Income                                   | \$ 1,000.00                |
| <b>TOTAL INCOME AND REVENUE</b>                   | <b>\$ 516,505.00</b>       |
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| <b>EXPENSES</b>                                   |                            |
| <b>OPERATING EXPENSES</b>                         |                            |
| <b>BUILDING EXPENSES</b>                          |                            |
| Alarm Monitoring                                  | \$ 275.00                  |
| Building Maintenance                              | \$ 5,000.00                |
| Carpet Cleaning                                   | \$ 2,000.00                |
| Janitorial  | \$ 14,400.00               |
| Landscape/Grounds Maintenance                     | \$ 5,000.00                |
| Snow Removal                                      | \$ 12,000.00               |
| Trash   | \$ 1,800.00                |
| Electricity                                       | \$ 9,000.00                |
| Gas   | \$ 1,000.00                |
| Geothermal  | \$ 850.00                  |
| Water & Sewer                                     | \$ 3,000.00                |
| Window Cleaning                                   | \$ 300.00                  |
| <b>TOTAL BUILDING MAINTENANCE</b>                 | <b>\$54,625.00</b>         |
|   |                            |
| <b>LIBRARY OFFICE EXPENSES</b>                    |                            |
| Accounting & Budgeting                            | \$ 5,000.00                |
| Auditing  | \$ 7,650.00                |
| Collection Fees                                   | \$ 800.00                  |

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|---|---------------------|
| Equipment/Furniture/Fixtures < \$500    | \$ 500.00           |
| Equipment Maint & Parts                 | \$ 4,000.00         |
| Insurance – Bonding Insurance           | \$ 400.00           |
| Insurance – Errors & Omissions          | \$ 2,050.00         |
| Insurance – Liability/Contents/Building | \$ 6,300.00         |
| Internet/ISP                            | \$ 3,600.00         |
| Legal Services                          | \$ 1,000.00         |
| Hardware Maint Agreements (copier)      | \$ 4,000.00         |
| Software Licenses                       | \$ 6,000.00         |
| Office Supplies                         | \$ 6,500.00         |
| Postage                                 | \$ 1,200.00         |
| Sales Tax Expense                       | \$ 300.00           |
| Storage                                 | \$ 2,025.00         |
| Telephone                               | \$ 3,900.00         |
| <b>TOTAL LIBRARY OFFICE EXPENSES</b>    | <b>\$ 55,225.00</b> |
| <b>PROGRAMS</b>                         |                     |
| Adult Programs                          | \$ 1,200.00         |
| Teen Programs                           | \$ 700.00           |
| Children’s Programs                     | \$ 700.00           |
| Summer Reading                          | \$ 1,500.00         |
| <b>TOTAL PROGRAMS</b>                   | <b>\$ 4,100.00</b>  |
| <b>PUBLIC RELATIONS</b>                 |                     |
| Advertising – PR                        | \$ 250.00           |
| Volunteers & Staff                      | \$ 1,200.00         |
| <b>TOTAL PUBLIC RELATIONS</b>           | <b>\$ 1,450.00</b>  |
| <b>PUBLIC USE MATERIALS</b>             |                     |
| Courier Service (ILL)                   | \$ 4,665.00         |
| Electronic Databases                    | \$ 7,000.00         |
| Lost Books Expenses                     | \$ 200.00           |
| Audiobooks                              | \$ 8,200.00         |
| DVD                                     | \$ 1,200.00         |
| Downloadable Materials                  | \$7,500.00          |
| Music                                   | \$ 300.00           |
| Books                                   | \$ 19,820.00        |
| Subscriptions                           | \$ 4,000.00         |
| <b>TOTAL PUBLIC USE MATERIALS</b>       | <b>\$ 52,885.00</b> |
| <b>STAFF EDUCATION</b>                  |                     |
| Conferences/Workshops                   | \$ 1,200.00         |
| Continuing Education                    | \$ 500.00           |
| Membership                              | \$ 300.00           |
| Travel                                  | \$ 1,500.00         |

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| TOTAL STAFF EDUCATION                            | \$ 3,500.00   |
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| TOTAL OPERATING EXPENSES                         | \$ 171,785.00 |
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| CAPITAL OUTLAY                                   |               |
| Landscaping (Improvements)                       | \$ 1,000.00   |
| Microfilm Digitization                           | \$ 400.00     |
| IT Equipment – New                               | \$ 1,000.00   |
| TOTAL CAPITAL OUTLAY                             | \$ 2,400.00   |
|  |               |
| FIXED EXPENSES                                   |               |
| Treasure’s Fee (3% Property Tax Revenue)         | \$ 13,200.00  |
| TOTAL FIXED EXPENSES                             | \$ 13,200.00  |
|  |               |
| BENEFITS & PERSONNEL                             |               |
| Social Security – 6.2%                           | \$            |
| Health/Life Insurance                            | \$            |
| Medicare – 1.45%                                 | \$            |
| Retirement – 4%                                  | \$            |
| State Unemployment – 0.3%                        | \$            |
| Workman’s Comp – 0.27%                           | \$            |
| TOTAL BENEFITS                                   | \$ 35,350.00  |
| TOTAL SALARIES                                   | \$ 329,300.00 |
| TOTAL BENEFITS & SALARIES                        | \$ 364,650.00 |
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| TOTAL EXPENSES                                   | \$ 552,035.00 |
|  |               |
| FUND BALANCE – BEGINNING OF YEAR                 | \$ 350,000.00 |
| <i>Funds in Reserve</i>                          |               |
| <i>Committed for Improvements &amp; Outreach</i> | \$ 162,000.00 |
| <i>TABOR Reserve (3% Fiscal Year Expenses)</i>   | \$ 16,000.00  |
| <i>Total Funds in Reserve</i>                    | \$ 178,000.00 |
| <i>Unrestricted Funds</i>                        | \$            |
| FUND BALANCE – END OF YEAR                       | \$ 314,470.00 |
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