



SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

**Thursday, October, 31, 2019
SCRD Boardroom, 1975 Field Road, Sechelt, B.C.**

AMENDED AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda

PRESENTATIONS AND DELEGATIONS

REPORTS

2. General Manager, Corporate Services / Chief Financial Officer
Sunshine Coast Public Libraries and Reading Rooms
(Voting – A, B, D, E, F, DoS, ToG, SIGD) Annex A
Pages 1-38

COMMUNICATIONS

3. Budget Submissions for 2020 from: Annex B
 - Gibsons and District Public Library pp. 39-43
 - Pender Harbour Reading Centre p. 44
 - Roberts Creek Community Library p. 45
 - Sechelt Public Library pp. 45-48

NEW BUSINESS

IN CAMERA

ADJOURNMENT

GDPL Draft 2020 Budget

Gibsons and District Public Library	2017 Budget	2018 Budget	2019 Budget	2020 Budget	Change Amount	% Change
2020 Budget						
Description						
Public Support Tax Requisition	\$583,636	\$595,309	\$610,309	\$648,841	\$38,532	6.3%
One time Capital Technology Request						
Grants	\$67,000	\$67,000	\$66,166	\$66,166	\$0	0.0%
Library Revenue	\$20,500	\$21,000	\$22,200	\$22,200	\$0	0.0%
TOTAL REVENUE	\$671,136	\$683,309	\$698,675	\$737,207	\$38,532	5.5%
OPERATING EXPENSES	2017	2018	2019	2020	Change Amount	% Change
Materials & Services	\$91,400	\$94,773	\$95,037	\$96,037	\$1,000	1.0%
Programming	\$10,300	\$12,000	\$15,700	\$16,200	\$500	3.1%
Office	\$23,800	\$24,000	\$24,500	\$24,800	\$300	1.2%
Equipment & Maintenance	\$4,400	\$4,400	\$3,900	\$4,000	\$100	2.5%
Facility	\$48,900	\$48,900	\$49,850	\$47,850	-\$2,000	-4.2%
Personnel	\$478,736	\$484,536	\$499,894	\$543,626	\$43,732	8.0%
Development	\$3,600	\$4,200	\$4,694	\$4,694	\$0	0.0%
Other Expenses	\$5,000	\$5,500	\$0	\$0	\$0	0.0%
CAPITAL ASSET PURCHASES	\$5,000	\$5,000	\$5,100	\$0	-\$5,100	-100.0%
Total Operating	\$671,136	\$683,309	\$698,675	\$737,207	\$38,532	5.5%

DRAFT Gibsons and District Public Library 2020-2023 Budget	2019 Budget	Actuals to Sept. 30, 2019	2020 Budget	Chg.	% Chg	2021	2022	2023	2020 Notes
REVENUE									
<u>Description</u>									
Public Support Tax Requisition									
SCRD -	610,309	\$458,708	\$648,841	\$38,532	6.3%	\$671,127	\$684,699	\$698,393.00	
Total Tax Requisition	610,309	\$458,708	\$648,841	\$38,532	6.3%	\$671,127	\$684,699	\$698,393	
Grants									
Libraries Branch: operating & resource sharing grants	\$41,017	\$23,821	\$41,017	\$0	0.0%	\$42,000	\$42,000	\$42,000	As our population has increased, our provincial grant has been reduced: the rationale is that a larger population will bring additional tax dollars from the SCR.D.
Libraries Branch: one card & equity grants	\$19,149	\$15,206	\$19,149	\$0	0.0%	\$19,000	\$19,000	\$19,000	
Other grants	\$6,000	\$2,512	\$6,000	\$0	0.0%	\$6,000	\$6,000	\$6,000	
Subtotal, Grants	\$66,166	\$41,539	\$66,166	\$0	0.0%	\$67,000	\$67,000	\$67,000	
Library Revenue				\$0					
Fundraising & Donations	\$7,200	\$7,000	\$7,200	\$0	0.0%	\$6,000	\$6,000	\$6,000	
Fees & charges	\$15,000	\$15,931	\$15,000	\$0	0.0%	\$15,000	\$15,000	\$15,000	
Subtotal, Library Revenue	\$22,200	\$22,931	\$22,200	\$0	0.0%	\$21,000	\$21,000	\$21,000	
Previous Year's Operating Surplus	\$0			\$0		\$0	\$0	\$0	
Total Library Generated Revenue	\$88,366	\$64,470	\$88,366	\$0	0.0%	\$88,000	\$88,000	\$88,000	
TOTAL REVENUE	\$698,675	\$523,178	\$737,207	\$38,532	5.5%	\$759,127	\$772,699	\$786,393	

DRAFT Gibsons and District Public Library 2020-2023 Budget	2019 Budget	Actuals to Sept. 30, 2019	2020 Budget	Chg.	% Chg	2021	2022	2023	2020 Notes
OPERATING EXPENSES	Budget 2019	Actuals to Sept. 30, 2019	2020	Chg.	% Chg	2021	2022	2023	
Materials & Services									
Materials/databases	\$83,237	\$51,695	\$84,237	\$1,000	1.2%	\$86,237	\$86,237	\$87,237	The overall cost of online and physical resources has increased. GDPL makes every effort to cost share with other libraries.
Public Internet	\$1,200	\$543	\$1,200	\$0	0.0%	\$1,200	\$1,575	\$1,650	Increased bandwidth is needed to meet patron's wifi needs.
Courier to Sechelt	\$1,600	\$1,088	\$1,600	\$0	0.0%	\$1,600	\$1,600	\$1,600	Increase in gas and mileage costs.
Inter-library loans	\$1,500	\$1,210	\$1,500	\$0	0.0%	\$1,500	\$1,500	\$1,450	
Integrated library system and RFID	\$7,500	\$6,573	\$7,500	\$0	0.0%	\$7,500	\$7,500	\$7,500	Annual costs are incurred in November.
Total Materials & Services	\$95,037	\$61,109	\$96,037	\$1,000	1.0%	\$98,037	\$98,412	\$99,437	
Programming									
Programming	\$9,000	\$5,460	\$9,500	\$500	5.5%	\$10,500	\$10,500	\$10,500	There has been a dramatic increase and need for library programs and services. Our programming offers extremely progressive and comprehensive services to meet the diverse needs and interests of the community.
InterLINK	\$4,200	\$3,128	\$4,200	\$0	0.0%	\$4,200	\$4,200	\$4,200	Our Interlink expenses are incurred in October
Volunteer & Staff appreciation	\$2,500	\$637	\$2,500	\$0	0.0%	\$2,500	\$2,500	\$2,500	A main strategic objective is to implement regular annual events where board, staff, volunteers and stakeholders can gather to connect and build cohesion. These connections further the strategic objectives and the achievement of service excellence.
Total Programming	\$15,700	\$9,225	\$16,200	\$500	3.1%	\$17,200	\$17,200	\$17,200	

DRAFT Gibsons and District Public Library 2020-2023 Budget	2019 Budget	Actuals to Sept. 30, 2019	2020 Budget	Chg.	% Chg	2021	2022	2023	2020 Notes
Office									
Advertising & Promotion	\$2,100	\$1,777	\$2,100	\$0	0.0%	\$2,100	\$2,200	\$2,200	Advertising costs have increased with newspapers.
Accounting fees	\$7,500	\$6,305	\$7,500	\$0	0.0%	\$7,500	\$7,500	\$7,600	
Dues & Fees	\$800	\$1,219	\$850	\$50	5.9%	\$950	\$950	\$1,000	
Telephone & Internet	\$2,900	\$2,373	\$2,900	\$0	0.0%	\$2,900	\$2,900	\$3,100	
Library processing supplies	\$5,000	\$3,412	\$5,150	\$150	2.9%	\$5,150	\$5,150	\$5,200	
Office supplies & Postage	\$6,200	\$4,692	\$6,300	\$100	1.6%	\$6,300	\$6,300	\$6,400	Increased costs of office supplies and increase number of books being borrowed and loaned from other libraries: cost of postage.
Total Office	\$24,500	\$19,778	\$24,800	\$300	1.2%	\$24,900	\$25,000	\$25,500	
Equipment and Maintenance									
Maintenance	\$3,000	\$270	\$3,000	\$0	0.0%	\$3,000	\$3,000	\$3,500	We have moved out of an annual contract and will now pay per service
Photocopier	\$900	\$1,667	\$1,000	\$100	10.0%	\$1,053	\$1,100	\$1,500	
Total Equipment and Maintenance	\$3,900	\$1,937	\$4,000	\$100	2.5%	\$4,053	\$4,100	\$5,000	
Facility									
Hydro & Gas	\$25,000	\$9,144	\$25,000	\$0	0.0%	\$25,000	\$25,000	\$25,000	Majority of Hydro payment comes out after Sept. 30
Water/Sewer	\$800	\$704	\$800	\$0	0.0%	\$650	\$650	\$675	
Maintenance & Repair	\$22,000	\$17,232	\$20,000	-\$2,000	-10.0%	\$20,000	\$20,000	\$21,000	
Security	\$750	\$430	\$750	\$0	0.0%	\$750	\$750	\$850	
Insurance	\$1,300	\$40	\$1,300	\$0	0.0%	\$1,500	\$1,500	\$1,650	
Total Facility	\$49,850	\$27,550	\$47,850	-\$2,000	-4.2%	\$47,900	\$47,900	\$49,175	
Personnel									
Wages & Salaries	\$411,894	\$295,922	\$450,894	\$39,000	8.6%	\$470,111	\$472,468	\$485,819	A complete job review process completed in partnership with CUPE 391 has resulted in revised job descriptions and increased wage rates for staff.
EI, CPP & WCB	\$26,000	\$20,798	\$27,133	\$1,133	4.2%	\$28,133	\$28,414.33	\$28,756	
Benefits & Pension	\$62,000	\$41,223	\$65,599	\$3,599	5.5%	\$65,599.00	\$66,911	\$68,111	
Total Personnel	\$499,894	\$357,943	\$543,626	\$43,732	8.0%	\$563,843	\$567,793	\$582,686	

DRAFT Gibsons and District Public Library 2020-2023 Budget	2019 Budget	Actuals to Sept. 30, 2019	2020 Budget	Chg.	% Chg	2021	2022	2023	2020 Notes
Development									
Staff	\$3,494	\$3,078	\$3,494	\$0	0.0%	\$3,494	\$3,494	\$3,595	The library is committed to ongoing training and professional development for staff to achieve excellence in service and the attainment of the highest standard of library resources.
Board	\$1,200	\$460	\$1,200	\$0	0.0%	\$1,200	\$1,200	\$1,200	
Total Development	\$4,694	\$3,538	\$4,694	\$0	0.0%	\$4,694	\$4,694	\$4,795	
Other Expenses									
Union Bargaining/AMORTIZATION	\$0	\$0	\$0	\$0	0.0%	\$0	\$5,000	\$0	
Other Grant	\$0	\$0							
Total Other	\$0	\$0	\$0	\$0	0.0%	\$0	\$5,000	\$0	
CAPITAL ASSET PURCHASES	\$5,100	\$5,040	\$0	-\$5,100	-100.0%	\$2,553	\$2,600	\$2,600	Upgrades to all computers in the library is needed to be compatible with Windows 10, 2 new computers are needed for reference and 3 laptops are required for patrons use for exams and other educational/work related needs.
Total Operating	\$698,675	\$486,120	\$737,207	\$38,532		\$759,127	\$772,699	\$786,393	
Less Library Revenue/Grants	\$88,366		\$88,366	\$0	0.0%	\$88,000	\$88,000	\$88,000	
CAPITAL EXPENDITURES	\$0		\$0	\$0	0.0%	\$0	\$0	\$0	
TOTAL TAX REQUISITION	\$610,309		\$648,841	\$38,532	6.3%	\$671,127	\$684,699	\$698,393	
TOTAL EXPENSE	\$698,675		\$737,207	\$38,532	5.5%	\$759,127	\$772,699	\$786,393	

PENDER HARBOUR READING CENTRE									
Budget Comparison 2020 - 2016									
Monday, October 28, 2019									
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
	2020	Sept 30/19	2019	2018	2018	2017	2017	2016	2016
INCOME									
Memberships *	\$900.00	\$565.00	\$900.00	\$975.00	\$900.00	\$865.00	\$900.00	\$965.00	\$1,040.00
Overdue Books	\$150.00	\$106.75	\$150.00	\$252.45	\$150.00	\$156.45	\$150.00	\$192.30	\$150.00
Book Sales	\$200.00	\$262.55	\$200.00	\$410.65	\$200.00	\$198.75	\$200.00	\$263.00	\$200.00
Dividends	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00
Donations	\$100.00	\$594.45	\$100.00	\$134.75	\$150.00	\$120.80	\$200.00	\$495.00	\$200.00
Individual Donations *	\$500.00	\$5,000.00	\$500.00	\$5,920.00	\$500.00	\$5,660.00	\$700.00	\$1,638.49	\$1,400.00
SCRD	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$1,200.00	\$1,200.00	\$1,200.00	\$500.00	\$500.00
Inter-Library Loans	\$50.00	\$13.00	\$50.00	\$3.60	\$75.00	\$16.50	\$75.00	\$73.90	\$90.00
Lost Books	\$0.00	\$22.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32.00	\$0.00
Interest	\$1,000.00	\$934.06	\$1,000.00	\$701.49	\$1,000.00	\$1,353.18	\$400.00	\$1,188.19	\$400.00
Sechelt Library (internet)	\$480.00	\$480.00	\$480.00	\$480.00	\$480.00	\$480.00	\$480.00	\$480.00	\$480.00
Total Income	\$5,380.00	\$9,977.81	\$5,380.00	\$10,877.94	\$4,655.00	\$10,070.68	\$4,305.00	\$5,827.88	\$4,460.00
EXPENSES									
Accounting	\$540.00	\$495.00	\$540.00	\$540.00	\$500.00	\$525.00	\$500.00	\$575.00	\$500.00
Advertising	\$0.00	\$244.20	\$0.00	\$80.00	\$0.00	\$0.00	\$0.00	\$385.00	\$720.00
Book Purchases *	\$5,000.00	\$2,634.14	\$5,000.00	\$5,031.56	\$5,000.00	\$4,283.69	\$5,000.00	\$6,131.08	\$4,500.00
Insurance	\$1,600.00	\$1,306.00	\$1,600.00	\$1,549.00	\$1,700.00	\$1,601.00	\$1,700.00	\$1,773.00	\$1,700.00
Minister Finance	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$25.00	\$65.00	\$25.00
Miscellaneous	\$150.00	\$1.75	\$150.00	\$234.68	\$200.00	\$330.65	\$150.00	\$294.75	\$150.00
Office Supplies	\$300.00	\$262.51	\$300.00	\$209.30	\$400.00	\$1,476.66	\$400.00	\$263.64	\$950.00
Rent	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Repairs & Maint.	\$395.00	\$135.00	\$395.00	\$225.00	\$500.00	\$335.00	\$500.00	\$690.24	\$500.00
Telephone & Internet	\$1,000.00	\$616.86	\$1,200.00	\$1,474.96	\$1,500.00	\$1,782.22	\$1,600.00	\$1,182.16	\$1,100.00
Utilities	\$1,400.00	\$1,399.59	\$1,000.00	\$938.81	\$1,600.00	\$2,023.48	\$1,650.00	\$1,640.04	\$1,840.00
GST Expense	\$150.00	\$255.48	\$150.00	\$133.79	\$200.00	\$176.28	\$300.00	\$294.62	\$350.00
Total Expenses	\$10,580.00	\$7,395.53	\$10,380.00	\$10,462.10	\$11,645.00	\$12,578.98	\$11,830.00	\$13,299.53	\$12,340.00
TOTAL DEFICIT	-\$5,200.00	\$2,582.28	-\$5,000.00	\$415.84	-\$6,990.00	-\$2,508.30	-\$7,525.00	-\$7,471.65	-\$7,880.00
Notes * We have been fortunate to have a generous donor for the past 3 years but this is not a guaranteed donation each year									
* 30% of our memberships received in November and December									
* We make 2 large book purchases per year. The invoice for the second half has not yet come in.									

Roberts Creek Community Library

Budget 2020

	2020	Jan-Sept 2019	Budget 2019
REVENUE			
Book sales & Fundraising	3,000	2,577	3,000
Donations	1,200	1,034	1,200
Room rent	400	125	400
Lost books repayment	150	52	150
SCRD - Grant	14,300	10,150	13,500
Interest income	200	136	300
Transfer from reserve			
TOTAL REVENUE	19,250	14,073	18,550
EXPENSES			
Books	7,250	3,835	7,120
Cleaning	1,440	900	1,200
Internet	1,105	740	975
Office, R&M	545	336	525
Rent	7,680	5,760	7,680
Supplies	90	8	75
Supplies - Library	200	536	175
Supplies - Processing	500	713	450
Telephone	440	320	350
TOTAL EXPENSE	19,250	13,147	18,550
NET	0	926	0

We are requesting an increase for 2020 due to higher internet & cleaning costs. Our last increase was in 2018.

CONTACT:

Kathleen Hudson, treasurer
kmhudson@telus.net
604-885-8800

Sechelt Public Library, 2019 to 2023 Budget	2020 Budget				2021 Budget			2022 Budget			2023 Budget			Notes
	2019	Amount	\$ Chg	% Chg / 2019	Amount	\$ Chg	% Chg / 2020	Amount	\$ Chg	% Chg / 2021	Amount	\$ Chg	% Chg / 2022	
REVENUE														
Local Gov. Funding														
Total Local Gov. Support	\$ 793,793	\$ 826,080	\$ 31,752	4.0%	\$ 859,123	\$ 33,043	4.00%	\$ 893,488	\$ 34,365	4.00%	\$ 920,293	\$ 26,805	3.00%	
Provincial and Federal Grants														
PLS - Operating	\$ 48,457	\$ 49,426	\$ 969	2.0%	\$ 50,415	\$ 989	2.0%	\$ 51,423	\$ 1,008	2.0%	\$ 52,451	\$ 1,028	2.0%	
PLS - Resource Sharing	9,751	9,946	195	2.0%	10,145	199	2.0%	10,348	203	2.0%	10,555	207	2.0%	
PLS - Literacy & Equity	7,975	8,135	160	2.0%	8,297	163	2.0%	8,463	166	2.0%	8,632	169	2.0%	
PLS - One Card	11,000	11,220	220	2.0%	11,444	224	2.0%	11,673	229	2.0%	11,907	233	2.0%	
Summer Employment Grant	1,799	1,835	36	2.0%	1,872	37	2.0%	1,909	37	2.0%	1,947	38	2.0%	
Total Provincial and Federal Grants	\$ 78,982	\$ 80,562	\$ 1,580	2.0%	\$ 82,173	\$ 1,611	2.0%	\$ 83,816	\$ 1,643	2.0%	\$ 85,493	\$ 1,676	2.0%	
Donations and Other Grants														
Other Grants	\$ 2,000	\$ 2,040	\$ 40	2.0%	\$ 2,081	\$ 41	2.0%	\$ 2,122	\$ 42	2.0%	\$ 2,165	\$ 42	2.0%	
Donations	10,000	10,200	200	2.0%	10,404	204	2.0%	10,612	208	2.0%	10,824	212	2.0%	
Archives Administration	1,350	1,377	27	2.0%	1,405	28	2.0%	1,433	28	2.0%	1,461	29	2.0%	
Total Donations and Other Grants	\$ 13,350	\$ 13,617	\$ 267	2.0%	\$ 13,889	\$ 272	2.0%	\$ 14,167	\$ 278	2.0%	\$ 14,450	\$ 283	2.0%	
Library Revenue														
Printing - Copies/FAX	\$ 7,500	\$ 7,650	\$ 150	2.0%	\$ 7,803	\$ 153	2.0%	\$ 7,959	\$ 156	2.0%	\$ 8,118	\$ 159	2.0%	
Fines	1,000	1,020	20	2.0%	1,040	20	2.0%	1,061	21	2.0%	1,082	21	2.0%	
Book Sales/Lost Books	2,000	2,040	40	2.0%	2,081	41	2.0%	2,122	42	2.0%	2,165	42	2.0%	
Interest	500	510	10	2.0%	520	10	2.0%	531	10	2.0%	541	11	2.0%	
Miscellaneous Revenue	500	510	10	2.0%	520	10	2.0%	531	10	2.0%	541	11	2.0%	
Total, Library Revenue	\$ 11,500	\$ 11,730	\$ 230	2.0%	\$ 11,965	\$ 235	2.0%	\$ 12,204	\$ 239	2.0%	\$ 12,448	\$ 244	2.0%	
TOTAL OPERATING REVENUE	\$ 897,625	\$ 931,988	\$ 33,828	3.8%	\$ 967,150	\$ 35,161	3.8%	\$ 1,003,675	\$ 36,525	3.8%	\$ 1,032,684	\$ 29,008	2.9%	

EXPENSES														
Human Resources & Staff Development														
Staff Salaries	\$ 513,255													Includes CL salary increase of \$11k
Supervisor, includes benefits	44,000													PT super including benefits
Staff and Supervisor Salaries	\$ 557,255	\$ 581,988	\$ 24,733	4.4%	\$ 593,628	\$ 11,640	2.0%	\$ 605,500	\$ 11,873	2.0%	\$ 617,610	\$ 12,110	2.0%	Incl Chief Lib salary increase, supervisor salary, est of \$10k in 2021 & 2022 for Union job reclassifications & salary increases
Benefits	110,863	130,129	19,266	17.4%	132,732	2,603	2.0%	135,386	2,655	2.0%	138,094	2,708	2.0%	More staff members will qualify for benefits in 2020.
Total Staff and Supervisor Salaries	\$ 668,118	\$ 712,117	\$ 43,999	6.6%	\$ 726,359	\$ 14,242	2.0%	\$ 740,887	\$ 14,527	2.0%	\$ 755,704	\$ 14,818	2.0%	
Staff & Volunteer Expenses	1,500	1,530	30	2.0%	1,561	31	2.0%	1,592	31	2.0%	1,624	32	2.0%	
Staff Development	7,000	4,000	(3,000)	-42.9%	4,080	80	2.0%	4,162	82	2.0%	4,245	83	2.0%	2020 reflects savings from more online training
Board Expenses	2,500	2,550	50	2.0%	2,601	51	2.0%	2,653	52	2.0%	6,000	3,347	126.2%	Strategic planning in 2023
Recruitment Costs	500	500			3,000			3,000			3,000			Reserves for librarian recruitment
Union Expenses	1,500	1,530	30	2.0%	1,561	31	2.0%	1,592	31	2.0%	1,624	32	2.0%	
Total Staff & Volunteer Expenses	\$ 13,000	\$ 10,110	\$ (2,890)	-22.2%	\$ 12,802	\$ 202	2.0%	\$ 12,998	\$ 260	2.0%	\$ 16,492	\$ 260	2.0%	
Total Human Resources & Staff Develop	\$ 681,118	\$ 722,227	\$ 41,109	6.0%	\$ 739,162	\$ 14,445	2.0%	\$ 753,885	\$ 14,787	2.0%	\$ 772,196	\$ 15,078	2.0%	
Materials														
Books	\$ 60,000	\$ 56,400	\$ (3,600)	-6.0%	\$ 62,424	\$ 6,024	10.7%	\$ 63,672	\$ 1,248	2.0%	\$ 64,946	\$ 1,273	2.0%	\$3,600 for books in 2019 was deferred to 2020 pending results of community survey.
Magazines & Newspapers	6,000	6,120	120	2.0%	6,242	122	2.0%	6,367	125	2.0%	6,495	127	2.0%	
Audio	3,000	3,060	60	2.0%	3,121	61	2.0%	3,184	62	2.0%	3,247	64	2.0%	
Video	10,000	10,200	200	2.0%	10,404	204	2.0%	10,612	208	2.0%	10,824	212	2.0%	
Video Games Collection	3,000	3,060	60	2.0%	3,121	61	2.0%	3,184	62	2.0%	3,247	64	2.0%	
On-Line Resources	23,000	15,000	(8,000)	-34.8%	15,300	300	2.0%	15,606	306	2.0%	15,918	312	2.0%	2019 includes \$8k for revamping of database collection, which was postponed in 2018 due to lack of funding
eBooks	10,000	10,200	200	2.0%	10,404	204	2.0%	10,612	208	2.0%	10,824	212	2.0%	
InterLINK	1,500	2,898	1,398	93.2%	2,810	(88)	-3.0%	2,653	(157)	-5.6%	2,548	(105)	-4.0%	InterLINK costs will increase beginning in 2020
Inter Library Delivery	3,200	3,264	64	2.0%	3,329	65	2.0%	3,396	67	2.0%	3,464	68	2.0%	
Total Materials	\$ 119,700	\$ 110,202	\$ (9,498)	-7.9%	\$ 117,156	\$ 6,954	6.3%	\$ 119,286	\$ 2,130	1.8%	\$ 121,514	\$ 2,228	1.9%	
Building														
Janitorial	\$ 10,000	\$ 10,200	\$ 200	2.0%	\$ 10,404	\$ 204	2.0%	\$ 10,612	\$ 208	2.0%	\$ 10,824	\$ 212	2.0%	
Insurance	5,200	5,304	104	2.0%	5,410	106	2.0%	5,518	108	2.0%	5,629	110	2.0%	
Utilities	15,000	15,300	300	2.0%	15,606	306	2.0%	15,918	312	2.0%	16,236	318	2.0%	
In-library Maintenance - supplies etc.	1,000	1,250	250	25.0%	1,563	313	25.0%	1,953	391	25.0%	2,441	488	25.0%	2020 maintenance costs are being negotiated with DOS
Total Building	\$ 31,200	\$ 32,054	\$ 854	2.7%	\$ 32,983	\$ 929	2.9%	\$ 34,002	\$ 1,019	3.1%	\$ 35,131	\$ 1,129	3.3%	
Computer and Information Technology Services														
Contract services (SITKA)	\$ 4,800	\$ 4,896	\$ 96	2.0%	\$ 4,994	\$ 98	2.0%	\$ 5,094	\$ 100	2.0%	\$ 5,196	\$ 102	2.0%	
Internet	3,000	3,060	60	2.0%	3,121	61	2.0%	3,184	62	2.0%	3,247	64	2.0%	
Software	6,800	6,936	136	2.0%	7,075	139	2.0%	7,216	141	2.0%	7,361	144	2.0%	

I.T. Support	1,000	1,020	20	2.0%	1,040	20	2.0%	1,061	21	2.0%	1,082	21	2.0%	
Computer Equipment Under \$500	500	510	10	2.0%	520	10	2.0%	531	10	2.0%	541	11	2.0%	
Total Computer and IT Services	\$ 16,100	\$ 16,422	\$ 322	2.0%	\$ 16,750	\$ 328	2.0%	\$ 17,085	\$ 335	2.0%	\$ 17,427	\$ 342	2.0%	
Office, Communications & Other Services														
Accounting and Legal	\$ 2,700	\$ 2,754	\$ 54	2.0%	\$ 2,809	\$ 55	2.0%	\$ 2,865	\$ 56	2.0%	\$ 2,923	\$ 57	2.0%	
Bank Fees	180	184	4	2.0%	187	4	2.0%	191	4	2.0%	195	4	2.0%	
Special Projects & Consultation	3,000	3,250	250	8.3%	3,500	250	7.7%	3,750	250	7.1%	4,000	250	6.7%	Increase due to the need for a consultant for Union negotiations in 2022 and 2023
Furniture	-	-	-		5,000	-		5,000	-	0.0%	10,000	-	0.0%	Furniture replacement in 2023
Telephone & Fax	1,600	1,632	32	2.0%	1,665	33	2.0%	1,698	33	2.0%	1,732	34	2.0%	
Bookkeeping & Payroll	1,000	1,020	20	2.0%	1,040	20	2.0%	1,061	21	2.0%	1,082	21	2.0%	
Photocopier	7,500	7,650	150	2.0%	7,803	153	2.0%	7,959	156	2.0%	8,118	159	2.0%	
Fines & Dues	1,200	1,224	24	2.0%	1,248	24	2.0%	1,273	25	2.0%	1,299	25	2.0%	
Freight and Miscellaneous	1,000	1,020	20	2.0%	1,040	20	2.0%	1,061	21	2.0%	1,082	21	2.0%	
Office and Processing Supplies	15,000	15,300	300	2.0%	15,606	306	2.0%	15,918	312	2.0%	16,236	318	2.0%	
Public Relations	5,000	5,100	100	2.0%	5,202	102	2.0%	5,306	104	2.0%	5,412	106	2.0%	
Programming	5,900	6,018	118	2.0%	6,138	120	2.0%	6,261	123	2.0%	6,386	125	2.0%	
PR Grant Projects	2,000	2,040	40	2.0%	2,081	41	2.0%	2,122	42	2.0%	2,165	42	2.0%	
Postage	3,300	3,366	66	2.0%	3,433	67	2.0%	3,502	69	2.0%	3,572	70	2.0%	
Total Office, Comms & Other Serv	\$ 49,380	\$ 50,558	\$ 1,178	2.4%	\$ 56,754	\$ 1,196	2.4%	\$ 57,969	\$ 1,215	2.1%	\$ 64,203	\$ 1,234	2.1%	
TOTAL OPERATING EXPENSES	\$ 897,498	\$ 931,463	\$ 33,965	3.8%	\$ 962,804	\$ 31,342	3.4%	\$ 982,227	\$ 19,422	2.0%	\$ 1,010,471	\$ 28,245	2.9%	
TOTAL OPERATING REVENUE	\$ 897,625	\$ 931,988			\$ 967,150			\$ 1,003,675			\$ 1,032,684			
TOTAL OPERATING EXPENSES	\$ 897,498	\$ 931,463			\$ 962,804			\$ 982,227			\$ 1,010,471			
Reserves: Computers and Server	\$ 127	\$ 526			\$ 4,345			\$ 21,449			\$ 22,212			Computer/server replacement in 2022 and 2023

One-Time Revenue & Expenses														
Revenue	\$ 43,672													
Expenses														
Website	10,000													
Computers and Server	10,000													
furniture	20,000													
Telephone and Fax	1,800													
Total One-time expenses	\$ 41,800													
Surplus/Deficit	\$ 1,872													