WARREN PUBLIC LIBRARY COMMISSION

One City Square, Warren MI 48093

AGENDA – REGULAR MEETING

January 15, 2015

7:00 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Approval of Agenda**

4. **Approval of Minutes – Regular Meeting of November 13, 2014**

5. **Financial Reports**
   a. Monthly Line Item Budget Report
   b. Suburban Library Allocation Account

6. **Director's Report**
   a. **Statistics/Output Measures**
      - Unique Management report

   b. **Current Projects**
      - Update on the renovation/demolition projects of Busch and Burnette

   c. **Services**
      - Received a check from SLC in the amount of $561.56 for ProPay credit card transactions through 11/04/14
      - Received a check from SLC in the amount of $542.31 for ProPay credit card transactions through 11/25/14

   d. **Staffing Issues**
      - Susan Heydel is in the process of applying for a medical leave of absence. A 90 day temp will be hired to replace her for the duration of her leave.
      - Probationary period for K. Czewski has been terminated

   e. **Marketing/Outreach**
      - eNewsletter update
      - Upcoming Events

f. **Discussion items**
   - Review and update Library Commission Bylaws
   - Update broken windows at Civic Center – replaced 1/7/15.
   - Payment of Johnson Controls invoice for Old Village Fire Hall

7. **Audience Participation**
   Members of the audience who would like to address the Library Commission this evening may do so under the Audience portion. You will have 3 (three) minutes to speak.

8. **Action Items**
   - Approval of 2015-2016 Fiscal Year Budget

9. **Friends of the Warren Public Library**

10. **S.L.C. Report – Frank Pasternak**

11. **Commissioner's Comments**

12. **Next Meeting Date – March 19, 2015**

13. **Adjournment**

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

November 13, 2014

1. Call to Order:
The regular meeting was called to order at 7:00 PM by Frank Pasternak.

2. Roll Call:
Commissioners Present: Annette Coach, Richard Palmer, Don McIntosh, Chris Doebler, Carolyn Moceri, and Zosia Ladak.

Also Present: Oksana Urban, Warren Library Director and Jacqueline Gartin, City of Warren Attorney.

3. Approval of Agenda:
Doebler moved to approve the agenda; supported by Coach; motion carried.

4. Approval of Minutes—Regular Meeting of September 18, 2014:
Coach moved to approve the Minutes of the Meetings of September 18, 2014 with the addition of Chris Doebler present as a commissioner; supported by Doebler; motion carried.

5. Reports:
a) Monthly Line Item Budget Report: The Monthly Line Item Budget Reports for the periods ending 9/01/2014 and 10/01/2014 were reviewed. A concern was expressed that several budget line items only had approximately 25% of their budget left with 75% of the budget year still remaining. It was indicated that some of the funds may have been diverted to solving the "bed bug" problem. Doebler and Palmer requested Urban to check into why some line items, such as "Contractual Services", had significant chances from September to October.

b) Suburban Library Allocation Account: As of September 30, 2014 the ending balance of the Allocation Account was $38,821.25.

Doebler moved to receive and file the Monthly Line Item Budget Reports and the Suburban Library Allocation Accounts, supported by Coach; motion carried.

6. Director's Report:

a. Statistics/Output Measures:

- Unique Management Report: The Unique Management Services Report, including accumulative totals, was reviewed. From April, 2009 through October, 2014 cash and material recovered totaled $152,181.12. The total cumulative expenditures paid out were $59,043.15.

b. Current Projects:

- An update on the renovation/demolition projects of the Busch and Burnette Branches was presented. It was indicated that the "bid" meeting will be delayed two weeks to allow checking of the bidders' qualifications. We are currently waiting for the SOQ to be completed. Also, money may be saved by demolition of both houses at the same time.

c. Services:

- All branches are able to accept credit/debit cards for payments. If a card is use to pay online there will be a 50-cent charge; there will no charge if a card is use in the library.
- Receive a check from SLC for $457.24 for ProPay credit card transactions through 9/15/2014, and a check for $$276.73 for transactions through 10/15-2014.
- Received $41,349.31 on 9/11/2014 for Renaissance Zone reimbursement.

d. Staffing Issues:

- Susan Heydel returned to work 10/1/2014.
- Cyndi Knecht returned to work at the Miller Branch 10/13/2014. She took Ms. Willard's place who resigned.
- Rebecca DeLiso is still out on Sick and Accidental leave.
- Pam O'Connor (who has work here for more than 20 years) has accepted a 90-day Temporary Library Technician position due to Ms. DeLiso's medical leave and will be at the Civic Center Library.
- Jennifer Willard resigned and has accepted a position at the Farmington Public Library. It was noted that she had attended the MLA Conference and provided an excellent report from the conference.
- Amy Nelson attended the MLA conference which took place October 8 through 10, 2014.

e. Marketing/Outreach:

- eNewsletter update describes upcoming library events.
- Several upcoming events include scheduled winter events as well as special needs programs.

- There was an update on the outreach program at the Joseph Coach and Stillwell Manor was given.
- Brewery Book Club. Urban will review this program with the Mayor.

f. Discussion Items:

- Review and update the Library Commission Bylaws: A draft of the Bylaws was provided by Urban for the Commissioners to review and provide comment to at the next Commissioners Meeting. Moceri recommended that a copy of the draft be sent to the Attorney's office for comment.
- Board of Directors for the Friends of the Warren Public Library listing was handed out.
- Brian Leake banned from all Warren buildings and property per Warren Police Department.
- Three umbrellas for the garden were purchased by the Friends of the Warren Public Library. In addition, the Friends bought two "Bug" ovens at a cost of $350 per oven. They will be used at the Civic Center and Burnette libraries.
- Update on the replacement of the broken windows at the Civic Center Library: Grosebeck Glass will replace the windows. The weed whacking company that broke the windows paid $2600 for the damage, but if that amount does not cover the cost they will be billed for the balance.

Palmer moved to receive and file the Director's Report, supported by Coach; motion carried.

7. **Audience Participation:**

None

8. Action Items:

- Authorization for release of :Holds" form: Doebler made a motion to authorize the use of the "Holds Pickup Authorization" form, supported by Coach; motion carried.
- Renew MLA organization membership which expires 6/30/2015: The funds would come from the Allocation Account. It was agreed to hold off approving this item.
- Renew MLA individual staff memberships for an annual fee of $1,105: There are 13 memberships involved. Doebler made a motion to approve these memberships, supported by Moceri; motion carried.
- Revision of Dress Code policy: Doebler moved to approve the Dress Code policy with the stated revisions, supported by Coach; motion carried.

9. Friends of the Warren Library:
Urban stated that the Friends of the Warren Library bank account is sound. Further, the "Friends" approved the "Bug" heaters for the two libraries.

10. S.L.C. Report—Frank Pasternak
It was noted that the Zinio program has been renewed.

11. **Commissioner's Comments:**
McIntosh noted that an invitation had sent to the Commissioners by the S.L.C. for a *Library Update* breakfast at the Clinton Macomb Public Library on 12-1-2014.

12. Next Meeting Date—January 15, 2015 at 7:00 PM

13. Adjournment:
Palmer moved to adjourn the meeting at 8:41 PM, supported by Doebler; motion carried.

Donald J. McIntosh, Secretary

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

PERIOD 07/01/14 - 06/30/15

as of 1/01/2015

			BUDGETED	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271	70300	APPOINTED OFFICIAL	93,423.00	93,423.00	45,814.14		47,608.86	50.96%
9271	70600	PERMANENT EMPLOYEES	1,115,914.00	1,115,914.00	473,507.07		642,406.93	57.57%
9271	70602	CLERICAL						
9271	70700	TEMPORARY EMPLOYEES						
9271	70703		-	-	138.19		(138.19)	0.00%
9271	70714	PERM. PART-TIME	324,900.00	324,900.00	126,134.83		198,765.17	61.18%
9271	70900	OVERTIME	25,250.00	25,250.00	3,375.00		21,875.00	86.63%
9271	71000	SHIFT PREMIUM	11,700.00	11,700.00	1,970.91		9,729.09	83.15%
9271	71200	DEFAULT PAYROLL EXPENSE			1,431.60		(1,431.60)	0.00%
9271	71302	EDUCATION ALLOWANCE	7,600.00	7,600.00	7,600.00		-	0.00%
9271	71500	SOCIAL SECURITY	122,661.00	122,661.00	51,535.09		71,125.91	57.99%
9271	71900	EMPLOYEE INS.	315,849.00	315,849.00	84,430.57		231,418.43	73.27%
9271	71904	RETIREE HEALTH INS.	321,158.00	321,158.00	311,998.86		9,159.14	2.85%
9271	71905	H.S.A. EXPENSE			2,799.45		(2,799.45)	0.00%
9271	71906	SUPPL LIFE INSURANCE EXP			372.48		(372.48)	0.00%
9271	71907	HEALTH INSURANCE CO-PAY					-	
9271	72100	LONGEVITY	24,668.00	24,668.00	11,397.92		13,270.08	53.79%
9271	72200	RETIREMENT	513,737.00	513,737.00	414,786.00		98,951.00	19.26%
9271	72201	DEFINED CONTRIBUTION EXP			41,612.36		(41,612.36)	0.00%
9271	72700	OFFICE SUPPLIES	61,724.00	61,724.00	18,026.98	4,930.92	38,766.10	62.81%
9271	72702	COPY MACHINE EXP.	14,000.00	14,000.00	5,153.76	3,146.62	5,699.62	40.71%
9271	80100	CONTRACTUAL SERVICES	85,300.00	85,300.00	45,732.31	37,147.36	2,420.33	2.84%
9271	80117	COOPERATIVE SERVICES	170,000.00	170,000.00	60,700.00		109,300.00	64.29%
9271	80130	CO-OP SERVICES-INDIR AID	30,000.00	30,000.00			30,000.00	100.00%
9271	80200	POSTAGE	2,000.00	2,000.00	473.59	161.75	1,364.66	68.23%
9271	80301	UNEMPLOYMENT COSTS					-	
9271	82201	VIDEO CASS & TAPES	9,000.00	9,000.00	1,843.76		7,156.24	79.51%
9271	82202	LIBRARY CIRCULATING MAT	38,000.00	38,000.00	10,994.48		27,005.52	71.07%
9271	82207	PERIODICALS	17,000.00	17,000.00	13,370.60		3,629.40	21.35%
9271	85300	TELEPHONE	10,000.00	10,000.00	2,991.79		7,008.21	70.08%
9271	86100	MILEAGE	2,000.00	2,000.00	90.87		1,909.13	95.46%
9271	86300	AUTO EXPENSE	2,000.00	2,000.00	328.43		1,671.57	83.58%
9271	86400	CONFERENCES-WRKSHOP	8,000.00	8,000.00	357.00		7,643.00	95.54%
9271	90200	BOOK BINDING	100.00	100.00	-	-	100.00	100.00%
9271	91000	INSURANCE/BONDS	34,500.00	34,500.00	34,500.00		-	0.00%
9271	92000	PUBLIC UTILITIES	215,000.00	215,000.00	75,781.47		139,218.53	64.75%
9271	93000	REPAIRS & MAINTENANCE	34,000.00	34,000.00	6,669.41	4,687.09	22,643.50	66.60%
9271	95000	ADMINISTRATIVE COSTS	312,800.00	312,800.00	312,800.00		-	0.00%
9271	96401	REF TAX PD UND PROTEST					-	
9271	96470	BUILDING AUTHORITY BONDS	134,500.00	134,500.00	106,805.67		27,694.33	20.59%
9271	96850	ACCUMULATED SICK LEAVE					-	
9271	96855	ACCUMULATED COMP TIME					-	
9271	97400	CAPITAL IMPROVEMENTS	1,922,000.00	1,922,000.00			1,922,000.00	100.00%
9271	97700	PROPERTY ACQUISITION	50,000.00	50,000.00	51,224.00	-	(1,224.00)	0.00%
9271	98000	OFFICE EQUIPMENT	45,580.00	45,580.00	641.69	2,075.00	42,863.31	94.04%
9271	98200	BOOKS	311,470.00	311,470.00	97,691.66		213,778.34	68.64%
9271	99000	EST UNCOL TAXES					-	
		TOTAL	**6,385,834.00**	**6,385,834.00**	**2,425,081.94**	**52,148.74**	**3,908,603.32**	**61.21%**

SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE REPORT
(10/1/2014 – 12/31/2014)

Beginning Balance	**38,821.252**
Oksana Urban meeting reimbursement	9.21
Amy Nelson MLA Conference reimbursement	530.94
Kathy Faba Adult program reimbursement	19.26
MLA membership for Paul Konkolesky	85.00
Ending Balance	**38,176.84**

Unique Management Services, Inc.

	4/09-4/10	5/10-4/11	5/11-4/12	5/12-12/12	01/13-6/13	TOTAL
Accounts Submitted	2,197	1,004	1,057	658	434	**5,350**
Cash Recovered	$17,798.30	$13,615.29	$15,133.86	$8,338.32	$8,268.93	**$63,154.70**
Materials Recovered	$17,528.07	$12,713.89	$12,033.44	$8,712.40	$4,320.45	**$55,308.25**
Waived Amount*	$4,500.80	$4,283.54	$3,976.66	$2,824.75	$1,543.03	**$17,128.78**
Expenditures	$19,663.15	$8,985.80	$9,460.15	$5,889.10	$3,866.40	**$47,864.60**

		2014 Fiscal Year			2015 Fiscal Year		
	TOTAL	7/13-12/13	1/14-6/14	TOTAL	7/14-12/14	1/15-6/15	TOTAL
Accounts Submitted	**5,350**	512	430	**6,292**	444		**6,736**
Cash Recovered	**$63,154.70**	$5,973.37	$6,774.73	**$75,902.80**	$6,493.74		**$82,396.54**
Materials Recovered	**$55,308.25**	$7,323.66	$5,837.80	**$68,469.71**	$6,398.06		**$74,867.77**
Waived Amount*	**$17,128.78**	$1,821.49	$2,202.99	**$21,153.26**	$2,802.14		**$23,955.40**
Expenditures	**$47,864.60**	$4,582.40	$4,054.35	**$56,501.35**	$3,723.20		**$60,224.55**

* Waived amount reflects the $5.00 processing fee that is cancelled once the patron returns the materials or pays for the lost item.

9/30/2014

SCHEDULE VII

OPERATING EXPENSE BUDGET
Expense Summary

Department/Division
Library

INSTRUCTIONS FOR SCHEDULE VII PREPARATION

Schedule VII is a summary of the Department's total budget requested line items. Specific instructions are as follows:

Column (a) List each budget line item by account name.

Column (b) List each budget line item by account number.

Column (c) Enter the amounts requested for each budget line item. Data can be obtained from the totals reflected on the following schedules.

Schedule IV	Other Than Wages and Fringes	Column b
Schedule V	Capital Items	Column c

It is requested that this form be signed and dated by each Department/ Division Head and submitted to the Controller's Office **NO LATER THAN** [illegible]. A list of departments/divisions who are delinquent will be submitted to the Mayor's Office. Late budget submissions will only jeopardize your budget requests having an adequate budget hearing time to fully present your justifications.

Submitted By:

01/05/2015 Oksana Urban

Date Department/Division Head Signature

(a) Account Name	(b) Account Number	(c) Budget Request
Office Supplies	9271-72700	$72,916
Copy Machine Expense	9271-72702	$15,000
Contractual Services	9271-80100	$87,820
Cooperative Services	9271-80117	$170,000
Coop Ser-Ind.Aid	9271-80130	$39,600
Postage	9271-80200	$2,000
Unemployment Costs	9271-80301	
Video/Tapes/DVDs	9271-82201	$7,000
Circulating Materials	9271-82202	$41,000
Periodicals	9271-82207	$17,000
Telephone	9271-85300	$10,000
Mileage	9271-86100	$2,000
Vehicle Maintenance	9271-86300	$3,000
Conference - Workshop	9271-86400	$8,000
Book Binding	9271-90200	$100
Insurance/Bonds	9271-91000	$35,900
Public Utilities	9271-92000	$220,000
Building Maintenance	9271-93000	$36,000
Administrative Costs	9271-95000	$322,200
Ref Tax PD under Protest	9271-96401	
Building Auth. Bonds	9271-96470	$122,100
Accumulated Sick	9271-96850	
Accumulated Comp	9271-96855	
Office Equipment	9271-98000	$72,100
Books	9271-98200	$317,000
Est. Uncol. Taxes	9271-99000	
	Total Operating Expense	$1,600,736

Warren Public Library
Administration
586.574.4564

December 18, 2014

TO: Renee Rezak, Budget Director
City of Warren

RE: Proposed Budget – Fiscal 2016

Dear Ms. Rezak:

Attached are the Fiscal 2016 Budget Proposals that will be submitted for approval at an upcoming Special Library Commission meeting. A memorandum will be forwarded to you once approved by the Commissioners.

Projected Income for Fiscal 2016:

Penal Fines	$ 90,000
Over the Counter Fines	$ 50,000
Interest on Investments	$ 2,000
State Aid	$ 78,000
Copy Machine	$ 23,000
Lost Books	$ 17,000
Videocassettes/DVDs	$ 5,000
Internet Non-resident fees	$ 8,000

Current Organizational Chart

The attached chart reflects the approved staffing levels from the 2016 fiscal year Budget for all branch libraries.

LIBRARY

The Library Special Revenue Fund accounts for the receipt of specific property taxes, State Aid, user fees and special grants that are used to provide library materials and services at the Warren Public Library. Fines for overdue materials and penal fines collected on state code violations also provide some revenue to operate the library.

In August 2010, the residents of Warren overwhelmingly approved a millage increase of .85 for the next twenty years. This revenue will allow each of the four branches to remain open, maintain adequate staffing levels, and provide substantial funding to increase collections and to upgrade each branch to a state of the art facility.

The Warren Public Library is a member of the Suburban Library Cooperative and participates in the Michigan eLibrary (MeL). Participation in the collaborative provides Warren residents interlibrary loan privileges from library collections throughout the state. The Warren Public Library is also a member of the MILibraryCard program which gives Warren residents the ability to obtain material from over 70 participating Michigan libraries while traveling throughout the state.

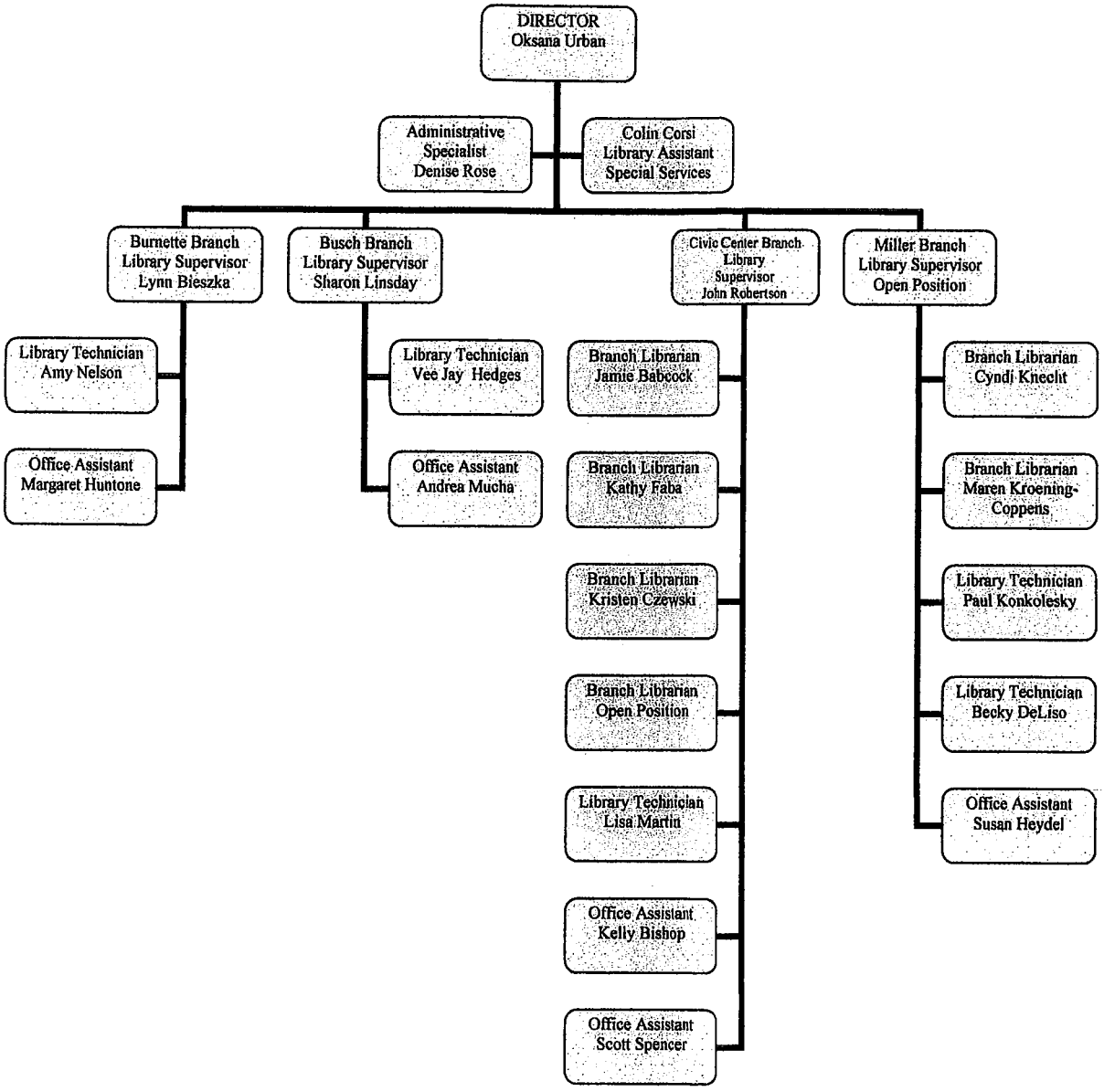
In June 2012 the Warren Public Library launched a new website, warrenlibrary.net. The new website is fully searchable and allows access to the library's public access catalog, databases, electronic resources, and events calendar. The website features posts that highlight new books, services, and current and upcoming events. It also utilizes "responsive design" and will adjust dimensions depending on what type of device (computer, tablet, smartphone) is being used to view it.

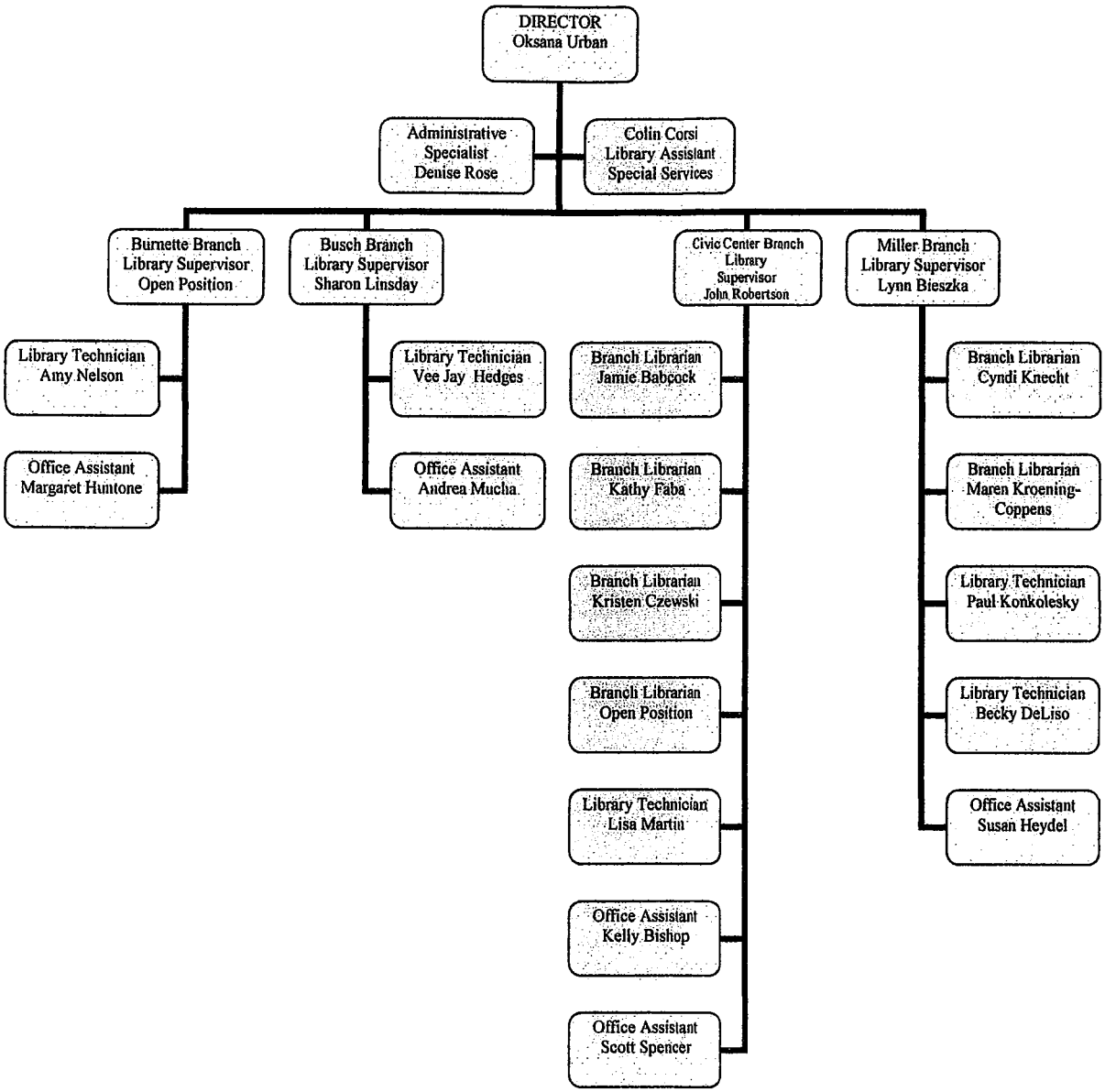
In 2012 the Library also upgraded its online public access catalog, switching from eLibrary to Enterprise. Enterprise is the next-generation online public access catalog from SirsiDynix. Enterprise includes several features to help patrons, including the ability to text message title information, "like" items on Facebook, create lists, as well as easily view library holdings for items throughout the Suburban Library Cooperative.

A brief review of 2014 indicates that the Warren Public Library has 62,475 registered borrowers and provided a combined total of 589 programs for children, teens, and adults that were enjoyed by 13,706 patrons. Computer classes were attended by 366 patrons. The library circulated 568,805 materials, had 129,210 uses of their public Internet computers, and reference librarians fielded 53,776 reference transactions. The combined Warren libraries have a collection of 339,713 items, including 43,775 eBooks and eAudiobooks, auto repair manuals, international language materials, periodicals, DVDs, music CDs, sheet music, books on tape and CD, CD-ROMs and videogame software.

Additional highlights from 2014 include a display of vintage toys from the Detroit Historical Society, the addition of Freegal, a downloadable and streaming music service, which allows Warren residents the ability to download and keep up to 5 songs per week, as well as stream 3 hours of ad-free music per day. The Library also continued its successful program of author visits to the library, as well as its Author interview series in partnership with TV Warren. Visiting authors this year included Robert Conroy, author of *Liberty 1784: The Second War for Independence*, Kristina Riggle, author of *The Whole Golden*

World, and Bob Morris, author of *Built in Detroit: A Story of the UAW, a Company, and a Gangster*. Authors visiting Warren's children's department included Pam Flowers, author of *Alone Across the Arctic* and children's book illustrator Tim Bowers. Additionally, the library now accepts online or in the library credit/debit card payments for charges on a patron's account.


DIRECTOR
Oksana Urban
Administrative Specialist
Denise Rose
Colin Corsi
Library Assistant
Special Services
Burnette Branch
Library Supervisor
Lynn Bieszka
Busch Branch
Library Supervisor
Sharon Linsday
Civic Center Branch
Library
Supervisor
John Robertson
Miller Branch
Library Supervisor
Open Position
Library Technician
Amy Nelson
Office Assistant
Margaret Huntone
Library Technician
Vee Jay Hedges
Office Assistant
Andrea Mucha
Branch Librarian
Jamie Babcock
Branch Librarian
Kathy Faba
Branch Librarian
Kristen Czewski
Branch Librarian
Open Position
Library Technician
Lisa Martin
Office Assistant
Kelly Bishop
Office Assistant
Scott Spencer
Branch Librarian
Cyndi Knecht
Branch Librarian
Maren Kroening-
Coppens
Library Technician
Paul Konkolesky
Library Technician
Becky DeLiso
Office Assistant
Susan Heydel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Branch Librarian
Jamie Babcock
Branch Librarian
Kathy Faba
Branch Librarian
Kristen Czewski
Branch Librarian
Open Position
Library Technician
Lisa Martin
Office Assistant
Kelly Bishop
Office Assistant
Scott Spencer
Branch Librarian
Cyndi Knecht
Branch Librarian
Maren Kroening-
Coppens
Library Technician
Paul Konkolesky
Library Technician
Becky DeLiso
Office Assistant
Susan Heydel

Fiscal 2016 Part-Time Library Staffing Needs

PAGES

(Pages work the return desk, shelve books, monitor stacks, answer phones, staff computer lab)

	Needed Daily	Hours	Days per week	Weeks	Cost per hr.	Total Cost
Burnette	1	7.5	6	52	10.00	23,400.00
	1	4	1	52	10.00	2,080.00
Busch	1	7.5	6	52	10.00	23,400.00
	1	4	1	52	10.00	2,080.00
Civic Center	4	7.5	6	52	10.00	93,600.00
	2	4	1	36	10.00	2,880.00
Miller	4	7.5	6	52	10.00	93,600.00
					TOTAL	**241,040.00**

CIRCULATION PAGES

(Pages work the circulation desk, return desk, shelve books, monitor stacks, answer phones, staff computer lab, and process materials)

	Needed Daily	Hours	Days per week	Weeks	Cost per hr.	Total Cost
Civic Center	1	4	5	52	10.00	10,400.00
Miller	1	4	5	52	10.00	10,400.00
					TOTAL	**20,800.00**

LIBRARY TECHNICIAN SUBS - Saturday/Sunday Coverage

(Library Technicians process books, work the circulation and reference desks)

Burnette	0	0	0	52	13.00	0.00
Busch	0	0	0	52	13.00	0.00
Civic Center	2	7.5	1	52	13.00	10,140.00
	2	4	1	36	13.00	3,744.00
Miller	2	7.5	1	52	13.00	10,140.00
					TOTAL	**24,024.00**

LIBRARIAN SUBSTITUTES - Saturday/Sunday Coverage

(Needed to replace librarians during vacations, illness, jury duty etc.)

Burnette	0	0	0	52	23.00	0.00
Busch	0	0	0	52	23.00	0.00
Civic Center	1	7.5	1	52	23.00	8,970.00
	1	4	1	36	23.00	3,312.00
Miller	1	7.5	1	52	23.00	8,970.00
					TOTAL	**21,252.00**

LIBRARY TECHNICIAN SUBS -Vacation/Floating Holiday/Sick Coverage

(Library Technicians process books, work the circulation and reference desks)

	Hours	Days per year	Cost per hr.		Total Cost
Burnette	7.5	13	13.00		1,365.00
Busch	7.5	10	13.00		1,050.00
Civic Center	7.5	35	13.00		3,675.00
Miller	7.5	22	13.00		2,310.00
				TOTAL	**8,400.00**

TEMPORARY LABORER

	Hours	Days per year	Cost per hr.	Total Cost
Administration	7.5	104	12.00	**9,360.00**

TOTAL NEEDED FOR PART-TIME EMPLOYEES $324,876.00

SCHEDULE I

OPERATING EXPENSE BUDGET
MANNING TABLE ADJUSTMENTS

Department/Division
Library 9271

(a)	(b) Current Approved		(c) Requested	
Classification	Number	Rate	Number	Rate
Totals per 2015 Amended Budget				
Classification Adjustments:				
Director of Libraries	1	$93,060.00	1	$94,223.00
Administrative Specialist	1	$58,725.00	1	$59,459.00
Branch Librarian Supervisor	4	$74,134.00	4	$75,061.00
Branch Librarian	5	$59,896.00	6	$60,645.00
Library Technician	6	$51,170.00	6	$51,810.00
Library Assistant Special Services			1	$41,126.00
Office Assistant	5	$34,707.00	5	$35,141.00

SCHEDULE IA

NEW PERSONNEL REQUEST

Department/Division
Library 9271

Position Requested: Library Assistant Special Services

Validate and justify the need for this new position.

Perform routine preventative maintenance to include heating and cooling, plumbing, lighting, automatic doors, refrigerators, roofs, and cleaning/painting of all four branch libraries. Must be able to make repairs to buildings as well as equipment which is not limited to electrical, plumbing, and general construction. Deliver materials to branch libraries. Maintain inventory of supplies and distribute as needed. Deliver materials to outreach recipients. Maintain library delivery vehicle. Will be available for emergency services. Will do building checks on holidays or extended closures to include emptying drop box at each library branch. Other duties as may be assigned.

Desired pay scale.

Per union contract

Will any position(s) be eliminated or combined as a result of the new position?

No

Minimum and desirable qualifications.

High school graduate or GED. Possess a license to operate a motor vehicle in the State of Michigan. Minimum of one year experience outreach experience. Thorough knowledge of repairs to buildings and equipment. Must be able to work independently with minimal supervision.

SCHEDULE IA

NEW PERSONNEL REQUEST

Department/Division
Library 9271

Position Requested:	Branch Librarian
Validate and justify the need for this new position.	This position will be responsible for developing/maintaining a centralized collection development program for all four branch libraries. Centralized cataloging and processing of all materials. Ability to maintain/update existing library website. Provide instructional computer classes to the public. Develop an extensive outreach program to increase public awareness of library services.
Desired pay scale.	Per union contract
Will any position(s) be eliminated or combined as a result of the new position?	No
Minimum and desirable qualifications.	Masters Degree in Library and Information Science. Must be eligible for a Library of Michigan Librarian's Professional Certificate (Level 2). Considerable knowledge and understanding of the principles of Library Science and library materials. Knowledge of library organization, services, policies and procedures.

SCHEDULE II

OPERATING EXPENSE BUDGET
OVERTIME EXPENSE

Department/Division
Library
Account No.
9271-70900

(a) Classification	(b) Hourly Rate	(c) Hours @ 1 1/2	(d) Hours @ 2	(e) Total Amount
Library Director	$ 47.72	40.00		$2,863.20
Branch Librarian Supervisor (4)	$ 38.02	40.00	28.00	$4,410.32
Branch Librarian (5)	$ 30.72	50.00	16.00	$3,287.04
Administrative Specialist	$ 30.12	10.00	32.00	$2,379.48
Library Technician (6)	$ 27.57	60.00	36.00	$4,466.34
Library Assistant Special Services (1)	$ 21.09	50.00	16.00	$2,256.63
Office Assistant (5)	$ 17.80	50.00	32.00	$2,474.20
Union members will be paid accordingly				
as contracts state.				
Statistics indicate that Sunday hours				
are a justified service to the community.				
Total Overtime				$ 22,137.21

SCHEDULE III

OPERATING EXPENSE BUDGET
SHIFT PREMIUM EXPENSE

Department/Division
Library

Account No.
9271-71000

(a) Classification	(b) Number of Employees	(c) Base Wages Per Employee Per Shift	(d) Total Wages Per Shift	(e) Percentage Per Shift	(f) Total Amount
Branch Librarian Supervisor	4	$29,970	$119,880.00	2.50%	$2,997.00
Branch Librarian	6	$24,196.00	$145,176.00	2.50%	$3,629.40
Library Technician	6	$21,739.00	$130,434.00	2.50%	$3,260.85
Office Assistant	5	$14,040.00	$70,200.00	2.50%	$1,755.00
Total Shift Premium					$11,642.25

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Office Supplies
Account No.: 9271-72700

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$41,192	$61,724	Book and magazine processing supplies including book covers	$23,000
		Smocks for AFSCME 1250 & 1917 employees	$2,116
		Music compact disc cases and browser packs	$8,000
		Video/DVD processing supplies	$16,000
		Supplies for cash registers, receipt printers, fax, microfiche machines and self-check units	$2,000
		RFID special security tagging devices	$6,000
		Paper, stationery and general office supplies	$12,000
		Chemical for Disc-go Roboto disc cleaning unit	$2,000
		Patron library cards	$600
		Key for locking cases	$1,200
$41,192	$61,724	Total Request for Account - Line Item	$72,916

Current Amended Budget Appropriation for Account - Line Item	$61,724
Net Increase/(Decrease)	$11,192
Percent of Increase/(Decrease)	18.13%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Increase in general supplies due to development of outreach program to area schools. Marketing products to promote library services available to the community.

Increase due to implementing locking cases for DVDs and CDs at Burnette, Busch and Miller Branch libraries.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Copy Machine Expense
Account No.: 9271-72702

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$8,078	$14,000	Toshiba Contracts - copy machine maintenance and use	$4,000
		Printer cartridges (B & C) and Laser Jet printer cartridges	$9,000
		Premier Contract - copy machine maintenance and use	$2,000
$8,078	$14,000	Total Request for Account - Line Item	$15,000

Current Amended Budget Appropriation for Account - Line Item	$14,000
Net Increase/(Decrease)	$1,000
Percent of Increase/(Decrease)	7.14%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

An increase in funding for printer cartridges is warranted due to the increase in public usage of computers. As of December 1, 2014, the Library Commission approved to increase the cost of black/white prints to $0.15 each while color prints remain at $1 per print.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Contractual Services
Account No.: 9271-80100

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$74,148	$85,300	Du-All Cleaning Services	$42,000
		Unique Management Services collection agency fee	$10,000
		Adult and children's program fees and expenses	$10,000
		Burglar and fire alarm service for library branches	$2,000
		Fire extinguisher maintenance	$520
		3M Security Gates maintenance fees	$9,000
		3M Service contracts for self-checkout units at Civic Center and Miller Branch Library	$5,000
		3M Service contracts for workstation pads	$4,500
		Microsoft Office 365 fees	$1,800
		Scholastic Books and other misc.vendors	$3,000
$74,148	$85,300	Total Request for Account - Line Item	$87,820

Current Amended Budget Appropriation for Account - Line Item	$85,300
Net Increase/(Decrease)	$2,520
Percent of Increase/(Decrease)	2.34%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Increase due to the purchase of books for marketing/outreach services to distribute to the children utilzing library services

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Cooperative Services
Account No.: 9271-80117

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$143,114	$170,000	Annual fees for Suburban Library Cooperative (includes maintenance for printers, receipt printers, computers and scanners)	$150,000
		Databases and hosting fees	$20,000
$143,114	$170,000	Total Request for Account - Line Item	$170,000

Current Amended Budget Appropriation for Account - Line Item: $170,000
Net Increase/(Decrease)
Percent of Increase/(Decrease)

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Cost remains at same level. Directors voted not to raise fees for maintenance service.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Coop Ser-Ind.Aid
Account No.: 9271-80130

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$48,486	$30,000	Indirect State Aid	$39,600
$48,486	$30,000	Total Request for Account - Line Item	$39,600

Current Amended Budget Appropriation for Account - Line Item: $30,000
Net Increase/(Decrease): $9,600
Percent of Increase/(Decrease): 32.00%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Increase due to the projected funding from State Aid.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Postage
Account No.: 9271-80200

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$930	$2,000	Package pick-up and delivery service for all library branches	$2,000
		Mailings to patrons, businesses, sponsors, etc.	
		Mailings to homebound patrons	
$930	$2,000	Total Request for Account - Line Item	$2,000

Current Amended Budget Appropriation for Account - Line Item: $2,000
Net Increase/(Decrease)
Percent of Increase/(Decrease)

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Unemployment Costs
Account No.: 9271-80301

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$2,210		Unemployment Costs	

SCHEDULE IV

OPERATING EXPENSE BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Video/Tapes/DVDs
Account No.: 9271-82201

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$14,998	$9,000	Purchase DVDs for the Civic Center Library	$9,000
$14,998	$9,000	Total Request for Account - Line Item	$9,000

Current Amended Budget Appropriation for Account - Line Item $9,000
Net Increase/(Decrease)
Percent of Increase/(Decrease)

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

SCHEDULE IV

OPERATING EXPENSE BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Circulating Materials
Account No.: 9271-82202

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$39,062	$38,000	Music CDs	$8,000
		Audiobooks	$30,000
		Games for various gaming systems	$3,000
$39,062	$38,000	Total Request for Account - Line Item	$41,000

Current Amended Budget Appropriation for Account - Line Item	$38,000
Net Increase/(Decrease)	$3,000
Percent of Increase/(Decrease)	7.89%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Increase due to the purchase of games for gaming systems to be added to the collection at the Civic Center Branch

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Periodicals
Account No.: 9271-82207

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$16,998	$17,000	Periodicals for all four branch libraries	$17,000
		Includes magazines, newspapers, Standard & Poor's and other financial reports	
$16,998	$17,000	Total Request for Account - Line Item	$17,000

Current Amended Budget Appropriation for Account - Line Item $17,000
Net Increase/(Decrease)
Percent of Increase/(Decrease)

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Telephone
Account No.: 9271-85300

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$7,870	$10,000	Telephone and fax service for all four branch libraries	$10,000
$7,870	$10,000	Total Request for Account - Line Item	$10,000

Current Amended Budget Appropriation for Account - Line Item $10,000
Net Increase/(Decrease)
Percent of Increase/(Decrease)

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Mileage
Account No.: 9271-86100

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$1,305	$2,000	Mileage for all library personnel	$2,000
$1,305	$2,000	Total Request for Account - Line Item	$2,000

Current Amended Budget Appropriation for Account - Line Item $2,000
Net Increase/(Decrease)
Percent of Increase/(Decrease)

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Vehicle Maintenance
Account No.: 9271-86300

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$1,193	$2,000	Gasoline and miscellaneous mechanical repairs for the delivery truck	$3,000
$1,193	$2,000	Total Request for Account - Line Item	$3,000

Current Amended Budget Appropriation for Account - Line Item	$2,000
Net Increase/(Decrease)	$1,000
Percent of Increase/(Decrease)	50.00%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Increase due to the depreciation of the vehicle - anticipate necessary repairs

SCHEDULE IV

OPERATING EXPENSE BUDGET

Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Conference - Workshop
Account No.: 9271-86400

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$2,146	$8,000	Organizational memberships for American Library Association, the Michigan Library Association, and the Public Library Association	$8,000
		Individual memberships for those employees attending conferences	
		Training and workshop attendance for all employees at these conferences	
$2,146	$8,000	Total Request for Account - Line Item	$8,000

Current Amended Budget Appropriation for Account - Line Item: $8,000
Net Increase/(Decrease)
Percent of Increase/(Decrease)

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Library Commission requests that personnel attend annual conferences.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Book Binding
Account No.: 9271-90200

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
		Book binding	$100
		Total Request for Account - Line Item	$100

Current Amended Budget Appropriation for Account - Line Item $100
Net Increase/(Decrease)
Percent of Increase/(Decrease)

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Insurance/Bonds
Account No.: 9271-91000

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$31,800	$34,500	Insurance/bonds	$35,900
$31,800	$34,500	Total Request for Account - Line Item	$35,900

Current Amended Budget Appropriation for Account - Line Item	$34,500
Net Increase/(Decrease)	$1,400
Percent of Increase/(Decrease)	4.06%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

This amount is calculated by the Budget Director.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Public Utilities
Account No.: 9271-92000

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$201,388	$215,000	Public utilities	$220,000
$201,388	$215,000	Total Request for Account - Line Item	$220,000

Current Amended Budget Appropriation for Account - Line Item: $215,000
Net Increase/(Decrease): $5,000
Percent of Increase/(Decrease): 2.33%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

This amount is calculated by the Budget Director.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Building Maintenance
Account No.: 9271-93000

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$83,347	$34,000	General repairs and maintenance (furnace, air conditioning, plumbing, electrical, etc.)	$20,000
		Window replacement	$3,000
		Janitorial supplies (paper towel, toilet paper, etc.)	$8,000
		Specialty lamps for all four branches	$5,000
$83,347	$34,000	Total Request for Account - Line Item	$36,000

Current Amended Budget Appropriation for Account - Line Item: $34,000
Net Increase/(Decrease): $2,000
Percent of Increase/(Decrease): 5.88%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Adjustment due to the increase in patron usage of each branch which results in the purchase of more janitorial supplies.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Administrative Costs
Account No.: 9271-95000

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$200,600	$312,800	Administrative costs	$322,200
$200,600	$312,800	Total Request for Account - Line Item	$322,200

Current Amended Budget Appropriation for Account - Line Item: $312,800
Net Increase/(Decrease): $9,400
Percent of Increase/(Decrease): 3.01%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

This amount is calculated by the Budget Director.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Ref Tax PD under Protes
Account No.: 9271-96401

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
		Refund of taxes paid under protest	
		Total Request for Account - Line Item	
		Current Amended Budget Appropriation for Account - Line Item	
		Net Increase/(Decrease)	
		Percent of Increase/(Decrease)	#DIV/0!

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

This amount is calculated by the Budget Director.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Building Auth. Bonds
Account No.: 9271-96470

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$137,905	$134,500	Building Authority bonds	
		*Capital Improvement Refunding Bonds, Series 2014	$122,100
$137,905	$134,500	Total Request for Account - Line Item	$122,100

Current Amended Budget Appropriation for Account - Line Item: $134,500
Net Increase/(Decrease): ($12,400)
Percent of Increase/(Decrease): -9.22%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

This amount is calculated by the Budget Director.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Accumulated Sick
Account No.: 9271-96850

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
		Accumulated sick leave liability - TRF	
		Total Request for Account - Line Item	
		Current Amended Budget Appropriation for Account - Line Item	
		Net Increase/(Decrease)	
		Percent of Increase/(Decrease)	#DIV/0!

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

This amount is calculated by the Budget Director.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Accumulated Comp
Account No.: 9271-96855

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
		Accumulated compensatory time liability - TRF	
		Total Request for Account - Line Item	
		Current Amended Budget Appropriation for Account - Line Item	
		Net Increase/(Decrease)	
		Percent of Increase/(Decrease)	#DIV/0!

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

This amount is calculated by the Budget Director.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Office Equipment
Account No.: 9271-98000

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$71,688	$45,580	Computers - Dell (58 @ $1200 ea) for all four branch libraries	$69,600
		3M Workstation pad	$2,500
$71,688	$45,580	Total Request for Account - Line Item	$72,100

Current Amended Budget Appropriation for Account - Line Item	$45,580
Net Increase/(Decrease)	$26,520
Percent of Increase/(Decrease)	58.18%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Increase due to the replacement of computers. The Suburban Library Cooperative will only provide maintenance on systems that have not exceeded the four year warranty.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Books
Account No.: 9271-98200

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$302,805	$311,470	Books including large print collection and language collection	$182,000
		Children's books	$100,000
		Electronic books (OverDrive license and electronic materials access fees)	$35,000
$302,805	$311,470	Total Request for Account - Line Item	$317,000

Current Amended Budget Appropriation for Account - Line Item	$311,470
Net Increase/(Decrease)	$5,530
Percent of Increase/(Decrease)	1.78%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Providing information is the main purpose of a library. Books are essential to that purpose.

Increase is due to usage of electronic books.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Est. Uncol. Taxes
Account No.: 9271-99000

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
		Miscellaneous uncollectible taxes	
		Total Request for Account - Line Item	
		Current Amended Budget Appropriation for Account - Line Item	
		Net Increase/(Decrease)	
		Percent of Increase/(Decrease)	#DIV/0!

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

This amount is calculated by the Budget Director.

SCHEDULE V

OPERATING EXPENSE BUDGET
Summary of Capital Items

Department/Division
Library

(a) Item & Description (Listed in priority of need)	(b) New or Replacement Item	(c) Cost	(d) Approximate Trade-in Value	(e) Net Cost	(f) Description of Item Replaced	(g) Age	(h) Mileage (if applicable)	(i) Condition
Computers - Dell (58)	Replacement	$ 69,600	$ 4,800	$ 64,800	Dell Computers	4+ years		Fair
3M Workstation pad	New	$ 2,500		$ 2,500				
				$ -				
Renovation of the Burnette		$ 2,000,000		$ 2,000,000				
Branch Library				$ -				
				$ -				
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Total Cost		$ 2,072,100						

SCHEDULE V

OPERATING EXPENSE BUDGET
Summary of Capital Items

Department/Division
Library

(a) Item & Description (Listed in priority of need)	(b) New or Replacement Item	(c) Cost	(d) Approximate Trade-in Value	(e) Net Cost	(f) Description of Item Replaced	(g) Age	(h) Mileage (if applicable)	(i) Condition
Computers - Dell (58)	Replacement	$ 69,600	$ 4,800	$ 64,800	Dell Computers	4+ years		Fair
3M Workstation pad	New	$ 2,500		$ 2,500				
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Total Cost		$ 72,100						

SCHEDULE VA

BUDGET REQUEST - CAPITAL

Department/Division

A-1. Item Requested
2. Cost (Include all charges including freight)
3. Location (Specific location required for)
4. Use

5. Has item been requested previously?
6. New or Replacement? (If replacement complete Section B)
7. Number of items on hand

B-1. Inventory Number of item being replaced (If available)
2. Year Purchased
3. Original Cost
4. Trade-in or estimate of present value
5. Cost of repair or rehabilitation
Work required

6. Recommended disposition of old equipment

SCHEDULE VI

OPERATING EXPENSE BUDGET
Current Fleet Status Report

Department/Division
Library

(a)	(b)	(c)	(d)	(e)	(f)
Vehicle Number	Description (Year, Make, Model)	Mileage	Condition	Repair & Maintenance Cost	(Yes or No)* Requested Replacement this Budget*
244	2002 GMC Savana Cube Van	58308	Fair		No
	(VIN# 1GDJG31R021154053)				

SCHEDULE VIII

PERFORMANCE OBJECTIVES/INDICATORS

Department/Division
Library

Fiscal 2016 Performance Objectives

To provide the best selection of recent publications of books, periodicals, talking books, electronic books, music CDs, DVDs, and other materials.

To provide residents with the best reference service that the Library can offer through hard copy, online databases, eBooks, and the Internet.

To provide quality educational and recreational programs for children and adults to enhance quality of life.

To provide an outreach program that will market library services to the children within the community.

Performance Indicator	2014 Actual	2015 Budget	2015 Estimated	2016 Budget
Annual library attendance	347,214	550,000	356,000	500,000
Annual circulation of materials	568,805	800,000	572,000	700,000
Reference information requests	53,776	70,000	59,000	72,000
Total registered borrowers	62,475	68,000	69,270	72,000
Items loaned to other libraries	70,602	90,000	69,170	80,000
Items received from other libraries	49,408	70,000	42,900	55,000
Total circulation of children's materials	239,449	250,000	269,300	275,000
Materials added to the collection	46,225	60,000	42,000	55,000
Materials delected from the collection	18,741	15,000	19,000	15,000
Grants received	1,200			
Attendance at children's programs (includes Summer Reading Club participants)	6,759	5,000	7,000	7,000
Home page hits	357,531	360,000	345,000	360,000
School visits to the library	21	25	30	35
Attendance for adult special programs	1,836	1,500	2,200	2,500
Literacy attendance (tutors and study groups)	2,858	3,600	2,500	3,000
Combined children's storyhour attendance	2,223	4,000	3,000	4,000
Computer sessions	129,210	150,000	116,920	140,000

SCHEDULE IX

FIVE YEAR BUDGET
CAPITAL

Department/Division
Library

Description of Capital Item	Fiscal 2016 No.	Fiscal 2016 Cost	Fiscal 2017 No.	Fiscal 2017 Cost	Fiscal 2018 No.	Fiscal 2018 Cost	Fiscal 2019 No.	Fiscal 2019 Cost	Fiscal 2020 No.	Fiscal 2020 Cost
Capital Outlay		$2,000,000								
Renovation of the Burnette Branch										
Library										