

**Bertha Bartlett Public Library**  
**Board Meeting – Main Meeting Room**

Thursday, October 17, 2019  
6:00 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda: Additions or alterations

Approval of Minutes

Citizens' Appearance:

Board Training – Understanding Community training (Learning Circuit)

Treasurer's Report: Duane Fournier –

- P& L Expenses
- October bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

**New Business:**

- Setting up steering committee
- Discussion of architect presentations
- Site visits
- Budget discussion on Monday, October 21 with City
- Meeting Room fees
- Staff hours and job shifts

**Old Business:**

- Annual Survey completed (see digital report)
- Update on Story Festival & Foundation update
- Adjournment

Reminder

- Next meeting: November 21 or 25 (November 28 is Thanksgiving)

# STAFF REPORT

October 2019

I attended the Learning Circuit training that was sponsored by the State Library in Waterloo this week, in the midst of an already hectic schedule. The entire presentation was about communicating with our communities and how to reach them. The board training on this night will be using some of the tools they gave us during the presentation.

The Story Festival is approaching quickly now, just 3 weeks away, but it feels like things are falling together nicely. Shelley Hart has done a wonderful job helping me, and we did enlist Denise's help on updating the Facebook page that was previously setup by the GCC. It was switched over to Kate and me to administer last year, but I hadn't spent a lot of time making changes, and radical changes were necessary. Thanks to Denise it is up and operating as it should. We are hoping we will have both Foundation and Trustees at most of the events to help answer questions about the building project and show support to the Foundation members. It looks like the Community Center can have 120 people for dinner. Eric Hanson seems very enthusiastic about this, and I have talked with Fran about doing a video and perhaps skyping in, and she is also very enthusiastic! Will is just on board to do anything we ask!

For the next few years while we are working on this building project, we might all need to be more visible in the community. I am going to contact Cyclone Engraving about doing badges that have our logo on it, and Library Trustee for this board, (not personal names unless you guys want it that way), and do the same thing for the Foundation board members. We need to be able to wear those during the events during the storytelling weekend, and also future events so when people want to know more about the library, we can be visible. The training that will be held tonight should help with that, but also the workshops we are doing for the storytelling festival might also be helpful.

As most of you know, there is a requirement that we need to keep our collection looking fresh, so withdrawing books that are dated, damaged or not being read is part of our routine. We typically do this in large chunks and we are in the midst of that project right now. The sale room is overflowing so the library foundation voted to have another Box sale starting now until the end of the year, hopefully getting the number reduced to a reasonable level. We'll be selling books for \$5.00 a box, so tell friends, family and everyone you know.

We've been juggling staff a lot in the last few weeks with some unforeseen changes. We are starting to consider hiring another part-time person or two. We have Doug Abbott who is currently volunteering, but has experience from working in a college library in past year who might be willing to be a part-time employee and I have a few resumes on my desk I'm going to talk with. The hardest part about these jobs is most who apply for these jobs have little or no experience and we have to train in every aspect of the library, which is why starting at minimum wage has always made sense to me. Some are so shocked at the skills needed, they don't last long either. So we might want to talk about this during the meeting.

Finally, the budget packet was dropped off by Mark this week. We need to have some discussion about this. I'm attaching the full copy of the materials so you have an idea what we are working with.

**Bertha Bartlett Public Library**  
**Board Meeting - Main Meeting Room**

Friday, September 27th, 2019

5:45pm

In Attendance: President Chris Feil, Lynn Cummings, Matt Emerson (leave at 7:59p), Jessica Hensch, City Council Representative Mary Kay Solberg and Director Kolleen Taylor.

Meeting called to order at 5:56p by President Chris Feil.

Additions or Alterations to the Agenda:

None

Approval of Minutes:

Motion to approve the August 2019 minutes by Cummings, seconded by Hensch.

Citizen's Appearance:

Denny Sharp from FEH presents

Board Training -

Tabled until next meeting

Treasurer's Report: Duane Fournier -

P&L Expenses

Story City - as usual

Gilbert - Spent on the children's awards books.

September Bills

Nothing unusual for bills.

Laminator switch went bad and that bill is split between Gilbert and Story City.

Cummings motions to approve the September bills, Emerson seconds, approved unanimously.

Circulation Report: Duane Fournier

Circulation is higher than last year at this time. Programming numbers aren't in yet.

Correspondence/Communications:

None

Gilbert Update:

**New Business:**

Architect presentation - FEH - 6pm

Denny Sharp

Have been doing libraries for the last 30 years.

With adding in the space of the courtyard and the entire lot , it takes it to a bit over 12,000 sq.ft. total of space. This is still short of the recommended 16,000 sq.ft. from George Lawson.

Denny provided handouts of his presentation to each of the board members for consideration.

ILA Conference - Joint state conference in Omaha - October 2 to 4

Where Kolleen usually does vendor shopping

This year is in Omaha

Kolleen will not be attending this year. May consider another conference later in the budget year.

Budget presentation to City - Monday, October 21st

Architect presentation - OPN - 7pm

Danielle Hermann and Joe Feldman

Have done 9 libraries in the area

Big focus on visioning within the community and guidance

**Old Business:**

Adjournment: 8:11pm

Reminder

Next meeting: October 17th @ 6pm

## Bertha Bartlett Public Library

### October 2019 bills

Code	Written To	Date	Amount	Comments/Mileage @ .58/mile
001-4410-6150	Wellmark	10/01/19	\$381.54	Health Insurance - Kolleen - Oct.
001-4410-6230	Kolleen Taylor	10/17/19	\$57.38	Mileage and training fee
001-4410-6320	Angela Halladay	10/15/19	\$250.00	Building cleaning
001-4410-6320	Arrow Pest Solutions	??	\$60.00	Spraying
001-4410-6371	Chitty Garbage Service	10/01/19	\$25.00	trash removal
001-4410-6371	Black Hills Energy	10/07/19	\$31.54	Gas
001-4410-6320	Early Bird Window Wshing	09/30/19	\$60.00	Window cleaning
001-4410-6373	Aureon	10/01/19	\$396.68	Telephone and internet
001-4410-6490	Computer Resource Spec.	10/06/19	\$90.00	Help with wifi, statistical reports for state
001-4410-6501	Quill	10/04/19	\$50.98	trash bags and paper towels
001-4410-6500	Visa	10/09/19	\$10.87	Marshmallows-Dollar General - program
001-4410-6506	Access systems leasing	10/23/19	\$132.95	Copier lease
001-4410-6506	Quill	10/04/19	\$65.98	Copy paper
001-4410-6506	Visa	10/09/19	\$10.87	Chlorox wipes
001-4410-6772	Centerpoint	10/03/19	\$88.68	Books
001-4410-6772	Gale/Cengage Learning Inc.	10/08/19	\$39.75	Books
001-4410-6772	Gale/Cengage Learning Inc.			Books
001-4410-6772	Baker & Taylor	10/08/19	\$174.29	Books
001-4410-6772	Baker & Taylor			Books
001-4410-6772	Baker & Taylor			Books
001-4410-6772	Ingram	09/19/19	\$141.10	Books
001-4410-6772	Ingram	10/07/19	\$215.90	books
001-4410-6772	Amazon Capitol Services	10/19/19	\$50.20	Books
001-4410-6773	Amazon Capitol Services	10/19/19	\$72.99	Video
	TOTAL - Story City			
	<b>Gilbert Bills</b>			
033-4410-6506	Amazon Capitol Services	10/17/19	\$7.09	Battery for telephone
033-4410-6230	Kolleen Taylor	10/17/19	\$57.38	Mileage and training fee
033-4410-6772	Baker & Taylor	10/08/19	\$32.45	Books
033-4410-6772	Ingram	09/19/19	\$49.74	Books
033-4410-6772	Ingram	10/07/19	\$39.66	Books
	Total - Gilbert		\$186.32	

Approved by: \_\_\_\_\_ for the Library Board \_\_\_\_\_  
 Name Date

Bertha Bartlett Public Library  
P L September 2019

Acct #	Story City Expenses	<u>2019-2020</u>			Budget remaining	% of funds Remaining
		Budget	Month to date	Year to date		
001-4410-6010	Salaries: Full Time	\$ 47,085.00	\$ 5,075.94	\$ 11,843.86	\$ 35,241.14	74.85%
001-4410-6020	Salaries: Part-time	\$ 55,000.00	\$ 6,425.53	\$ 14,906.01	\$ 40,093.99	72.90%
001-4410-6110	FICA/Medicare	\$ 7,750.00	\$ 864.36	\$ 2,010.13	\$ 5,739.87	74.06%
001-4410-6130	IPERS	\$ 9,565.00	\$ 1,085.75	\$ 2,525.21	\$ 7,039.79	73.60%
001-4410-6150	Insurance - Group Health	\$ 4,600.00	\$ 354.05	\$ 1,228.15	\$ 3,371.85	73.30%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ 63.80	\$ 191.81	\$ 1,108.19	85.25%
001-4410-6320	Building/Grounds	\$ 10,000.00	\$ 260.00	\$ 1,400.00	\$ 8,600.00	86.00%
001-4410-6350	Equipment repair/Maint.	\$ -	\$ -	\$ 28.12	\$ (28.12)	0.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 56.54	\$ 169.62	\$ 1,630.38	90.58%
001-4410-6373	Telephone	\$ 4,800.00	\$ 398.62	\$ 1,183.89	\$ 3,616.11	75.34%
001-4410-6408	Insurance-General	\$ 2,300.00	\$ -	\$ -	\$ 2,300.00	100.00%
001-4410-6490	Professional Services	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	100.00%
001-4410-6499	Miscellaneous	\$ 100.00	\$ -	\$ -	\$ 100.00	100.00%
001-4410-6500	Programming	\$ 2,500.00	\$ 61.00	\$ 187.10	\$ 2,312.90	92.52%
001-4410-6501	Building Supplies	\$ 750.00	\$ -	\$ 150.75	\$ 599.25	79.90%
001-4410-6502	Technology	\$ 3,000.00	\$ -	\$ 29.97	\$ 2,970.03	99.00%
001-4410-6505	Cataloging Supplies	\$ 1,800.00	\$ 282.54	\$ 337.93	\$ 1,462.07	81.23%
001-4410-6506	Office Supplies	\$ 3,050.00	\$ 136.83	\$ 567.80	\$ 2,482.20	81.38%
001-4410-6727	Capital Equipment	\$ -	\$ -	\$ 650.00	\$ (650.00)	0.00%
001-4410-6508	Petty Cash/Postage	\$ 1,100.00	\$ 75.00	\$ 225.00	\$ 875.00	79.55%
001-4410-6770	Magazines	\$ 1,700.00	\$ -	\$ 748.63	\$ 951.37	55.96%
001-4410-6771	Audio	\$ 1,300.00	\$ 599.00	\$ 599.00	\$ 701.00	53.92%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 1,321.70	\$ 3,730.87	\$ 8,269.13	68.91%
001-4410-6773	Video	\$ 1,500.00	\$ 178.27	\$ 549.48	\$ 450.52	45.05%
001-4410-6774	Online Databases	\$ 1,000.00	\$ -	\$ 922.26	\$ 77.74	7.77%
		\$ 175,500.00	\$ 17,238.93	\$ 44,185.59	\$ 131,314.41	84.65%
<b>Deposits to: **</b>						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 152.95	\$ 567.15	\$ (3,432.85)	85.82%
001-4410-1-4470	General Fund	\$ 23,000.00	\$ -	\$ -	\$ (23,000.00)	100.00%
031-4410-2-4705	Donations	\$ -	\$ 0.00	\$ 609.00		
031-4410-4-4300	Interest on Deposits	\$ -	\$ 815.85	\$ 2,543.87		
	<b>Total Deposits</b>		\$ 968.80	\$ 3,720.02	\$ (26,432.85)	
<b>B. Trust Fund Deposits/Balance</b>						
031-	Trust in General Fund	\$ 388,398.42	\$ 1,622.74	\$ 418,041.77		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,070.48				
031-0950-4-4300	Interest (CD's)	\$ 210,000.00				
<b>Library Trust Expenses</b>						
031-4410-6230	Travel & Training					
031-4410-6320	Building & Grounds					
031-4410-6490	Professional Services					
031-4410-6507	Misc. Operating	\$ -	\$ 1,528.00	\$ 1,528.00	\$ (1,528.00)	0.00%
031-4410-6727	Capital Equipment					
031-4410-6672	Books					
031-4410-6798	Capital Project					
	<b>Total Library Trust Exp</b>					



**Bertha Bartlett Public Library**  
2019-2020 Statistics Comparison

	Jul. 18	July 19	Aug. 18	Aug. 19	Sept. 18	Sept. 19	Oct. 2018	Oct. 2019	Nov. 18	Nov. 19	Dec. 18	Dec. 19	Jan. 19
City	2817	3029	2505	2600	2381	2461	2398		2141		2138		2414
County	569	641	453	419	379	412	445		364		333		455
Other	1058	953	904	954	956	912	1027		851		977		1139
Gilbert	475	388	423	343	300	270	368		357		261		266
<b>Total</b>	<b>4919</b>	<b>5011</b>	<b>4285</b>	<b>4316</b>	<b>4016</b>	<b>4055</b>	<b>4238</b>		<b>3713</b>		<b>3709</b>		<b>4274</b>
Open Access	1058	953	904	954	956	912	1027		851		977		1139
Adult	1396	1455	1409	1365	1254	1188	1319		1174		1261		1425
Young Adult	318	335	245	291	225	183	204		153		137		180
Juvenile	2190	2079	1749	1779	1606	1740	1796		1547		1552		1637
Video	9	0	14	8	13	5	12		18		11		3
DVD	766	848	637	672	675	742	694		594		560		775
Audio	9	20	19	7	18	14	14		5		11		24
CD	33	39	18	17	20	12	7		19		20		29
CD book	113	138	98	96	82	85	89		94		75		91
Magazines	39	60	60	49	51	37	51		39		31		49
Puzzles	25	27	19	24	45	34	36		53		29		49
Puppets	20	9	15	7	21	11	8		14		10		5
Other	1	1	2	1	6	4	8		3		12		7
<b>Total</b>	<b>4919</b>	<b>5011</b>	<b>4285</b>	<b>4316</b>	<b>4016</b>	<b>4055</b>	<b>4238</b>		<b>3713</b>		<b>3709</b>		<b>4274</b>
E-books	310	320	348	336	352	324	336		314		408		363
Downloaded Audio	315	372	296	343	283	327	288		270		249		278
Ref.? Asked	127	158	103	112	93	103	131		107		118		130
Ref.? Answered	127	158	103	112	93	103	131		107		118		130
Reference-Gilbert	44	58	54	59	53	32	50		37		41		32
<b>PATRONS</b>													
Programs - children	19	7	2	0	13	13	11		8		8		7
Attendance - children	133	131	59	0	171	132	138		86		79		49
Attendance - adults	49	53	20	0	47	47	44		40		54		30
Programs - StoryX	0	0	0	0	5	5	5		3		4		3
Attendance - children	0	0	0	0	45	45	56		29		44		40
Attendance - adults	0	0	0	0	5	8	14		6		12		9
Programs - Teen/Tweens	5	6	0	0	2	2	2		1		1		1
Attendance - teens	39	51	0	0	29	14	35		13		26		15
Attendance - adults	6	9	0	0	2	2	2		1		2		1
Programs - Adult	6	5	7	6	5	7	6		7		5		5
Attendance - children	1	0	0	2	0	0	0		0		0		0
Attendance - adults	62	32	42	39	34	49	37		36		34		35
<b>Total Programs</b>	<b>19</b>	<b>18</b>	<b>9</b>	<b>6</b>	<b>25</b>	<b>22</b>	<b>24</b>		<b>18</b>		<b>18</b>		<b>15</b>

**Bertha Bartlett Public Library**  
2019-2020 Statistics Comparison

Total Attendance	289	277	121	41	333	241	326		211		251		179
Gilbert Programs	10	7	3	2	6	5	5		5		4		4
Attendance	245	210	35	32	73	62	67		76		55		37
Attendance - Adults	69	61	9	9	27	28	23		0		16		11
<b>Hours - Gilbert</b>	70.5	72.5	78	73	64	64	72.5		62		60.5		50.5
Total People	704	554	489	403	388	384	378		324		244		237
People/hour	10	7.6	6.3	5.52	6.1	6	5.2		5.2		4		4.3
Gilbert Site Circ.	859	626	654	581	508	507	662		569		400		373
<b>Hours - Story City</b>	218	221	235	228	217	220	246		228		218		237
Total People	3398	3778	3375	3229	3048	3122	3717		2533		2488		2534
People/Hour	15.6	17	14.4	14.2	14.1	14.2	15.1		11.1		11.4		11
<u>CARDS</u>													
Issued - Story City	17	12	14	4	16	22	10		6		6		7
Issued - Gilbert	11	4	3	0	0	3	8		4		2		1
Withdrawn	15	0	31	0	0	0	0		1045		0		0
renewed - Story City	14	12	7	13	14	3	9		8		5		9
renewed - Gilbert	12	4	7	3	6	1	5		4		2		6
Meeting Room Library	15	12	1	2	13	10	14		10		10		12
Meeting Room Other	4	2	5	4	3	9	7		3		4		8
Computer Use	641	681	753	461	575	402	955		755		877		661
Test Proctoring	0	2	0	4	0		0		0		0		0
Interlibrary Loans Requested	8	15	12	12	6	5	12		10		18		11
Interlibrary Loans Sent	22	33	24	25	22	29	19		14		16		32
Book Club Sets	2	0	4	2	2	4	2		1		2		4
Microfilm Use	0	0	2	0	0	0	0		2				0
Gilbert Computer use	47	37	37	26	25	28	39		29		26		11
In House Use - Gilbert		58	70	64	27	30	<b>34</b>						28

In House Use - Story City

## **CITY OF STORY CITY, IOWA**

### **JULY 1, 2020 - JUNE 30, 2021 BUDGET**

#### PURPOSE OF THE CITY BUDGET

The City Budget is probably the single most important effort we will undertake this year. The annual budget represents not only the financial plan of the City, but it also establishes and communicates to the community the goals and objectives of the City for the upcoming year.

The budget provides the City with a document that:

1. Defines City policy and service levels,
2. Communicates to the citizens what the City Council has interpreted from citizen input to be the community's needs and desires,
3. Provides a financial plan for linking expenditures for services with available revenue,
4. Provides an accounting and fiscal control mechanism, and
5. Provides a performance and monitoring mechanism both the policy makers and management.

The fiscal budget, as approved by the City Council, will represent projected expenditures for the upcoming year through anticipated revenues for the same period and working capital.

The objective of this manual is to provide policy statements, definitions, and procedures for the uniform preparation of the annual budget requests.

#### PARTICIPANTS AND ROLES

The cooperation and team effort of the five major participants result in the development of the annual budget.

Participants in the budget process include:

1. Citizens

2. Mayor and City Council
3. City Boards and Commissions
4. City Administrator
5. All Department Heads and Support Personnel

The key to a successful budget will be in how well we identify goals, objectives, and service levels linking them to the cost of personnel, supplies, equipment, and facilities necessary to deliver City services. Each department is requested to provide budget requests and support material based on the established format for the next fiscal year. The department budget requests are then submitted to the City Administrator. The City Administrator will review and analyze the requests for completeness, accuracy, and policy relationship.

The City Administrator will meet with each Department Head to thoroughly discuss the requested budgets. Following the departmental review period, a recommended budget book will be prepared and presented to the Mayor and City Council. Presentation of the budget to the Mayor and City Council provides the City Administrator, Department Heads, and Support Personnel an opportunity to explain proposed municipal programs and to focus attention on goals, services, and programs.

The calendar for the budget year represents critical dates which need your cooperation in meeting.

BUDGET CALENDAR

<u>Activity</u>	<u>Date</u>
Preliminary discussion of budget with Community, Mayor, City Council, and Department Heads	Sept 16 – Nov 4, 2019
Distribution of Budget Manual	October, 2019
Question and answer session with departments regarding budget preparation	October, 2019

Budget requests submitted to City Administrator	December 2, 2019
Review budget requests	December, 2019
Finalize preliminary budget	December 27, 2019
Preliminary budget discussed with with Council Finance Committee	January 6 - 15, 2020
Budget printed and distributed to the Mayor and City Council	January 20, 2020
Budget presentation to Mayor and City Council	February 3, 2020
City Council adopts resolution setting hearing on property taxes	February 17, 2020
Publish Notice of Hearing on Property Taxes	February 19, 2020
Hold hearing and adopt on Property Taxes	March 2, 2020
Council adopts resolution setting public hearing on budget	March 2, 2020
Publish Notice of Hearing on Budget	March 4, 2020
Hold budget hearing and adopt Budget	March 16, 2020

The budget manual has been designed to assist you in the preparation requests for the fiscal year July 1, 2020 - June 30, 2021, budget. Please review carefully the manual, process described, and forms developed for the purpose of assisting the budget process.

## BUDGET FORMS AND INSTRUCTIONS

### DESCRIPTION OF BUDGET FORMS

The required forms to be submitted by each department are included in this section. The development of your budget should be a process determining goals and objectives, then developing the detailed budget necessary to meet those goals and objectives. Accordingly, the following forms should be prepared in the order shown to facilitate the preparation of your budget.

1. Goals and Objectives
2. Reclassification or Additional Personnel Request
3. Capital Outlay
4. Travel and Training
5. Personnel Budget Projections
6. Budget Classification Explanation
7. Line Item Budget

In order to assist you with the development of you budget, the following sections have been provided:

Instructions

Forms

Wage/Salary and Insurance Increases

Line Items

## INSTRUCTIONS

### 1. Goals and Objectives

**Goals:** A goal is a destination, a final purpose which a community or department seeks to attain.

**Objectives:** An objective is the route which specifies in general terms the way by which the goal can be reached. An objective indicates the kinds of actions that should be used to achieve the goal.

### 2. Reclassification or Additional Personnel Request

Complete one form for each reclassification and/or additional personnel included in your budget projections on the Personnel Projections Form. Be sure to complete the Additional Cost section.

### 3. Capital Outlay

This form is used for Capital Outlay Projects and Equipment over \$2,500 dollars. Description of the item and total cost, which should include purchase price, engineering or architectural costs, construction costs, installation charges, etc. Justify in full the need for each item. If there are shared or reimbursed costs, list the participating agency or city department, their percent of the share and dollar amount of their share.

### 4. Travel and Training

This form is to be completed for each activity in which a budget for travel, training, seminars, conventions, workshops, etc. is requested. Under descriptions, please indicate purpose, sponsoring agency, date of event and location (if possible).

### 5. Personnel Budget Projections

This is your list of department personnel. Be sure all your staff have been accounted for and that the FY 2020-21 Salary/Wage Cost Projections are correct.

### 6. Budget Classification Explanation

This form is intended to be a summary of the major changes within expense classification, based on details used in preparing line item projections. Describe in general terms and explain how changes in accounts within that classification effect the proposed budget requests. Be sure to relate these changes to your goals and objectives. Provide complete justification for the total expense

7. Line Item Budget

Same format as last year.

Wage/Salary and Insurance

Salary/Wage Base

Police Chief	= \$79,415
Sergeant/Investigator	= \$61,780
Police Officer	= \$59,900
Water/Wastewater Supt.	= \$70,840
Water/Wastewater Asst Supt	= \$60,830
Water/Wastewater Oper.	= \$58,250
Other Department Heads	= \$69,195
Recreation/Aq Supervisor	= \$55,510
Other Department Base	= \$54,030

Health Insurance

	<u>City</u>	<u>Employee</u>	<u>Total</u>
Employee	\$ 6,375	1,125	7,500
Employee/Children	\$11,985	2,115	14,100
Employee/Spouse	\$13,175	2,325	15,500
Employee/S/C	\$19,550	3,450	23,000

General Insurance

Police	= \$ 8,750	Pool	= \$ 5,000
Fire	= \$ 8,350	Cemetery	= \$ 600
First Responders	= \$ 2,850	Street	= \$15,200
Library	= \$ 2,100	General	= \$19,000
Park	= \$ 9,750	Water	= \$14,500
Recreation	= \$ 4,250	Sewer	= \$15,750

IPERS

Employer Contribution	= 9.44%
Employee Contribution	= 6.29%
Police Employer	= 9.91%
Police Employee	= 6.61%

FICA/Medicare = 7.65%

**RECLASSIFICATION OR ADDITIONAL PERSONNEL REQUEST**

**JULY 1, 2020 - JUNE 30, 2021**

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DEPARTMENT:

FUND:

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**RECLASSIFICATION:**

FROM:

ANNUAL WAGES:

TO:

ANNUAL WAGES:

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**ADDITIONAL PERSONNEL REQUEST:**

PROPOSED ANNUAL WAGES:

EMPLOYMENT STATUS:

HOURS PER WEEK:

**ADDITIONAL COSTS RELATED TO PERSONNEL REQUEST:**

Benefits:

Supplies:

Services:

Other:

TOTAL:

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JUSTIFY NEED FOR REQUEST:

**CAPITAL OUTLAY**

**JULY 1, 2020 - JUNE 30, 2021**

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DEPARTMENT:

FUND:

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DESCRIPTION:

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JUSTIFY NEED FOR CAPITAL OUTLAY:

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SHARED OR REIMBURSED COSTS:

**TRAVEL AND TRAINING**  
**JULY 1, 2020 - JUNE 30, 2021**

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DEPARTMENT:

FUND:

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EMPLOYEES

DESCRIPTION

EXPENSE

\$

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REIMBURSED OR SHARED EXPENSES:

**PERSONNEL BUDGET PROJECTIONS**

**JULY 1, 2020 - JUNE 30, 2021**

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EMPLOYEE:

DEPARTMENT:

POSITION TITLE:

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<u>BENEFIT</u>	<u>CITY COST</u>	<u>EMPLOYEE COST</u>
SOCIAL SECURITY/MEDICARE TAX	\$	\$
OTHER STATE/FEDERAL TAXES		
HEALTH INSURANCE		
LIFE INSURANCE		
PENSION		
LONGEVITY		
CLOTHING ALLOWANCE		
OTHER		
 TOTAL BENEFIT COST		
 ANNUAL SALARY		
 TOTAL	\$	\$

<b>Library</b>									
			<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>
Salaries, Full			41,717	40,837	40,154	41,479	42,708	47,085	
Salaries, Part			45,199	51,702	50,200	46,110	55,381	55,000	
FICA			6,588	6,983	6,786	6,603	7,379	7,750	
IPERS			7,905	8,134	8,009	7,846	9,207	9,565	
Insurance, Health			76	2,441	4,285	4,530	4,552	4,600	
Travel/Training			1,323	938	752	911	777	1,300	
Building/Grounds			6,103	11,902	7,111	11,621	5,602	10,000	
Equipment Repair/Main't			31	143	248				
Utilities			1,612	1,291	1,387	1,684	1,854	1,800	
Telephone			2,022	2,364	3,121	3,672	4,673	4,800	
Insurance, General			2,559	2,576	2,125	2,150	1,852	2,300	
Professional Services			1,645	1,600	2,464	1,488	2,050	2,000	
Miscellaneous			12			52	26	100	
Programming			2,046	909	1,578	2,247	1,091	2,500	
Building Supplies			554	214	684	623	1,281	750	
Technology			1,920	3,010	2,432	5,324	4,690	3,000	
Cataloging Supplies			1,626	904	572	1,619	674	1,800	
Office Supplies			3,195	2,506	2,140	3,007	2,347	3,050	
Miscellaneous Oper. Supplies				16	143				
Postage/Petty Cash			975	825	900	1,050	1,050	1,100	
Capital Equipment									
Magazines			1,381	1,221	1,851	1,720	1,395	1,700	
Audio			1,773	1,632	796	1,202	557	1,300	
Books			15,652	16,254	13,558	14,123	14,743	12,000	
Video			1,842	1,719	1,907	1,395	1,442	1,000	
Online Licensing/Databases			1,257	776	1,440	888	488	1,000	
Capital Projects									
<b>TOTAL</b>			<b>149,013</b>	<b>160,897</b>	<b>154,643</b>	<b>161,344</b>	<b>165,819</b>	<b>175,500</b>	<b>180,500</b>

<b>Gilbert Library</b>								
		<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>
<b>Revenues</b>								
Interest		66	90	114	1,245	592		
Local Reimbursement		40,000	40,000	40,000	44,000	44,000	44,000	
Donation		50	32					
Misc. Receipts					12			
<b>TOTAL</b>		<b>40,116</b>	<b>40,122</b>	<b>40,114</b>	<b>45,257</b>	<b>44,592</b>	<b>44,000</b>	
<b>Expenditures</b>								
Salaries, Full		13,895	13,612	13,384	13,826	14,236	15,435	
Salaries, Part		10,011	9,075	8,995	10,571	12,235	14,490	
FICA		1,811	1,703	1,670	1,829	1,998	2,290	
IPERS		2,133	1,999	1,900	2,115	2,469	2,825	
Insurance, Health			803	1,401	1,471	1,317	1,480	
Travel & Training		943	1,794	1,363	692	796	700	
Insurance, General								
Professional Services		302	790	774	268	53		
Programming		869	802	1,598	1,061	1,064	1,000	
Technology		3,189		576	899	939	395	
Minor Equipment								
Cataloging Supplies		625	735	179	525	1,567	250	
Office Supplies		379	357	972	176	406	150	
Misc. Operating Supplies		153		93		133	35	
Capital Equipment					2,968	213		
Magazines		49	83	113		75		
Books		3,102	2,531	1,494	2,341	2,562	1,800	
Video		159	471	362	237	400	250	
Online Licensing/Databases		982	734	802	888	488	900	
Transfer Out: General Fund		2,000	2,000	2,000	2,000	2,000	2,000	
Other Adjustment		428						
<b>TOTAL</b>		<b>41,030</b>	<b>37,489</b>	<b>37,676</b>	<b>41,867</b>	<b>42,951</b>	<b>44,000</b>	
E. Balance		5,928	8,561	10,999	14,389			