


Category	Cost Item	Notes	Revenue	Notes
Base operating budget (7001)				
Salaries				
Director	\$ 25,000.00	19-20 hours per week		
Library assistant	\$ 17,000.00	16 hours per week		
Unemployment, wrkrs comp.ins. Medicare	\$ 3,100.00			
Operations				
IT/communications	\$ 14,000.00			
Janitorial and maintenance	\$ 3,000.00			
Office supplies	\$ 1,500.00			
Insurance (liability and fire)	\$ 900.00			
Copier lease	\$ 1,300.00			
Professional services	\$ 500.00			
Memberships	\$ 500.00			
Cataloging	\$ 2,200.00	Koha annual support		
Travel	\$ 750.00	Travel (includes mileage to events)		
Training	\$ 1,000.00	Training		
Collections				
Westlaw	\$ 6,000.00	Cancel one Westlaw seat and renegotiate		
West Print	\$ 1,700.00	Cancel all except West Complete Library		
CEB OnLAW	\$ 4,100.00			
LexisNexis	\$ 3,750.00	Add using state master services agreement		
EBSCO (NoloPress)	\$ 1,500.00			
LexisNexis Digital Library	\$ 8,000.00	Remove California Legal Forms Transactions from subscription		
CEB Print	\$ 2,000.00	Cut titles with low usage	\$ 96,000.00	Filing fees (est. \$8000 per month)
			\$ 2,000.00	Notary and passport services (maybe)
Total expenditures for 7001	\$ 97,800.00		\$ 98,000.00	Total expected 7001 revenue
Category				
Discretionary funds (7002)				
Direction 1 objectives				
Posters/flyers/literature	\$ 500.00	Printing costs		
Pop-up library	\$ 130.00	Canopy		
	\$ 1,100.00	Laptop		
	\$ 300.00	Chromebook		
	\$ 180.00	Hot spot (includes data plan)		
	\$ 225.00	Folding tables/chairs		
Direct marketing	\$ 1,000.00	Advertising		
Event attendance	\$ 1,200.00	Insurance and entry fees		

Direction 2 objectives				
Lawyers in the library	\$ 2,500.00	Insurance (liability for volunteers)		
Minor space changes	\$ 1,200.00	Modular tables		
	\$ 2,500.00	Partitions		
	\$ 1,000.00	Moving & IT costs		
	\$ 500.00	Shelving takedown		
Direction 3 objectives				
Notary public and passport services	\$ 500.00	POS system (Square)		
Additional staff hours	\$ 14,000.00	Support for new objectives, 8 hours per week director, 4 hours per week lib. asst.		
Administrative objectives	\$ 2,000.00	Security consultant/infrastructure upgrade		
Total (7002) proposed expenditures	\$ 28,835.00		\$ 58,815.00	State appropriation
			\$ 29,980.00	Add to reserves