

# CUYAHOGA FALL LIBRARY

## BUDGET NARRATIVE

2006

### GENERAL FUND

#### 1100 SALARIES

\$862,000.00

INCLUDES UNION STEP INCREASE.

#### 1400 RETIREMENT BENEFITS

\$118,820.00

13.70% of salaries

#### 1600 INSURANCE BENEFITS

\$117,500.00

#### 1700 MEDICAL REIMBURSEMENT PLAN

\$6,000.00

#### 2100 OFFICE SUPPLIES

\$40,000.00

#### 2200 PROPERTY MAINTENANCE

\$5,000.00

EXPENDABLE MATERIALS AND SUPPLIES FOR THE BUILDINGS, SUCH AS LIGHTS, GLASS, PAPER PRODUCTS, TOOLS, ETC.

#### 3100 TRAVEL/TRAINING/MILEAGE

TRAVEL EXPENSES \$2,000.00

CONFERENCES AND MEETING \$2,000.00

\$4,000.00

MILEAGE FOR REIMBURSEMENT FOR STAFF TRAVEL, FOR BUSINESS AND PROFESSIONAL CONFERENCES,

#### 3200 COMMUNICATIONS, PRINTING AND PUBLICITY

TELEPHONE \$7,000.00

POSTAGE AND FREIGHT OUT \$10,000.00

PRINTING \$2,000.00

\$19,000.00

REGULAR TELEPHONE SERVICE, POSTAGE FOR OVERDUES, REGULAR MAILINGS; STATEWIDE DELIVERY OF MATERIALS BETWEEN LIBRARIES; PRINTING OF FORMS AND PUBLIC RELATIONS MATERIALS/NEWSLETTERS.

#### 3300 PROPERTY MAINTENANCE REPAIR

BUILDING AND SITE \$ 30,000.00

EQUIPMENT AND FURNITURE REPAIR \$ 3,000.00

GROUNDS KEEPING AND SNOW REMOVAL \$ 5,000.00

CLEANING AND JANITORIAL \$ 24,000.00

SECURITY AND MONITORING \$ 20,000.00

\$82,000.00

CLEANING SERVICE; MAINTENANCE CONTRACTS FOR HEATING AND COOLING SYSTEMS; MAINTENANCE AND RENTAL ON COPY MACHINES, COMPUTER EQUIPMENT, AND OTHER MECHANICAL EQUIPMENT; SECURITY SYSTEMS, INCLUDING BOTH GUARDS AND MONITORING SERVICES; REPAIRS TO BUILDING, EQUIPMENT AND FURNITURE; SOFTWARE SUPPORT FOR THE ACCOUNTING SYSTEM

#### 3400 INSURANCE

\$20,000.00

PROPERTY, LIABILITY, BONDS

#### 3500 RENTAL AND LEASES

\$19,000.00

RENTAL OF EQUIPMENT (COPY MACHINES AND OTHERS)

#### 3600 UTILITIES

\$80,000.00

ELECTRICITY, GAS, WATER AND SEWER

**3700 PROFESSIONAL SERVICES**

PROFESSIONAL SERVICES	\$10,000.00	
CONSULTANTS	\$13,000.00	
LEGAL SERVICES	\$5,000.00	
BANKING FEES	\$1,000.00	
		<b>\$29,000.00</b>

LEGAL FEES; CONSULTANTS; PAYROLL SERVICES

**3800 LIBRARY INVENTORY CONTROL** **\$32,200.00**

ANNUAL COST FOR THE AUTOMATED SYSTEMS, ON-LINE CATALOG, CIRCULATION SYSTEM.

**3900 OTHER INSPECTIONS** **\$2,000.00**

**4100 BOOKS AND PAMPHLETS**

ADULT BOOKS	\$165,000.00	
CHILDREN BOOKS	\$40,000.00	
		<b>\$205,000.00</b>

PURCHASE OR NEW MATERIALS AND REPLACEMENTS FOR WORN-OUT AND OUT-OF-DATE MATERIALS.

**4200 PERIODICALS**

MAGAZINES AND NEWSPAPERS	<b>\$35,000.00</b>	
CONTINUATION OF CURRENT MAGAZINE AND NEWSPAPER SUBSCRIPTIONS, AND MATERIALS RECEIVED ON AN ANNUAL BASIS.		

**4300 AUDIO-VISUAL**

DVD ADULT	\$40,000.00	
DVD CHILDREN	\$16,000.00	
COMPACT DISC	\$18,000.00	
AUDIO BOOKS	\$23,000.00	
		<b>\$97,000.00</b>

CD, AUDIO BOOKS, DVD COLLECTIONS AND OTHER AV MATERIALS; REPLACEMENT OF WORN-OUT ITEMS AND OTHER AV MATERIALS

**4500 COMPUTER SOFTWARE** **\$28,000.00**

SOFTWARE/DATABASES  
CHARGES FOR SUBSCRIPTIONS TO ON-LINE DATABASES AND LIBRARY SOFTWARE

**4600 INTERLIBRARY LOANS** **\$1,000.00**  
FEES

**5500 FURNITURE AND EQUIPMENT** **\$3,000.00**  
FURNITURE AND EQUIPMENT

**7100 DUES AND MEMBERSHIPS** **\$8,000.00**

**8900 CONTINGENCY** **\$14,943.00**  
CONTINGENCY

**TOTAL** **\$1,828,463.00**