

Budget Notes

Charles City Public Library FY 2022

Income

Property Levy –

Utility Replacement-

Equipment rental- \$50

Enrich Iowa- \$3,000

Typically, this is advised not to be budgeted by the state library because there is no way to know how much we will receive. This is money received by the state library from the federal government that is then passed on to the libraries. Estimate based on amounts received in past years. FY21 amount is \$3210. This line has decreased from past years because I do not put ILL reimbursement program money into this line item.

Comm/ Ind Property Tax Replace

County Taxes-

Misc Grants- \$500

Reimbursed Expense- Library, \$6300, increased 1300

This includes federal money from E-rate program and ILL reimbursement program. Also includes any reimbursement for Friends of the Library for programs. We are changing when we file so we will have the full amount for FY21 in FY22. Our costs for internet went up so our Erate reimbursement amount also went up.

Photocopies-\$3,000

Misc revenue- \$1000

Intergov Reimbursement - \$2328

This is monies from Floyd and Colwell, our contracting cities. Decreased for next year because populations have likely dropped and with the new census we will receive less. Used projected population from 2018 to guess at amount.

Fines and Fees- \$4,000, decreased 1,000

Zastrow reservations are included in this line item. It is unlikely we will be able to re-open Zroom for pre-covid operations anytime soon so reduced to account for the closure.

Expenditures

Salary \$218,000

Assumes a complete re-open by July 2021 with full hours and operations. Also includes an increase of 3% staff wide and 5.5% for Assistant director as per employment agreement.

Dues – \$332

Dues for Chamber and 3 memberships to ILA.

Travel/Meetings \$1500

Includes cost of sending 2 people to ILA conference, and miscellaneous travel costs for other trainings.

Building & Maintenance \$19,600, decrease of 3,400

Regular maintenance estimated at 15,000/year (1250/month). This includes yearly inspections for the boiler, HVAC, cleaning the Zastrow Room carpet twice a year, cleaning windows twice a year, and re-sealing grout once a year. Non-routine includes washing upper windows, fixing corner in Fiction, adding a picture rail by magazines, custom legs and repair to lobby counter, Open/Closed sign repair.

Utilities \$30,000, increase of \$2,000

This is a more accurate representation of what the utilities cost.

Telephone, \$1749

Advertising, \$300, no change

Primarily used for "Help Wanted" advertising.

Tort Liability- Library \$7500

Property Insurance and any legal expenses.

Contract Services, \$23,000

Cleaning and Maintenance are flat fees but IT varies. Expense based on past year.

Special Service- Library, \$1,500, no increase

Adult programming expenses

Children's Supplies, \$12,000, increase of \$1000
Children's Books – \$7,500, no change
Children's Media (DVD)- \$1,000, no change
Program Supplies- \$1800-no change
Summer Reading \$1,700- no change

Office Supplies, \$5000,

Operating Supplies, \$14,700, increase of 7,500

Same as last year, increased for possible art re-evaluation.

Postage- \$500, decrease

Iowa shares program will save us postage costs for ILL. We will only send overdue notices and occasional correspondence.

Books, Tapes, and Updates, \$52,000

Audio Books \$2,450
Digital Movies (Kanopy) \$1500
Adult Fic/NF \$18,000
Adult DVDs \$4,000
Large Print \$4,500
Paperbacks \$3,500
Overdrive (Bridges) \$1,500
Popular Subscription Services (Magazines) \$6,600
Programming \$1,200
Ancestry and Heritage Quest Databases \$2,300
Gale Databases \$600
Adult Summer Reading-\$200
Reference Books-\$2,500
Bibliolnix (LIS) \$3,100

No change on total amount. Board did discuss committing monies to start the process of digitizing our microfilmed newspaper collection. Grants would be sought but we would also commit \$2,000 a year to get started. Staff would decrease purchases of materials accordingly to meet that goal.

Capital Equipment \$7750, \$4427 decrease

Includes front desk chair replacement, microfilm machine, NAS back up storage
(Network attached storage)

Trusts

Mooney

Running total (11/30/2020) 14,794 (usually receive about \$1000/year)

Amount budgeted- \$3000

Use to purchase art books and magazines, including graphic novels.

Andres (FY22) \$25,000- grant due in July, only used on capital expenses received
20000 this year (FY21) for sign, parking lot, teen area.

Possible projects for FY22- New tables and chairs for Zroom, StoryWalk, digitization
project

Rogers

Running total (11/30/2020) \$13,440 (usually receive about \$1,300/year)

Amount budgeted-\$3000

Used only on children's materials.

Marth

Running total (11/30/2020) \$5893 (usually receive about \$244/year)

Amount budgeted 300

Restricted to materials about gardening.

Stoecker

Running total (11/30/2020) \$509 (usually receive about \$100/year)

Amount budgeted \$100, decreased to match what we receive.

Not restricted.

Carroll

Running total (11/30/2020) \$522.36 (usually receive about \$2000/year)

Amount budgeted \$500,

No restrictions on purchasing. We were forced to reinvest at an extremely low interest
rate. We will only receive about \$500, so plan to spend only that.

BUDGET WORKSHEET
CALENDAR 1/2021, FISCAL 7/2021

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
001-410-4029 PROPERTY TAXE LEVY-LIBRAR	60,223.56	62,978.31	68,708.00	42,199.27	70,909.00	72,341.00
001-410-4060 LIBRARY UTILITY REPLACEME	4,799.97	4,197.17	2,190.00	1,113.08	2,024.00	1,908.00
001-410-4310 EQUIPMENT RENT-LIBRARY	111.06	2.00	50.00	.00	50.00	50.00
001-410-4440 ENRICH IOWA-LIBRARY	3,096.30	3,188.00	3,000.00	3,210.08	3,000.00	3,210.00
001-410-4464 COMM/IND PROP TAX REPLACE	5,606.49	2,647.50	3,253.00	1,336.57	3,253.00	3,253.00
001-410-4465 COUNTY TAXES-LIBRARY	32,588.00	34,589.20	31,200.00	16,351.00	31,200.00	31,200.00
001-410-4481 MISC GRANTS-LIBRARY	.00	11,840.00	500.00	464.00	500.00	464.00
001-410-4700 REIMBURSED EXP-LIBRARY	5,995.28	7,379.77	5,000.00	5,528.31	6,300.00	5,500.00
fy20 new copier buyout, reimburse for postage book transfers						
fy21 interfund reimburse going down						
001-410-4707 PHOTOCOPIES-LIBRARY	2,988.85	2,438.95	3,000.00	447.94	3,000.00	500.00
001-410-4716 MISC REVENUE	1,358.35	352.00	1,000.00	134.95	1,000.00	500.00
001-410-4735 INTERGOV REIMB-LIBRARY	2,551.92	753.06	2,500.00	.00	2,500.00	2,428.00
001-410-4750 BOOK SALES-LIBRARY	1,450.18	1,382.01	1,000.00	272.82	1,000.00	500.00
001-410-4765 FEES & FINES-LIBRARY	5,066.61	3,523.16	5,000.00	718.88	4,000.00	1,000.00
TOTAL REVENUE	125,836.57	135,271.13	126,401.00	71,776.90	128,736.00	122,854.00

BUDGET WORKSHEET
CALENDAR 1/2021, FISCAL 7/2021

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
001-410-6010 SALARY - LIBRARY	171,017.16	179,223.89	204,875.00	81,658.02	218,467.00	193,073.00
fy20 two vacancies filled fy21 eliminate interim director position, create asst director position (add \$.84/hr to that position) and 3.5% increase for rest						
001-410-6040 OVERTIME SALARY - LIBRARY	.00	67.55	.00	.00	.00	.00
001-410-6210 DUES - LIBRARY	178.00	184.00	332.00	79.00	332.00	190.00
fy21 3 ILA membership and 1 chamber fy22 3 ILA and one chamber						
001-410-6240 TRAVEL & MEETINGS - LIBRA	599.02	1,524.72	1,400.00	255.00	1,400.00	700.00
fy21 2 ILA conference						
001-410-6310 BLDG & MAINT- LIBRARY	17,794.96	33,015.35	23,000.00	4,405.14	19,600.00	23,000.00
FY18 62500 regular maintenance - 15000 Allerton control upgrade (June 2018) - 40000 Duct work (Jan 2018) - \$7500 FY19 30000 If HVAC is completed, the library proper needs painted, deep cleaned, carpet replacements, etc. Regular maintenance =\$1250/month = \$15,000/year FY19 30000 If HVAC is completed, the library proper needs painted, deep cleaned, carpet replacements, etc. Regular maintenance =\$1250/month = \$15,000/year FY20 30000 Reg Maint - \$15,000 Symptex fire alarm upgrade 10000 painting - 4000 fy20 re-est staff room mold remediation, shades, shelving fy21 wash windows, reseed lawn, mulch flower beds, clean/reseal						

BUDGET WORKSHEET
CALENDAR 1/2021, FISCAL 7/2021

ACCOUNT NUMBER ACCOUNT TITLE	YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
tile, zastrow room divider repair, reg maintenance(15000) FY22 sign repair 3000 fence painting,crack in wall, picture rail regular maintenance 1500						
001-410-6371 UTILITIES - LIBRARY	30,006.42	27,558.80	28,000.00	14,940.67	30,000.00	30,000.00
001-410-6373 TELEPHONE - LIBRARY	1,702.00	1,760.42	1,725.00	877.61	1,749.00	1,749.00
001-410-6402 ADV,PUB,REC - LIBRARY	882.71	196.00	300.00	300.00	300.00	500.00
001-410-6408 TORT LIABILITY - LIBRARY	7,350.55	7,374.00	8,490.00	.00	7,742.00	7,742.00
001-410-6420 CONTRACT SERVICES - LIBRA	22,429.65	24,849.58	23,000.00	10,453.79	23,000.00	23,000.00
FY20 IT and maint/cleaning contracts renegotiating fy20 re est added tech time for grant award fy21 no contract changes anticipated						
001-410-6423 SPECIAL SERVICE - LIBRARY	1,514.00	950.00	1,500.00	.00	1,500.00	1,500.00
001-410-6502 CHILDRENS SUPPLIES-LIBRAR	9,418.11	9,673.18	12,000.00	5,785.36	12,000.00	12,000.00
fy 20 stopped buying books in May to offset other areas fy21 more programming offered						
001-410-6506 OFFICE SUPPLIES-LIBRARY	4,750.57	2,891.34	5,000.00	1,516.50	5,000.00	5,000.00
001-410-6507 OPER SUPP - LIBRARY	7,235.41	7,512.09	7,200.00	3,823.62	14,700.00	7,200.00
fy22 art re-evaluation 7500						
001-410-6508 POSTAGE & SHIPPING-LIBRAR	2,060.81	1,598.94	1,000.00	153.77	500.00	500.00

BUDGET WORKSHEET
CALENDAR 1/2021, FISCAL 7/2021

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
001-410-6513 BOOKS, TAPES & UPDATES-LI	47,853.54	39,318.79	52,000.00	22,944.06	52,000.00	52,000.00
001-410-6725 CAPITAL EQUIPMENT-LIBRARY	5,746.54	12,177.54	5,000.00	634.81	7,750.00	5,000.00
FY18 computers (50% will be paid by trans in from Andres)						
FY19 library equip aging and needs replacements						
FY19 1 staff computer (children's) 2 servers and software CD cleaner						
FY20 e-rate will likely reimburse about \$2000 but it may be in FY21 3 computers (director/tech services/catalog) firewall wireless access point office 365 fy20 2 computers, firewall, wireless access point, Office 365 for staff fy21 Office 365 for rest of library						
fy22 NAS (network), new lease for microfilm machine, storage chairs						
TOTAL EXPENSES	330,539.45	349,876.19	374,822.00	147,827.35	396,040.00	363,154.00
Report Total	204,702.88-	214,605.06-	248,421.00-	76,050.45-	267,304.00-	240,300.00-

MOONEY TRUST

BALANCE 7/1/2030	\$19,794.31
RE-ESTIMATED REVENUE	\$900.00
RE- ESTIMATED EXPENSE	\$3,000.00
BALANCE 7/1/21	\$17,694.31
ESTIMATED REVENUE	\$900.00
ESTIMATED EXPENSE	\$3,000.00
BALANCE 7/1/22	\$15,594.31

ANDRES TRUST

BALANCE 7/1/20	\$2,298.51
RE-ESTIMATED REVENUE	\$20,719.00
RE-ESTIMATED EXPENSE	\$20,719.00
BALANCE 7/1/21	\$2,298.51
ESTIMATED REVENUE	\$25,000.00
ESTIMATED EXPENSE	\$25,000.00
BALANCE 7/1/22	\$2,298.51

EDNA MARTH TRUST

BALANCE 7/1/20	\$18,341.74
RE-ESTIMATED REVENUE	\$252.00
ESTIMATED EXPENSE	\$300.00
BALANCE 7/1/21	\$18,293.74
ESTIMATED REVENUE	\$200.00
ESTIMATED EXPENSE	\$300.00
BALANCE 7/1/22	\$18,193.74

KATHERINE ZASTROW

BALANCE 7/1/20	\$0.00
RE-ESTIMATED REVENUE	\$0.00
ESTIMATED EXPENSE	\$0.00
BALANCE 7/1/21	\$0.00
ESTIMATED REVENUE	\$0.00
ESTIMATED EXPENSE	\$0.00
BALANCE 7/1/22	\$0.00

MARY ROGERS TRUST

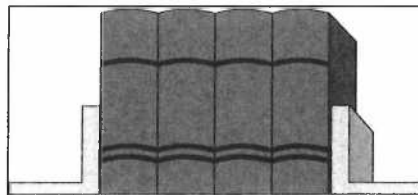
BALANCE 7/1/20	\$81,992.52
RE-ESTIMATED REVENUE	\$1,350.00
RE-ESTIMATED EXPENSE	\$3,000.00
BALANCE 7/1/21	\$80,342.52
ESTIMATED REVENUE	\$1,000.00
ESTIMATED EXPENSE	\$3,000.00
BALANCE 7/1/22	\$78,342.52

STOECKER ESTATE

BALANCE 7/1/20	\$6,409.36
RE-ESTIMATED REVENUE	\$108.00
ESTIMATED EXPENSE	\$400.00
BALANCE 7/1/21	\$6,117.36
ESTIMATED REVENUE	\$80.00
ESTIMATED EXPENSE	\$100.00
BALANCE 7/1/22	\$6,097.36

MARGARET CARROLL

BALANCE 7/1/20	\$100,522.36
RE-ESTIMATED REVENUE	\$3,245.00
RE-ESTIMATED EXPENSE	\$3,245.00
BALANCE 7/1/21	\$100,522.36
ESTIMATED REVENUE	\$500.00
ESTIMATED EXPENSE	\$500.00
BALANCE 7/1/22	\$100,522.36



BUDGET WORKSHEET
CALENDAR 1/2021, FISCAL 7/2021

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
167-411-4300 INTEREST - MOONEY	1,723.22	1,941.44	1,300.00	436.27	900.00	900.00
167-411-4780 MISC REV - MOONEY	.00	239.38	.00	.00	.00	.00
167-412-4780 MISC REV - ANDRES	14,692.00	21,000.00	30,000.00	20,000.00	25,000.00	20,719.00
fy21 parking lot, checking on eligibility						
fy22 storywalk or table/chairs for Zastrow, digitize project						
167-413-4300 INTEREST - ROGERS	1,371.62	1,375.38	1,309.00	691.45	1,000.00	1,350.00
167-414-4300 INTEREST - MARTH	256.03	256.74	244.00	129.07	200.00	252.00
167-415-4300 INTEREST - STOECKER	109.74	110.02	104.00	55.31	80.00	108.00
167-416-4300 INTEREST - ZASTROW	614.38	.00	.00	.00	.00	.00
167-417-4780 MISC REV - BEQUESTS	.00	.00	.00	.00	.00	.00
167-418-4300 INTEREST - CARROLL	3,557.51	.00	2,000.00	3,245.12	500.00	3,245.00
167-418-4780 MISC REV - CARROLL	.00	.00	.00	.00	.00	.00
TOTAL REVENUE	22,324.50	24,922.96	34,957.00	24,557.22	27,680.00	26,574.00
167-411-6513 BKS,TAPES,UPDATE-MOONEY T	2,061.52	1,630.93	3,000.00	477.04	3,000.00	3,000.00
167-412-6725 CAPITAL EQUIP - ANDRES TR	16,435.94	22,480.05	30,000.00	3,885.23	25,000.00	20,719.00
FY18 furnace						
167-413-6502 ROGERS CHILDRENS BOOKS-LI	2,110.71	2,501.12	3,000.00	.00	3,000.00	3,000.00

BUDGET WORKSHEET
CALENDAR 1/2021, FISCAL 7/2021

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
167-414-6513 BOOKS/TAPES - MARTH TRUST	175.14	352.55	300.00	38.99	300.00	300.00
167-415-6513 BOOKS/TAPES-STOECKER TRUS	273.73	494.98	400.00	.00	100.00	400.00
167-416-6513 BOOKS/TAPES-ZASTROW TRUST	612.35	201.21-	.00	.00	.00	.00
167-418-6513 BOOKS,TAPES-CARROLL TRUST	2,648.74	773.85	2,300.00	.00	500.00	3,245.00
167-910-6910 TRANSFER OUT-LIB TR	.00	.00	.00	.00	.00	.00

TOTAL EXPENSES	24,318.13	28,032.27	39,000.00	4,401.26	31,900.00	30,664.00
Report Total	1,993.63-	3,109.31-	4,043.00-	20,155.96	4,220.00-	4,090.00-

