

## **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, Nex-Generation 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.