

General Fund

		Library			
		FY13	FY14	FY15	FY16
		Actual	Actual	Budget	Adopted
PERSONNEL SERVICES					
101	Salaries - Full-Time	253,380	274,092	275,348	284,388
102	Salaries - Part-Time	113,939	125,218	155,992	159,390
103	Overtime Salaries	455	179	0	0
104	FICA	27,923	30,331	32,998	33,959
105	Insurance Charges	26,134	28,592	25,121	33,682
106	Other Personnel Services	0	0	0	0
107	Pension	15,228	16,453	17,284	17,193
Total Personnel Services		437,059	474,866	506,743	528,612
COMMODITIES					
201	Office Supplies	12,986	18,613	9,550	10,863
201	CD Rom/Electronic	10,397	16,705	18,316	20,234
202	Books and Periodicals	54,722	49,354	61,040	64,777
203	Food Supplies	1,541	1,811	2,000	2,100
211	Other Commodities	800	919	1,000	2,200
212	Media	10,127	18,538	23,100	26,000
213	Summer Reading Program	3,544	4,990	5,000	6,000
Total Commodities		94,116	110,930	120,006	132,174
CONTRACTUAL SERVICES					
301	Postage	3,077	3,118	3,500	3,600
302	Telephone	387	369	380	390
303	Prof Services-Other	175	75	0	0
304	Utilities	66,183	66,562	74,165	65,500
306	Rentals	4,468	4,752	6,000	6,000
307	Car Allowance	1,800	1,800	1,800	1,900
308	Legal Advertising	44	20	0	0
309	Printing	2,704	3,309	2,348	2,623
310	Dues and Subscriptions	473	423	440	500
311	Travel	3,167	5,927	3,855	6,866
313	Training	4,654	2,009	2,300	2,755
314	Other Contractual Services	11,006	15,070	0	0
315	Inter-Library Book Loan	186	386	225	275
Total Contractual Services		98,324	103,819	95,013	90,409

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MAINTENANCE					
409	Machine Equip & Tool Maint.	8,481	9,040	9,270	13,750
Total Maintenance		8,481	9,040	9,270	13,750
OTHER CHARGES					
505	Other Charges	640	2,661	5,243	2,000
Total Other Charges		640	2,661	5,243	2,000
Total Library		638,620	701,316	736,275	766,945

General Fund

1-25 Library

Note: There are multiple line items in the Library budget that indicate a year-end estimate higher than what was budgeted. These overages are completely covered by grants that became available and were received throughout the year but were not included in the original budget request.

**Budget
Line Item**

101 Full Time Salaries
Salaries for all full-time library staff are included in this line item. A 2.5% base factor is included for potential salary increases in accordance with the compensation ordinance.

102 Part Time Salaries
Salaries for all part-time library staff are included in this line item. A 2.5% base factor is included for potential salary increases in accordance with the compensation ordinance.

104 FICA
This is a mandatory withholding match that is a fixed percentage of salaries.

105 Insurance
This line item funds the City's portion of health, dental, life and disability insurance for employees. In an effort to keep health insurance rates at a manageable level, the City took on a portion of the liability for this benefit in January of 2014, resulting in premium savings. Additional savings, if any, will depend on plan usage during a given year. The budget does include a potential 6% increase in insurance premiums, based on the current market and input from our broker. Every effort will be made to stay under that amount.

107 Civilian Pension
This line item funds the City's portion of employee pension contributions.

201 Office Supplies
This line item supports general library supplies (copy paper, envelopes, library cards, processing materials, security strips for materials, toner for the copy machines and printers) as well as supplies for all programming including story times and crafts as well as teen and adult programming. An increase of \$450 is requested.

201.01 CD Rom/Electronic
This line item includes funding for thirteen library database subscriptions. All of the existing databases see substantial use or are essential for library cataloging.

In FY16, State Aid money will be used to try Rocket Languages, a database that offers a different methodology for learning languages. An increase of \$823 is requested.

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- 202 Books and Periodicals**
This line item funds all book and periodical purchases in the collection including books, adult, teen and children's books, reference books, large print materials, fiction and non-fiction titles. An increase of \$3,737 is requested.
- 203 Food**
This line items funds refreshments and snacks throughout the year for the children, teen, and adult programming. Funding requested is a slight increase.
- 211 Programming**
This line item funds adult programming including a winter reading program for adults. Additional one-time funding of \$1,000 was requested for the Created Equal: America's Civil Rights Struggle. A slight ongoing increase was also requested based on actual expenses.
- 212 Media**
This line item funds the CD audio books as well as the electronic downloadable books and audio books through Overdrive, DVDs, children's audiovisual kits, music CDs, downloadable music, and downloadable electronic magazines. An increase of \$1,900 is requested for additional electronic magazines.
- 213 Summer Reading Program**
This line item funds the supplies, prizes, speakers, programs, and float materials for the children and teen summer reading programs. For the past four years, patrons have requested extending the Summer Reading Programs through mid-August or until school starts. An increase of \$1,000 is requested.
- 301 Postage**
This line item supports the library's mailing of weekly overdue notices, books for the book clubs, and inter-library loan mailings, as well as the Library's portion of the City quarterly newsletter postage. A slight increase is requested.
- 302 Telephone**
This line item supports all telephones within the library as well as the fax machine. A slight increase is requested based on the budgetary information provided by Metropolitan Community College.
- 304 Utilities**
The line item indicates a decrease of \$8,665 based on actual expenditures over this last year.
- 306 Rentals**
This line item funds the lease payments for the staff copier/scanner/fax machine as well as the public copy machine. Funding requested at same level as last year.

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- 307 Car Allowance**
This line item funds the car allowances for the director and assistant director. A slight increase is requested to allow for mileage reimbursement for a staff member who assists the Assistant Director in providing children's programming.
- 309 Printing**
This line item supports the printing of the City's quarterly newsletter and any other printing charges billed back to the library. An increase of \$275 is requested.
- 310 Dues**
This line item supports the Nebraska Library Association membership. Funding requested is a slight increase from last year.
- 311 Travel Expense**
This line item funds all authorized trips and the expenses related to meals, lodging, transportation and miscellaneous incidental costs. Funding is included for four (4) staff members to attend the Nebraska Library Association Annual Conference in Lincoln, NE, for the director to attend the Public Library Association Conference in Denver, CO, and for the Assistant Director to attend the Association for Library Services to Children in Charlotte, NC. Additional funding is requested for a full-time staff member to attend the Public Library Association Conference in Denver, CO. and for a part-time staff member to attend the Association for Library Services to Children in Charlotte, NC.
- 313 Training Assistance**
This line item funds all training courses and seminar costs for staff attending the Nebraska Library Association Annual Conference in Lincoln, NE, for the director to attend the Public Library Association Conference in Denver, CO, and for the Assistant Director to attend the Association for Library Services to Children in Charlotte, NC.
- 314 Other Contractual Services**
No funding is requested in this line item.
- 315 Inter-Library Book Loan**
This line item reflects expenses for the inter-library loan program. If La Vista Public Library does not want to purchase a book based on need and/or age of the item, patrons can pay a fee that assists in covering a portion of the mailing cost associated with requesting the book from another library. Based on increased usage, a slight increase is requested.
- 409 Machine Equipment and Maintenance**
This line item supports the licensing for the Apollo automation system which includes cataloging, circulation (including Content Café 2), and web page access, the antivirus software for all computers in the library, and 3M security license. One-time additional funding is requested to purchase a projector (\$1,250) and a large laminator to replace the existing machine (\$2,400).

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Other Charge

This line item covers furniture replacement and reupholstering. There are twenty general leisure chairs in the cycle for reupholstering. Chairs are showing age and wear. The chairs with the most damage are recovered first and we budget for the recovering of several chairs each year.