

**Lyons Regional Library District
General Operating Funds Budget
2018**

		<u>Budget</u>
Ordinary Income/Expense		
	Income	
	43100 · Property Tax Revenue	
	43110 · Boulder Co.Rev	393,842.48
	43120 · Larimer Co.Rev	76,447.02
	Total 43100 · Property Tax Revenue	470,289.50
	43200 · Specific Ownership Tax Rev.	
	43210 · Boulder Co.SOT	18,155.00
	43220 · Larimer Co.SOT	5,640.00
	Total 43200 · Specific Ownership Tax Rev.	23,795.00
	43300 · Direct Public Grants	
	43330 · State Library Grant	4,000.00
	43340 · Other Grants	15,000.00
	Total 43300 · Direct Public Grants	19,000.00
	44000 · Other Income	
	44060 · Interest Income	
	Total 44000 · Other Income	
	46400 · Other Types of Revenue	
	46410 · Fines, Fees	360.00
	46420 · Copy/Printing Charge	300.00
	46430 · Donations	250.00
	46435 · Friends	1,000.00
	46450 · Other	100.00
	46460 · Foundation Income	0.00
	Total 46400 · Other Types of Revenue	2,010.00
	Total Income	515,094.50
Gross Profit		515,094.50
	Expense	
	66000 · Payroll Expenses	
	72000 · Salaries & related expenses	
	72020 · Salaries & wages - other	168,024.00
	72030 · Retirement contributions	1,860.00
	72035 · Life Insurance (Director + 1)	140.00
	72040 · Merit Bonus	5,000.00
	72050 · Federal Payroll Tax	12,853.84
	72060 · State Unemployment Tax	2,625.00
	72090 · Payroll Process Fee	750.00
	Total 72000 · Salaries & related expenses	191,252.84
	75000 · Contract Services	
	75010 · Accounting Fees	10,000.00
	75040 · Legal Fees	3,000.00
	75050 · Outside Contract Services	1,000.00
	75055 · Online Staff Schedule Deputy.com	336.00
	75060 · Bookkeeping	6,000.00
	75065 · Board Bookkeeping	0.00
	Total 75000 · Contract Services	20,336.00

80000 · Non-Personnel Expenses	
80010 · Program Supplies & Fees	2,000.00
80015 · Summer Library Program	1,000.00
80080 · OutReach	1,000.00
Total 80000 · Non-Personnel Expenses	4,000.00
80100 · Collection Purchases	
80120 · Audio/Visual	3,000.00
80130 · Books	9,600.00
80135 · Books - Funded by Grants/Donations	4,000.00
80140 · E_Books	600.00
80150 · Games, Puzzles, Kits	360.00
80180 · Online Subscriptions	750.00
80190 · Print Subscription	250.00
Total 80100 · Collection Purchases	18,560.00
81000 · Operations	
81020 · Elec Database - CLIC	1,700.00
81030 · Postage	400.00
81035 - Courier, Mailing Svcs.	1,400.00
81040 · Printing and Copying	120.00
81045 · Professional Materials	252.00
81050 · Software	350.00
81060 · Supplies Off. & Cleaning	1,000.00
81065 Library Supplies	3,500.00
81070 · Telephone, Comm.	1,560.00
81073 · IT/Tech maintenance	0.00
81075 · Website & Social Media	500.00
Total 81000 · Operations	10,782.00
82000 · Facilities and Equipment	
82020 · Equip Purchase	2,000.00
82030 · Equip Rental	100.00
82050 · Maintenance	2,500.00
82060 · Maintenance /Tech support	2,000.00
82080 · Rent, Park., Other Occupancy	33,000.00
Total 82000 · Facilities and Equipment	39,600.00
82100 · Utilities	
82110 · Utilities Electric/Sewer/Water TOL	3,000.00
82130 · Utilites Trash/Recycling	360.00
Total 82100 · Utilities	3,360.00
83000 · Travel and Meetings	
83010 · Conference, Convention, Meeting	2,000.00
83030 · Meals & Entertainment	500.00
83050 · Travel	500.00
Total 83000 · Travel and Meetings	3,000.00
85100 · Other Types of Expenses	
85110 · Bank Fees	300.00
85140 · Marketing/Advertising	1,000.00
85150 · Memberships,Dues,Fees	2,600.00
85170 · Staff Development	1,500.00
85180 · Tax Collection Fees	7,054.34
85190 · Abatements	23,514.47
Total 85100 · Other Types of Expenses	35,968.82

	85115 - Other Grant Expense	15,000.00
	85120 · Insurance	
	85121 · Ins - Gen&Liability	1,231.00
	85122 · Ins - Public Officials-Liab Poo	887.00
	85123 · Ins - Property	703.89
	85124 · Ins - Other	370.00
	85126 · Ins - Workers Comp	<u>415.80</u>
	Total 85120 · Insurance	3,607.69
	97000 · Contingency	25,000.00
Keep same	97020 · Board Development	1,500.00
	97030 · Election	0.00
		<u> </u>
	Total Expense	<u>371,967.34</u>
	Net Ordinary Income	143,127.15
	Other Income/Expense	
	Other Expense	
	98000 · Capital Purchases	
	98005 - Lease Payment	96,000.00
	98010 · Transfer to Capital Fund	<u>15,000.00</u>
	Total 98000 · Capital Purchases	111,000.00
	99002-Additional Reserve	<u>32,127.15</u>
	Total Other Expense	<u>143,127.15</u>
	Net Other Income	<u>(143,127.15)</u>
	Net Income	<u><u>0.00</u></u>

72000 · Salaries & related expenses

72020 · Salaries & wages - other	148,800.00
72030 · Retirement contributions	1,860.00
72040 · Employee Bonus	3,500.00
72050 · Federal Payroll Tax	13,440.00
72060 · State Unemployment Tax	756.00
72090 · Payroll Process Fee	<u>500.00</u>

McCourt	time	hours	month	
Monday	noon-5		5	20
Tuesday	9:30-1pm		3.5	14
Wednesday	9:30-1pm		5	20
Thursday	2 plan		5.5	22
Fridays	9:30-5pm		7.5	30
Saturdays	8:30-5		8	8

BJ	time	hours	month	
Monday	9:30-5		7.5	30
Tuesday	Off			
Wednesday	3-8pm		5	20
Thursday	11:30am-5pm		5.5	22
Fridays	off			
Saturdays	8:30-5pm 2x		16	16

Kara	time	hours	month	
Monday	off		0	0
Tuesday	9:30-5		7.5	30
Wednesday	noon-8pm			8
Thursday	9:30-5pm		7.5	30
Fridays	9-5pm		8	32
Saturdays	8:30-5pm	8x2		16

Jenny	time	hours	month	
Monday	9am-noon		3	12
Tuesday	off			
Wednesday	9am-noon		3	12
Thursday	off			
Friday	9am-noon		3	12

Ian	time	hours	month	
Monday	off		0	0
Tuesday	9:30-5:30		8	4
Wednesday	off		0	0
Thursday	off			
Friday	off		0	0
				0

Staff Hours Month

Hours in Lib

BJ	88
McCourt	114
Kara	116
Ian	32
Jenny	36
New Person	40

total

Mondays BJ + McCourt
 Tuesdays Kara + Ian
 Wednesd McCourt/Jenny am + Kara/BJ evening
 Thursdays BJ + Kara
 Friday Kara + McCourt
 Saturday McCourt one Saturday a month/ Karen sometimes 1-5 for cataloging/Kara is 2x :

Saturdays we need 64 hours covered a month			2018
20+3%	20.6		21.21
18+3%	18.54	19	19.57
16+3%	16.48		17
18.50+3%	0.555		
9.50+3%	9.78	0.285	10.1

Monday 16 hours
 Tuesday 16 hours
 Wednesday 16 hours
 Thursday 16 hours
 Friday 16 hours
 Saturday 16 hours
 Sunday

/Kara is 2x a month/BJ often/Ian Sometimes/ Katherine usually

