

FY 2020 Budget Questions & Answers Finance Committee

Dept. Number, Name + Account	Questioner's Name/Question	Response																																			
610 - Library	Pilachowski – Please explain why hourly workers are calculated for 260 days of service (pg 127), yet the library provides programs and services 314 days per year (pg 129).	<p>Only non-union salaried staff are calculated for 260 days per year. Union full-time staff are calculated according to actual weeks in the fiscal year (e.g. 52.4 in FY20). All non-salaried staff schedules are calculated according to the following shift and pay breakdown: straight-time hours, differential hours (10% additional after 6pm), Saturday hours x 12.5 Saturdays per year, and Staff Meetings (1 hour x 10 months per year). Longevity is pro-rated according to the AVERAGE workweek, and Sunday hours are calculated separately [See Answers Below].</p> <p>EXCERPT FROM PERSONAL SERVICES BUDGET SPREADSHEET:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>SHIFT</th> <th>RATE</th> <th>HPW</th> <th>WKS/YR</th> <th>SUB</th> <th>LONG</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>STR</td> <td>26.5200</td> <td>15.00</td> <td>52.4</td> <td>20,845</td> <td>843</td> <td>28,694</td> </tr> <tr> <td>DFP</td> <td>29.1720</td> <td>3.00</td> <td>52.4</td> <td>4,586</td> <td></td> <td></td> </tr> <tr> <td>SAT</td> <td>26.5200</td> <td>6.50</td> <td>12.5</td> <td>2,155</td> <td></td> <td></td> </tr> <tr> <td>MTG</td> <td>26.5200</td> <td>1.00</td> <td>10</td> <td>265</td> <td></td> <td></td> </tr> </tbody> </table>	SHIFT	RATE	HPW	WKS/YR	SUB	LONG	TOTAL	STR	26.5200	15.00	52.4	20,845	843	28,694	DFP	29.1720	3.00	52.4	4,586			SAT	26.5200	6.50	12.5	2,155			MTG	26.5200	1.00	10	265		
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610 - Library	Pilachowski - Why does the budget include 7 Saturdays in July-Aug, but not Sundays from Jan – April?	<p>Sunday hours appear under PERSONAL SERVICES on row 01610100/511590 OTHER SUPPORT STAFF SUNDAYS.</p> <p style="text-align: center;">→ Please see ATTACHMENT G for this calculation</p>																																			
610 – Library	Pilachowski - If there was no custodial overtime in fiscal 2018, please explain why \$2,852 is being budgeted in fiscal 2020 (and projected for the next two years).	<p>Custodial Overtime is calculated for 75 hours of snow removal January through April. This calculation includes the assumption that custodial staff will need to be called in over the weekend to remove snow on average 4 times a season at overtime and call-back rates. During the FY18 Sunday season approximately \$625 was spent on snow removal.</p>																																			
610 - Library	Greene - Who uses the clothing allowance?	<p>The CWA Bargaining Unit awards a Uniform Allowance to Maintenance Staff [one FT staffer receives a full allowance, and the evening part-timer receives a pro-rated allowance). Circulation staff who work 15 or more hours weekly on the Circulation desk receive an annual shoe allowance of</p>																																			

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		\$90 (four staff receive this). → Please see ATTACHMENT E for this calculation
610 - Library	Morrison - How do you determine staffing levels?	Staffing is determined by the number of hours mandated open per state regulation, by usage and by the service and programmatic load offered across the year. Using state-collated statistical data (the collection of which is mandated annually by the state Board of Library Commissioners) we are able to compare our staffing level to libraries in the town market basket of like communities. The most recent Staffing Report showed WESTFORD within .7 of one full-time-equivalent of the <u>average</u> for the 21 market basket communities.
610 - Library	FitzPatrick - Please provide a brief explanation about how the new growth will impact the library?	New growth is projected to impact the Library in the following ways: → Increased registrations and circulation → Increased need for Children's, Young Adult and Adult Programming → Increased Storytimes, Mother Goose Times, Book Clubs and drop-in programs → Increased expenditures on books and materials, <u>until the formal census for Westford hits 25,000 population...</u> at which time → Weekly hours must increase to 59 Hours per Week [this is projected in the FY21 budget], and materials expenditures drop to 13% of the budget (down from 15%)
610 - Library	Galvin - Why is there an account for "uniform allowances"?	PLEASE SEE ANSWER ABOVE.
610 - Library	Galvin - How many hours a week do the Senior Librarian's and staff librarians and assistants work? (for each group)	Please see the attached ATTACHMENT R for a detailed spreadsheet of all workers from Director through Pages, and the breakdown of their hours per week and FY20 wages/steps: <ul style="list-style-type: none"> ● Director, Asst. Director and 4 Senior Librarians (non-union, full-

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		<p>time) all work a combined 225 HPW</p> <ul style="list-style-type: none"> • Under CWA, 4 Staff Librarians work a combined 150 HPW • Library Associates work a combined 256.5 HPW • Library Technicians work a combined 51.5 HPW <p>Please see ATTACHMENT R.</p>												
610 - Library	Galvin - Are the librarians divided into shifts and if so what are the hours?	Library shifts span from 7am until 10pm, Monday through Thursday, with daytime only shifts Friday through Sunday. Shifts and hours vary, but typical shifts span 10-3, 10-6, 1-9 or 6-9pm; staff all have a mix of daytime, evening and weekend (Saturday and Sunday rotational) shifts.												
610 Library Utilities	FitzPatrick - FY19 utilities are already over budget. The FY2020 TMR budget is at the current levels. Are the full year's bills already encumbered?	<p>FY19 Utilities appear to be over budget because an entire year of expenditures is encumbered in the MUNIS system. In actuality, at 44% of the way through the fiscal year, the Library Department has spent the following:</p> <table style="margin-left: 40px;"> <tr> <td>521010</td> <td>Electricity</td> <td>\$8,531.16</td> <td>39%</td> </tr> <tr> <td>521030</td> <td>Gas</td> <td>\$2,744.27</td> <td>25%</td> </tr> <tr> <td>523010</td> <td>Water</td> <td>\$553.21</td> <td>37%</td> </tr> </table> <p>Gas, which was underfunded in FY18, and Electricity which saw a balance at year end of FY18, were both adjusted for FY19.</p> <p>→ Please see ACCOUNTS SUMMARY FY19</p>	521010	Electricity	\$8,531.16	39%	521030	Gas	\$2,744.27	25%	523010	Water	\$553.21	37%
521010	Electricity	\$8,531.16	39%											
521030	Gas	\$2,744.27	25%											
523010	Water	\$553.21	37%											
650 – Parks & Grounds	Greene - Parks & Grounds is moving to 65 Main St, correct? How much is the TRCCI rent being reduced to allow for this department to occupy space at 65 Main St?	The Parks, Recreation and Cemetery Department will occupy 3,001 sq./ft. of space at 65 Main Street. This is equivalent to 11% of the overall space occupied by TRCCI under the lease. As a result, TRCCI rent was reduced by 11%. For FY20, the base rent is reduced by \$3,944 for the year. Under the terms of the new lease, base rent is reduced by \$4,620 in FY21 and \$4,943 in FY22.												

FY 2020 Budget Questions & Answers
Finance Committee

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650 Parks and Grounds – water	FitzPatrick - Why is water so high in FY19?	There was a programming error on the irrigation control clock that resulted in excess watering. The situation has been corrected. In addition, the Water Department is working towards implementing a network solution that will assist with overwatering/leak detection in real time, rather than during quarterly meter reading.
650 Parks and Grounds – town common	FitzPatrick - What is included in town common expense?	The Town Common line is used for grounds maintenance expenses associated with the Town Common, including irrigation water, fertilizer, grass seed, mulch, flowers, etc.
650 Parks and grounds	FitzPatrick - With the new vehicle from capital is it anticipated mileage and maint will decrease? Is that the reason for the gasoline increase?	<p>The new vehicle request was not funded through capital. The Parks, Recreation & Cemetery Department is being allocated an older vehicle from the existing fleet.</p> <p>We do anticipate a decrease in mileage reimbursements as staff utilize this vehicle for daily departmental business. We will still have some staff submitting mileage reimbursements due to use of personal vehicles to accomplish Town work.</p> <p>We do not anticipate a reduction in the vehicle maintenance expense line. We may experience a slight increase in the line due to the age of the vehicle, 2013. At the time of the budget submission, we were not aware of the existing vehicle being allocated to our department and did not include any increase for vehicle maintenance.</p> <p>The increase in gasoline expense is based on FY18 actual expenditures on fuel of \$12,800. Fuel expense is shared between the General Fund and the Fields Maintenance Revolving Fund.</p>
650 Parks and grounds	Please explain the increase in the Heavy Equipment Operator account- from 134K in 2019 to 163K in 2020?	In FY16 a grounds maintenance position was vacated due to retirement and not backfilled. When the FY19 budget was being compiled, a grounds maintenance position was moved from Parks and Grounds to the Cemetery Department and not backfilled. Restoring the position lost in Parks and Grounds was requested in the FY20 budget but deferred due to

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Dept. Number, Name + Account	Questioner's Name/Question	Response
		the global budget picture. Restoring this position remains a top departmental priority as the inventory of facilities and areas requiring grounds maintenance and upkeep expands.
650 Parks and grounds	Please explain the increase in the Meeting and Conference Account from \$325.00 in FY 2019 to 2K in 2020?	The FY18 budget had limited funding for professional trade association memberships and continuing education. The requested funding will provide professional development opportunities for staff via industry conferences and seminars.
660 – Land Management	Pilachowski – If electricity was \$4,100 in fiscal 2018 and \$4,500 was budgeted for fiscal 2019, please explain why the fiscal 2020 TMR is \$3,000.	This should be increased to \$4,120 to match existing costs. O'Donnell: I believe I lowered the incorrect expense line item. Electricity and water should be updated to more accurately reflect FY18 actual utility costs.
660 – Land Management	Pilachowski – Please explain why water increased from \$2,375 in fiscal 2018 to a budget of \$3,500 in fiscal 2019 and a request of \$3,500 in fiscal 2020.	This should be decreased to \$2,380 to be in line with the 2018 budget expenditures.
660 – Land Management	Greene - Why was there such a significant decrease in EBC revenue from FY17 to FY18?	The check from Marcus Lewis came in late and was posted to FY19. Therefore, FY19 will look inflated in the next budget cycle as we will be receiving another \$20k this spring.
660 – Land Management	Morrison - What accounts for the decrease in revenue for East Boston Camps?	See above response and in addition please note there are fluctuations in spring and fall rentals each year.
670 – Historical Commission	Pilachowski – How many bids were solicited to paint the cottage at 4 Boston Road?	One, but it did not include prevailing wage. The project was not approved in the operating budget
670 – Historical Commission	Galvin - Please explain the increase in the electricity account, from 2.5K in 2019 to 3.5K in 2020?	The FY20 budget is recommended at \$3,900 for electricity. The FY18 actual was \$3,852
670 – Historical Commission	Galvin - Please explain the increase in the “Building Maintenance” account from 4K in 2019 to 15.7K in 2020?	The Historical Commission requested additional funds to paint the cottage, but this was deferred to the capital committee. Building maintenance was level funded at \$4,000.

J. V. FLETCHER LIBRARY -- SALARIES AND WAGES, FY2020

DEPT: 1610100	EMP. #	DOH	NAME	HPW	FTE	FY20	WAGE
511020			DIRECTOR				
Director*	5281	6/5/1972	RAINVILLE, ELLEN	37.5	1	\$ 2,163.75	57.7000
511030			ASST. DIRECTOR				
Asst. Director*	5290	10/23/2000	LEEDBERG, KRISTINA	37.5	1	\$ 1,477.48	39.3995
511340			SENIOR LIBRARIANS				
Senior Librarian*		VACANT	HD OF TECH. SERVICES	0	0		
Senior Librarian*	5928	1/4/2010	BOUTET, NANCY	37.5	1	\$ 1,351.24	36.0330
Senior Librarian*	5269	3/29/1999	KANABAR, DINA	37.5	1	\$ 1,389.43	37.0515
Senior Librarian*	5283	11/10/03	REGAN, SARAH	37.5	1	\$ 1,288.88	34.3702
Senior Librarian*	5287	10/2/2000	SHERIDAN-PRITCHARD	37.5	1	\$ 1,396.27	37.2339
511470 CWA			LIBRARY ASSISTANTS				
Library Associate	5469	11/4/1997	APICCO, ELLEN	19.75	0.53	S6	\$ 26.52
Staff Librarian	7837	11/13/2018	BENNETT, KATELYN	37.5	1.00	S2p	\$ 18.34
Library Technician	7822	10/2/2018	BLANCHETTE, SUSAN	18	0.48	S2p	\$ 18.34
Staff Librarian	5257	6/26/2000	BROVINA, ALLA	37.5	1.00	S6	\$ 32.94
Library Associate	5263	11/16/2000	DIBBLE, JACKI	19.75	0.53	S6	\$ 26.52
Library Associate	7018	1/10/2012	EVANS, LAUREN	37.5	1.00	S3p	\$ 21.55
Library Associate	5266	1/7/2003	FOWLER, LAURA	12.5	0.33	S6	\$ 26.52
Library Associate/YS	7707	7/5/2017	JUNGHANSS, GWEN	18.75	0.50	S3p	\$ 21.55
Library Associate	5869	7/1/2009	KELLEY, MAYLEEN	14.75	0.39	S9p	\$ 25.75
Library Associate	5271	9/2/2003	MADSEN, JUDY	24.25	0.65	S6	\$ 26.52
Library Associate	5273	8/28/2000	MCCAHON, CAROL	37.5	1.00	S6	\$ 26.52
Library Associate	5275	12/4/1997	MCGWILLIAMS, PAULA	24	0.64	S6	\$ 26.52
Library Technician	7827	10/16/2018	PENDER, BARI	19.5	0.52	S2p	\$ 18.34
Library Associate	7555	3/4/2016	MILLET, JEANNE	17.5	0.47	S2p	\$ 20.92
Staff Librarian	5276	1/3/1990	MOORE, VIRGINIA	37.5	1.00	S6	\$ 32.94
Library Associate	7781	10/1/2018	NEVITS, HEATHER	10.75	0.29	S2p	\$ 20.92
Library Associate	5285	9/21/1998	SANTORO, DEBORAH	7	0.19	S6	\$ 26.52
Staff Librarian	7032	2/9/2012	SCHWEPPE, CHARLES	37.5	1.00	S3p	\$ 26.79
Library Technician	7762	2/20/2018	SELDON, MELISSA	14	0.37	S3p	\$ 18.89
Library Associate	5286	2/2/2005	SHEPARD, CHANTALE	12.5	0.33	S6	\$ 26.52
511470 CWA			SUBSTITUTES				
Library Associate/Sub	5915	12/27/2011	BOUTET, MARY	NA	0	S4p	\$ 22.20
Library Associate/Sub	7825	9/11/1997	BUTLER, JEAN	NA	0	S6	\$ 26.52
Staff Librarian/Sub	7556	3/1/2016	KELLY, SANDY	NA	0	S4p	\$ 27.59
			0.00				
511500 OPEIU			OFFICE MANAGER				
Office Manager/OPEIU	5573	12/27/2016	SPADANO, AMY	37.5	1.00	GA/S4	\$ 28.8649
511650 CWA			MAINTENANCE				
Maintenance Worker II	7494	8/11/2015	BURKE, JOSEPH	12	0.32	S5p	\$ 20.44
Maintenance Worker I	7662	1/9/2017	OTTO, ROBERT	37.5	1	S10p	\$ 25.35
			1.32				
512010 Non-Union, Non-Benefited			PAGES				
Library Page	7784	5/30/2018	Dolan, Quinn	6	0.16	NO BEN.	\$ 12.18
Library Page	7071	5/9/2018	Morton, Sara	3	0.08	NO BEN.	\$ 12.18
Library Page	7739	11/13/17	Schroeder, Volet	6	0.16	NO BEN.	\$ 12.18
Library Page	7511	9/21/2015	Underhill, Emily	15	0.4	NO BEN.	\$ 12.18
			0.8				
				FTE'S:	20.53		
<p>top p = post 3/2009 hire * = Exempt Positions. Hired after 3/24/09 Temporary Positions Vacancies/New/Re-Org PBS CHANGE</p>							

SUNDAY DRAFT BUDGET FY20

Date	Main 1	Wage	Main 2	Wage	Reference	Wage	Children's	Wage	Fine Arts	Wage	Page Wage
Jan. 5	Lib. Assoc.	\$ 39.78	Lib. Assoc.	\$ 39.78	Sen. Lib.	\$ 53.94	St. Lib.	\$ 49.36	St. Lib.	\$ 49.36	\$ 19.13
Jan. 12	Lib. Assoc.	\$ 39.78	Lib. Assoc.	\$ 39.78	Sen. Lib.	\$ 53.94	St. Lib.	\$ 49.36	St. Lib.	\$ 49.36	\$ 19.13
Jan. 19	Lib. Assoc.	\$ 39.78	Lib. Assoc.	\$ 39.78	Sen. Lib.	\$ 53.94	St. Lib.	\$ 49.36	St. Lib.	\$ 49.36	\$ 19.13
Jan. 26	Lib. Assoc.	\$ 39.78	Lib. Assoc.	\$ 39.78	Sen. Lib.	\$ 53.94	St. Lib.	\$ 49.36	St. Lib.	\$ 49.36	\$ 19.13
Feb. 2	Lib. Assoc.	\$ 39.78	Lib. Assoc.	\$ 39.78	Sen. Lib.	\$ 53.94	St. Lib.	\$ 49.36	St. Lib.	\$ 49.36	\$ 19.13
Feb. 9	Lib. Assoc.	\$ 39.78	Lib. Assoc.	\$ 39.78	Sen. Lib.	\$ 53.94	St. Lib.	\$ 49.36	St. Lib.	\$ 49.36	\$ 19.13
Feb. 16	Lib. Assoc.	\$ 39.78	Lib. Assoc.	\$ 39.78	Sen. Lib.	\$ 53.94	St. Lib.	\$ 49.36	St. Lib.	\$ 49.36	\$ 19.13
Feb. 23	Lib. Assoc.	\$ 39.78	Lib. Assoc.	\$ 39.78	Sen. Lib.	\$ 53.94	St. Lib.	\$ 49.36	St. Lib.	\$ 49.36	\$ 19.13
Mar. 1	Lib. Assoc.	\$ 39.78	Lib. Assoc.	\$ 39.78	Sen. Lib.	\$ 53.94	St. Lib.	\$ 49.36	St. Lib.	\$ 49.36	\$ 19.13
Mar. 8	Lib. Assoc.	\$ 39.78	Lib. Assoc.	\$ 39.78	Sen. Lib.	\$ 53.94	St. Lib.	\$ 49.36	St. Lib.	\$ 49.36	\$ 19.13
Mar. 15	Lib. Assoc.	\$ 39.78	Lib. Assoc.	\$ 39.78	Sen. Lib.	\$ 53.94	St. Lib.	\$ 49.36	St. Lib.	\$ 49.36	\$ 19.13
Mar. 22	Lib. Assoc.	\$ 39.78	Lib. Assoc.	\$ 39.78	Sen. Lib.	\$ 53.94	St. Lib.	\$ 49.36	St. Lib.	\$ 49.36	\$ 19.13
Mar. 29	Lib. Assoc.	\$ 39.78	Lib. Assoc.	\$ 39.78	Sen. Lib.	\$ 53.94	St. Lib.	\$ 49.36	St. Lib.	\$ 49.36	\$ 19.13
Apr. 5	Lib. Assoc.	\$ 39.78	Lib. Assoc.	\$ 39.78	Sen. Lib.	\$ 53.94	St. Lib.	\$ 49.36	St. Lib.	\$ 49.36	\$ 19.13
Apr. 12	EASTER	EASTER	EASTER	EASTER	EASTER	EASTER	EASTER	EASTER	EASTER	EASTER	EASTER
Apr. 19	Lib. Assoc.	\$ 39.78	Lib. Assoc.	\$ 39.78	Sen. Lib.	\$ 53.94	St. Lib.	\$ 49.36	St. Lib.	\$ 49.36	\$ 19.13
Apr. 26	Lib. Assoc.	\$ 39.78	Lib. Assoc.	\$ 39.78	Sen. Lib.	\$ 53.94	St. Lib.	\$ 49.36	St. Lib.	\$ 49.36	\$ 19.13
TOTAL WAGES (16 WKS):		\$ 636.48		\$ 636.48		\$ 863.04		\$ 789.76		\$ 789.76	\$ 306.08
TOTAL WAGES (16 WKS):		\$ 2,368.80	*3 HRS	\$ 7,106.40							\$ 43.15
TOTAL WAGES (16 WKS):		\$ 1,652.80	*3.25 HRS	\$ 5,371.60							
TOTAL WAGES:		\$ 12,478.00									
MAINTENANCE:		\$ 1,622.40									
TOTAL COSTS:		\$ 14,100.40									

E-610 UNIFORMFY20

CWA UNIFORM ALLOWANCE AND STIPENDS

FISCAL YEAR: 2020

UNIFORM ALLOWANCES (Operating): \$1,170

NAME	UNIFORM*	MAINT.	PAID
Burke			
Madsen	\$ 90.00	\$ 270.00	
McCahon	\$ 90.00		
McWilliams	\$ 90.00		
Millet	\$ 90.00		
Otto		\$ 540.00	

TOTAL \$ 360.00 Paid to Date: \$ 1,170.00

*Uniform = 15 or more hours per week on Circulation Desk

Clothing to be approved and paid against receipt issued by staff.

MLS Stipend to be paid via separate warrant by Sept. 1 and prepared as wages.

MLS STIPEND (Salary): \$2,500

NAME	MLS STIPEND*	PAID	PAF ✓
Bennett	\$ 500.00		
Brovina	\$ 500.00		
Junghanss	\$ 500.00		
Moore	\$ 500.00		
Schweppe	\$ 500.00		

Paid to Date: \$

TOTAL

\$ 2,500.00

Paid to Date: \$

J. V. FLETCHER LIBRARY
OPERATING ACCTS FY19



Widening Watford's World

J. V. FLETCHER LIBRARY ACCOUNTS SUMMARY FY2019

LIBRARY DEPARTMENT LINE ITEMS: FY2019

12/06/18

SALARIES: 01610100 19 22 WARRANT: APPROPRIATED: 1,697,120.00

	APPROPRIATED:	EXPENDED:	BALANCE:	% SPENT
511020 Director	\$ 113,456.00	\$ 44,768.85	\$ 68,687.15	39%
511030 Asst. Director	\$ 76,794.00	\$ 31,868.65	\$ 45,125.35	41%
511340 Senior Librarian	\$ 282,374.00	\$ 114,458.44	\$ 167,915.56	41%
511470 Library Assistants	\$ 733,813.00	\$ 278,541.55	\$ 457,271.45	38%
511500 Office Manager	\$ 54,916.00	\$ 22,177.05	\$ 32,738.95	40%
511650 Maintenance	\$ 67,171.00	\$ 25,468.59	\$ 41,702.41	38%
512010 Pages	\$ 17,425.00	\$ 6,858.97	\$ 10,566.03	39%
511590 Sundays	\$ -	\$ -	\$ -	#DIV/0!
515050 Longevity	\$ -	\$ -	\$ -	#DIV/0!
514090 MLS Stipends	\$ -	\$ -	\$ -	#DIV/0!
Salary Sub-total:	\$ 1,345,949.00	\$ 521,942.10	\$ 824,006.90	38.78%
	\$ 1,345,949.00			42%

Transferred year end.
Transferred year end.

OPERATING: 01610200 19 23 WARRANT: APPROPRIATED: EXPENDED: BALANCE: % SPENT

517070 Uniform Allowance/Stipend	\$ 1,170.00	\$ -	\$ 1,170.00	0%
521010 Electricity	\$ 22,000.00	\$ 8,631.16	\$ 13,468.84	39%
521030 Heating Fuel: Gas	\$ 11,000.00	\$ 2,744.27	\$ 8,255.73	25%
523010 Water	\$ 1,500.00	\$ 553.21	\$ 946.79	37%
524030 Facility/Equip. Maintenance	\$ 24,800.00	\$ 4,967.55	\$ 19,832.45	20%
530400 MVL/Computers	\$ 36,000.00	\$ 36,000.00	\$ -	100%
534010 Postal Costs	\$ 3,500.00	\$ 1,696.00	\$ 1,804.00	48%
534040 Printing & Publicity	\$ 3,000.00	\$ 2,228.68	\$ 771.32	74%
541010 Gasoline	\$ -	\$ -	\$ -	
542010 Supplies	\$ 18,500.00	\$ 7,333.88	\$ 11,166.02	40%
543060 Janitorial Supplies	\$ 5,000.00	\$ 1,112.85	\$ 3,887.15	22%
555015 Books & Subscriptions	\$ 218,000.00	\$ 118,477.51	\$ 99,522.49	54%
571010 Mileage	\$ 2,500.00	\$ 396.74	\$ 2,103.26	16%
571100 Conferences Meetings	\$ 2,640.00	\$ 555.61	\$ 2,084.39	21%
573010 Dues & Memberships	\$ 1,196.00	\$ 1,030.00	\$ 166.00	86%
574120 Bonds	\$ 365.00	\$ 364.48	\$ 0.52	100%
Operating Sub-total:	\$ 351,171.00	\$ 185,992.04	\$ 165,178.96	52.96%

Deposits/Transfers: \$ 17.77

Reserve Fund Transfer FY__:

Total Salary/Operating Funds \$ 351,188.77 \$ 185,992.04 \$ 165,196.73

CAPITAL APPROPRIATED: EXPENDED: BALANCE:

Total Capital Funds:

\$ 254,568.00	15%
\$ 218,000.00	OB
\$ (36,568.00)	DIFF
\$ 4,689.22	FOL-FBC
\$ 16,809.07	FOL-FALL APPEAL
\$ 1,160.00	GIFTS (MBA & FOL)
\$ 2,900.00	LRA
\$ 1,000.00	BOT
\$ 11,100.00	FOL-MUSEUM PASSES
\$ -	TECHNOLOGY, PUBLIC
\$ 880.29	CREDIT/(DEFICIT)