

**NWKLS 2020 Budget**

<b>Income:</b>	<b>2018 General</b>	<b>2018 Actual</b>	<b>2018 Difference</b>	<b>2018 Employee Benefit</b>	<b>2018 Employee Benefit Actual</b>	<b>2019 General</b>	<b>2019 Employee Benefit</b>	<b>2019 State Aid</b>	<b>2019 BPH</b>	<b>2020 General</b>	<b>2020 Employee Benefit</b>	<b>2020 State Aid</b>	<b>2020 BPH</b>
System Tax	\$583,054	\$576,273	-\$6,781	\$86,800	\$82,626	\$591,270	\$91,500			\$596,500	\$92,000		
Carryover	\$20,014	\$13,471	-\$6,543	\$3,000	\$6,000	\$12,000	\$3,000			\$12,000	\$3,000		
Other		\$1,129	\$1,129		\$87.16	\$0							
Cancelled Enc.													
Interest		\$1,513	\$1,513			\$1,000				\$1,200			
Grants								\$48,000	\$14,043			\$48,000	\$14,043
<b>TOTAL:</b>	<b>\$603,068</b>	<b>\$592,386</b>	<b>-\$10,682</b>	<b>\$89,800</b>	<b>\$88,713</b>	<b>\$604,270</b>	<b>\$94,500</b>	<b>\$48,000</b>	<b>\$14,043</b>	<b>\$609,700</b>	<b>\$95,000</b>	<b>\$48,000</b>	<b>\$14,043</b>
<b>EXPENSES:</b>													
Bibliographic Serv.	\$5,000	\$908	-\$4,092			\$4,000				\$5,500			
Contract. Services	\$3,000	\$2,987	-\$13			\$3,500				\$3,500			
Bldg. Maint.	\$2,500	\$1,872	-\$628			\$2,500				\$2,500			
Vehicle Mntn.	\$3,000	\$932	-\$2,068			\$3,500				\$3,500			
Insurance	\$9,500	\$9,014	-\$486			\$9,500				\$9,800			
Bldg Utilities	\$7,000	\$6,464	-\$536			\$7,500				\$7,800			
Building Rent	\$12,500	\$12,204	-\$296			\$12,500				\$12,500			
Required Fees	\$6,500	\$5,766	-\$734			\$6,500				\$6,100			
Postage	\$6,000	\$5,525	-\$475			\$6,500				\$3,800			
Marketing										\$2,700			
Carryover										\$8,000	\$3,000		
Printing/Copying	\$5,500	\$4,243	-\$1,257			\$5,000				\$5,000			
Supplies	\$6,000	\$5,327	-\$673			\$6,000				\$6,000			
Telephone	\$2,000	\$3,064	\$1,064			\$3,000				\$3,000			

Subscriptions	\$15,000	\$23,853	\$8,853			\$15,000				\$21,000		\$2,000	
Audio-visual	\$11,000	\$10,079	-\$921			\$11,000				\$11,000			
Books	\$28,000	\$26,347	-\$1,653			\$28,000		\$10,000		\$28,000		\$10,000	
E-Books	\$15,000	\$18,358	\$3,358			\$15,000		\$2,000		\$15,000			
Misc	\$3,000	\$2,390	-\$610			\$3,000				\$3,000			
Software	\$15,000	\$12,585	-\$2,415			\$21,000		\$5,000		\$27,500		\$5,000	
Computer Support	\$5,000	-\$896	-\$5,896			\$5,000				\$5,000			
KPERS	\$16,000	\$15,499	-\$501	\$14,000	\$11,000	\$16,000	\$14,000			\$13,000	\$14,000		
Health Insurance	\$35,200	\$25,723	-\$9,477	\$55,800	\$51,626	\$35,000	\$58,200			\$20,000	\$58,000		
Social Security	\$3,000	\$1,172	-\$1,828	\$20,000	\$20,000	\$2,000	\$20,000			\$3,000	\$20,000		
KS Emp. Sec.	\$3,000	\$2,165	-\$835			\$2,200				\$1,500			
Salary/Wages	\$247,568	\$242,943	-\$4,625			\$256,100		\$18,000	\$14,043	\$238,000		\$18,000	\$14,043
Travel	\$28,000	\$28,964	\$964			\$28,000				\$28,000			
Workshops	\$6,000	\$5,493	-\$507			\$6,000				\$10,000			
Cont. Educ.	\$8,000	\$7,866	-\$134			\$8,000				\$8,000			
Capital Expense	\$15,000	\$15,204	\$204			\$2,170				\$2,000			
Grants	\$80,800	\$79,926	-\$874			\$80,800		\$15,266		\$96,000		\$13,000	
<b>Total:</b>	\$603,068	\$575,975	-\$27,093	\$89,800	\$82,626	\$604,270	\$92,200	\$50,266	\$14,043	\$609,700	\$95,000	\$48,000	\$14,043

**NWKLS 2020 Budget**

Digital Resource/Software	Cost	Frequency	Licenses	Budget Line	Note
Log-Me-In	\$3,999.99	Yearly	231/250	software	Remote Access Software
Deep Freeze	\$825.30	Yearly	123/131	software	Computer Locking Software
Faronics	\$5,111.25	Yearly	227/235	software	Computer Security Software
Cisco Umbrella	\$2,890.80	Yearly	250-499	software	Filtering Software
Microsoft 365	\$2,328.00	Yearly	97	software	Business Software
Word Fence	\$269.00	Yearly	20	software	Website Security
Nex-Tech (Webpages)	\$1,440.00	Yearly	4	software	Websites
MiFi Project	\$7,200.00	Yearly	N/A	software	Checking Out the Internet Project
AutoGraphics	\$6,699.00	Yearly	N/A	software	ILS, CILL, SIP2
EnvisionWare	\$1,632.85	Yearly	87/100	software	Computer Management
<b>Total</b>	\$32,396.19				

**Renewal**  
 Annually in February  
 Annually in October  
 Annually in October  
 5 year agreement through 3/20/2024  
 \$336.00 increase per year adding 14 more users at \$24.00 ea. Annually in January and March 4 separate sites and 16 subdomains.  
 8/15/2019 11 libraries active

Digital Resource/Software	Cost	Frequency
Sunflower eLibrary	\$15,000.00	Yearly
<b>Total</b>	\$15,000.00	

Budget Line
ebooks

2020

Digital Resource/Software	Cost	Frequency
Hoopla	\$22,000.00	Usage
<b>Total</b>	\$22,000.00	

Budget Line
subscriptions

2020

NWKLS Courier \$3,800.00  
 Increase of \$400  
 Courier Costs for Members \$1,200.00

Income	Amount Received
KLA Contract	\$20,000.00
HK Contract	\$3,500.00
State Aid	\$48,000.00
BPH Contract	\$14,043.00

Increase of \$150  
 2020

**Budget Commentary 2020**

Bibliographic Services—has increased due to the addition of another OCLC cataloging subscription for Colby Community College to go with the OCLC WorldShare Interlibrary Loan service for 2020.

Contract Services—will remain the same. No foreseen increase needed for 2020.

Building Maintenance—will remain the same. No foreseen increase needed for 2020.

Vehicle Maintenance—will remain the same. No foreseen increase needed for 2020.

Insurance—has been increased by 3% to cover any possible increases in 2020.

Building Utilities—has been increased by 4 % to cover any possible increases in 2020.

Building Rent—will remain the same due to the 10-year contract with the city.

Required Fees—will remain the same. No foreseen increase needed for 2020.

Postage/Marketing—this line has been separated into two lines. No foreseen increase needed for 2020.

Carryover—this line is new. We need to begin budgeting in carryover as we will not have much wiggle room in the future. Previously, we have padded some of our lines to have a carryover, and this is too imprecise. Having a carryover line allows us to know exactly what we are looking at in carryover.

Printing/Copying—will remain the same. No foreseen increase needed for 2020.

Supplies—will remain the same. No foreseen increase needed for 2020.

Telephone—will remain the same. No foreseen increase needed for 2020.

Subscriptions—has been increased by \$6000 in General and \$2000 in State Aid. This is to cover the increased use of Hoopla.

Audio/Visual—will remain the same. No foreseen need for an increase in 2020.

Books—will remain the same. No foreseen need for an increase in 2020.

E-Books—will remain the same. No foreseen need for an increase in 2020.

Miscellanies—will remain the same. No foreseen increase needed for 2020.

Software—has been increased by \$4000, to account for EnvisionWare and the MiFi Project.

Computer Support—will remain the same. No foreseen increase needed for 2020.

KPERS—has been decreased by \$3000, due to staffing and refiguring percentages.

Health Insurance—has been decreased by \$15,200, due to staffing and refiguring costs for plans.

Social Security—has increase by \$1000, due to staffing and refiguring percentages.

KS Emp. Sec.—has been decreased by \$700, due to a refiguring of our percentage based on claims.

Salary/Wages—Please see Wages page.

Travel—will remain the same. No foreseen increase needed for 2020.

Workshops—has been increased by \$4000 to cover the cost of author visits and NWKLS book club.

Continuing Education—will remain the same. No foreseen increase needed for 2020.

Capital Expense—has been decreased by \$170.

Grants—have been increased. Please see Grant page.

### **NWKLS 2020 Budget Line Definitions**

Bibliographic Services—This line pays for the NWKLS and Colby Community College subscription to OCLC for purchasing bibliographic records and interlibrary loan services outside of Kansas. The cost for these services depend on the number of records we use.

Contract Services—This line pays for the cleaning of the NWKLS office.

Building Maintenance—This line pays for supplies used in cleaning and making building repairs and for the Culligan Water Cooler.

Vehicle Maintenance—This line pays for vehicle oil changes, tires, and repairs for the three vehicles owned by NWKLS.

Insurance—This line pays for property, vehicle, and liability insurance for NWKLS. We see some fluctuation every three years when we pay for the dishonesty bond.

Building Utilities—This line pays for the electricity, gas, water, trash/recycling, and sewer.

Building Rent—This line pays for the NWKLS office rent, which is a set amount due to a 10-year contract with the City of Norton.

Required Fees—This line pays for the Mapes and Miller audit of NWKLS financials. The total is the previous year plus increases. Additionally, we maintain extra funds in this line for consulting fee with Mapes and Miller.

Postage—This line pays for the NWKLS Courier Fee and other postage charges for ILL.

Marketing—This line pays for marketing materials, budget publication, Nex-Tech Directory listing, NexGeneration Career Fair Sponsorship, and other marketing opportunities that arise.

Printing/Copying—This line pays for the NWKLS Xerox Machine contract and printing.

Supplies—This line pays for the library supplies in stock at NWKLS, library supply orders from member libraries, NWKLS office supplies, disk cleaning supplies, and misc. supplies.

Telephone—This line pays for the cost of three phone lines and an 800 number for NWKLS office.

Subscriptions—This line pays for Hoopla, Book Pages, and a local newspaper subscription.

Audio-Visual—This line pays for the purchase of audiobooks, DVDs, and video games for rotation.

Books—This line pays for the purchase of regular text and large text books for rotation.

E-Books—This line pays for Sunflower eLibrary OverDrive subscription/content credit for NWKLS and member libraries.

Miscellaneous—This line pays for items that do not fit into the other budget lines. We pay for a Kiwanis membership for a staff member as a way of participating in our local community. In previous years, we have used this line to cover the cost of shredding for NWKLS and member libraries.

Software—This line pays for resources on page 2 of the budget.

Computer Support—This line pays for NWKLS replacement computers and technology, member library technology orders, and technology related accessories.

KPERS—This line pays for the employer portion of the Kansas Public Employee Retirement System. This is based on a percentage of enrolled employee wages.

Health Insurance—This line pays for the employer portion of the Non-State Group State Health Insurance.

Social Security—This line pays the employers portion of Social Security and Medicare. This is based on a percentage of total payroll.

KS Employment Security—This line pays for cost associated with unemployment.

Salary/Wages—This line pays staff wages and salaries. This line is usually combined with other fund lines for total salary/wages.

Travel—This line pays for gasoline, hotels, food, mileage, for system staff, member librarians, and workshop presenters.

Workshops—This line pays for the cost of NWKLS hosted workshops for member libraries.

Continuing Education—This line pays for the cost of staff attend workshop, conferences, joining professional organizations, and college courses.

Capital Expense—This line covers the cost of any capital expense for the year. The remainder of the funds at the end of the year are transferred to the Capital Improvement Fund.

Grants—This line pays for the grants, movie licensing, and ERate Solutions provided to member libraries.