



Kelly Langley
Nevada Department of Taxation
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Carson City, NV 89706-7937

Henderson District Public Libraries herewith submits the final budget for the fiscal year ending June 30, 2017.

This budget contains two (2) funds requiring property tax revenue total \$4,956,560.

The property tax rates computed herein are based on preliminary data. If the final state computed revenue limitations permits, the tax rate will be increased by an amount not to exceed .01 (1%). If the final computation requires, the tax rate will be lowered.

This budget contains three (3) governmental fund types with estimated expenditures of \$7,889,158 and zero (0) proprietary funds with estimated expenses of \$0.

Copies of this budget have been filed for public record and inspection in the offices enumerated in NRS 354.596 (Local Government Budget and Finance Act).

CERTIFICATION

APPROVED BY THE GOVERNING BOARD

I Angela Thornton
(Print Name)
Executive Director
(Title)

certify that all applicable funds and financial operations of this Local Government are listed herein

Signed Angela Thornton

Dated: May 19, 2016

SCHEDULED PUBLIC HEARING:

Date and Time: May 19, 2016 at 7:45 am

Publication Date: May 10, 2016

Place: Paseo Verde Library, 280 S Green Valley Pkwy, Henderson, NV 89012

Henderson District Public Libraries
Fiscal Year July 1, 2016 - June 30, 2017

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FULL TIME EQUIVALENT EMPLOYEES BY FUNCTION

	ACTUAL PRIOR YEAR ENDING 06/30/15	ESTIMATED CURRENT YEAR ENDING 06/30/16	BUDGET YEAR ENDING 06/30/17
General Government			
Judicial			
Public Safety			
Public Works			
Sanitation			
Health			
Welfare			
Culture and Recreation	75.0	77.5	78.0
Community Support			
TOTAL GENERAL GOVERNMENT	75.0	77.5	78.0
Utilities			
Hospitals			
Transit Systems			
Airports			
Other			
TOTAL	75.0	77.5	78.0

POPULATION (AS OF JULY 1)	274,270	280,928	287,828
Source of Population Estimate*	State of Nevada	State of Nevada	State of Nevada
Assessed Valuation (Secured and Unsecured Only)	9,599,639,616	10,630,915,219	11,630,054,583
Net Proceeds of Mines			
TOTAL ASSESSED VALUE	9,599,639,616	10,630,915,219	11,630,054,583
TAX RATE			
General Fund	0.0593	0.0594	0.0602
Special Revenue Funds			
Capital Projects Funds			
Debt Service Funds			
Enterprise Funds			
Other			
TOTAL TAX RATE	0.0593	0.0594	0.0602

Henderson District Public Libraries
(Local Government)
SCHEDULE S-2 - STATISTICAL DATA

PROPERTY TAX RATE AND REVENUE RECONCILIATION

Fiscal Year 2016-2017

	(1)	(2)	(3)	(4)	(5)	(6)	(7)		(7)
	ALLOWED TAX RATE	ASSESSED VALUATION	ALLOWED AD VALOREM REVENUE [(1) x (2)/100]	TAX RATE LEVIED	TOTAL AD VALOREM REVENUE WITH NO CAP [(2, line A) X (4)/100]	AD VALOREM TAX ABATEMENT [(5)-(7)]	AD VALOREM REVENUE WITH CAP	NET PROCEEDS OF MINERAL REVENUE [(2,Line B) X (4)/100]	BUDGETED AD VALOREM REVENUE WITH CAP PLUS REVENUE FROM NPM [(7) + (8)]
OPERATING RATE: A. PROPERTY TAX Subject to Revenue Limitations	0.0238	11,630,054,583	2,767,953	0.0238	2,767,953	817,598	1,950,355	xxxxxxxxxxxxxxxx	1,950,355
B. PROPERTY TAX Outside Revenue Limitations: Net Proceeds of Mines	Same as above				xxxxxxxxxxxxxxxx				
VOTER APPROVED: C. Voter Approved Overrides	0.0332	11,630,054,583	3,861,178	0.0332	3,861,178	1,124,197	2,736,981		2,736,981
LEGISLATIVE OVERRIDES D. Accident Indigent (NRS 428.185)									
E. Medical Indigent (NRS 428.285)									
F. Capital Acquisition (NRS 454.59816)									
G. Youth Services Levy (NRS 62B.150, 62B.160)									
H. Legislative Overrides									
I. SCCRT Loss (NRS 354.59813)	0.0032	11,630,054,583	371,424	0.0032	371,424	102,200	269,224		269,224
J. Other:									
K. Other:									
L. SUBTOTAL LEGISLATIVE OVERRIDES	0.0032	11,630,054,583	371,424	0.0032	371,424	102,200	269,224		269,224
M. SUBTOTAL A, C, L	0.0602		7,000,555	0.0602	7,000,555	2,043,995	4,956,560	-	4,956,560
N. Debt									
O. TOTAL M AND N	0.0602		7,000,555	0.0602	7,000,555	2,043,995	4,956,560	-	4,956,560

Henderson District Public Libraries
SCHEDULE S-3 - PROPERTY TAX RATE
AND REVENUE RECONCILIATION

REVENUES	(1)	(2)	(3)	(4)
	ACTUAL PRIOR YEAR ENDING 06/30/2015	ESTIMATED CURRENT YEAR ENDING 06/30/2016	BUDGET YEAR ENDING 06/30/17	
			TENTATIVE APPROVED	FINAL APPROVED
Intergovernmental revenues:				
Federal grants	89,610	37,300	-	-
State grants	6,764	8,897	-	-
Miscellaneous:				
Private grants	278	-	-	-
Contributions	265,010	228,441	182,000	182,000
Investment Income	472	950	1,000	1,000
Other	4,784	1,918	2,000	2,000
SUBTOTAL	366,918	277,506	185,000	185,000
OTHER FINANCING SOURCES				
SUBTOTAL	-	-	-	-
BEGINNING FUND BALANCE	432,393	443,255	257,820	259,920
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	432,393	443,255	257,820	259,920
TOTAL RESOURCES	799,311	720,761	442,820	444,920
EXPENDITURES				
Culture and Recreation:				
Services and supplies	104,088	70,906	63,016	65,116
Capital outlay	251,968	389,935	299,042	299,042
SUBTOTAL	356,056	460,841	362,058	364,158
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)	xxxxxxxxxxxx	xxxxxxxxxxxx		
SUBTOTAL	-	-	-	-
ENDING FUND BALANCE	443,255	259,920	80,762	80,762
TOTAL COMMITMENTS AND FUND BALANCE	799,311	720,761	442,820	444,920

Henderson District Public Libraries
(Local Government)
SCHEDULE B - Resources & Commitments
FUND - Contributions and Grants

REVENUES	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/17	
	ACTUAL PRIOR YEAR ENDING 06/30/2015	ESTIMATED CURRENT YEAR ENDING 06/30/2016	TENTATIVE APPROVED	FINAL APPROVED
Miscellaneous:				
Investment income	131	288	500	430
SUBTOTAL	131	288	500	430
OTHER FINANCING SOURCES				
Operating Transfers In (Schedule T):				
Transfer from General Fund	50,000	100,000	200,000	200,000
SUBTOTAL	50,000	100,000	200,000	200,000
EXTRAORDINARY ITEM				
SUBTOTAL	-	-	-	-
BEGINNING FUND BALANCE	106,235	115,377	29,107	29,070
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	106,235	115,377	29,107	29,070
TOTAL RESOURCES	156,366	215,665	229,607	229,500
EXPENDITURES				
Culture and recreation:				
Services and supplies	-	1,095	100,000	100,000
Capital outlay	40,989	185,500	100,000	100,000
SUBTOTAL	40,989	186,595	200,000	200,000
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)	XXXXXXXXXXXX	XXXXXXXXXXXX		
SUBTOTAL	-	-	-	
ENDING FUND BALANCE	115,377	29,070	29,607	29,500
TOTAL COMMITMENTS AND FUND BALANCE	156,366	215,665	229,607	229,500

Henderson District Public Libraries
(Local Government)
SCHEDULE B - Resources & Commitments
FUND - Capital Construction

EXPENDITURES AND RESERVES	(1)	(2)	(3)		(4)
	ACTUAL PRIOR YEAR ENDING 06/30/2015	ESTIMATED CURRENT YEAR ENDING 06/30/2016	BUDGET YEAR ENDING 06/30/17		
			TENTATIVE APPROVED		FINAL APPROVED
Type: Medium Term Financing					
Principal	1,517,900	-	-		-
Interest	4,220	-	-		-
Fiscal Agent Charges					
Reserves - increase or (decrease)					
Other					
SUBTOTAL	1,522,120	-	-		-
TOTAL RESERVED (MEMO ONLY)					
Type:					
Principal					
Interest					
Fiscal Agent Charges					
Reserves - increase or (decrease)					
Other (Specify)					
SUBTOTAL	-	-	-		-
TOTAL RESERVED (MEMO ONLY)					
Type:					
Principal					
Interest					
Fiscal Agent Charges					
Reserves - increase or (decrease)					
Other (Specify)					
SUBTOTAL	-	-	-		-
TOTAL RESERVED (MEMO ONLY)					
ENDING FUND BALANCE:					
Reserved	-	-	-		-
Unreserved	-	-	-		-
TOTAL ENDING FUND BALANCE	-	-	-		-
TOTAL COMMITMENTS AND FUND BALANCE	1,522,120	-	-		-

Henderson District Public Libraries
(Local Government)
SCHEDULE C - DEBT SERVICE FUND

THE ABOVE DEBT IS REPAYED BY OPERATING RESOURCES

ALL EXISTING OR PROPOSED
 GENERAL OBLIGATION BONDS, REVENUE BONDS,
 MEDIUM-TERM FINANCING, CAPITAL LEASES AND
 SPECIAL ASSESMENT BOND

* - Type
 1 - General Obligation Bonds
 2 - G.O. Revenue Support Bonds
 3 - G.O. Special Assessment Bonds
 4 - Revenue Bonds
 5 - Medium-Term Financing

6 - Medium-Term Financing - Lease Purchase
 7 - Capital Leases
 8 - Special Assessment Bonds
 9 - Mortgages
 10 - Other (Specify Type)
 11 - Proposed (Specify Type)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
NAME OF BOND OR LOAN List and Subtotal by Fund	*	TERM	ORIGINAL AMOUNT OF ISSUE	ISSUE DATE	FINAL PAYMENT DATE	INTEREST RATE	BEGINNING OUTSTANDING BALANCE 7/1/2016	REQUIREMENTS FOR FISCAL YEAR ENDING 06/30/17		(9) + (10) TOTAL
								INTEREST PAYABLE	PRINCIPAL PAYABLE	
No outstanding										\$ -
or proposed debt										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
TOTAL ALL DEBT SERVICE							\$ -	\$ -	\$ -	\$ -

SCHEDULE C-1 - INDEBTEDNESS

Henderson District Public Libraries Budget Fiscal Year 2016-2017
 (Local Government)

Transfer Schedule for Fiscal Year 2016-2017

TRANSFERS IN				TRANSFERS OUT			
FUND TYPE	FROM FUND	PAGE	AMOUNT		TO FUND	PAGE	AMOUNT
GENERAL FUND					Capital Construction	8	200,000
SUBTOTAL			-			200,000	
SPECIAL REVENUE FUNDS							
SUBTOTAL			-			-	
CAPITAL PROJECTS FUND							
	General Fund	10	200,000				
SUBTOTAL			200,000			-	
DEBT SERVICE							
SUBTOTAL			-			-	
TOTAL TRANSFERS			200,000			200,000	

Henderson District Public Libraries
(Local Government)

SCHEDULE T - TRANSFER RECONCILIATION

LOBBYING EXPENSE ESTIMATE

Pursuant to NRS 354.600 (3), **each** (emphasis added) local government budget must obtain a separate statement of anticipated expenses relating to activities designed to influence the passage or defeat of legislation in an upcoming legislative session.

Nevada Legislature: 79th Session; February 6, 2017 to June 5, 2017

1. Activity:	<u>Lobbying for the legislative session</u>	
2. Funding Source:	<u>n/a</u>	
3. Transportation		\$ <u>1,000</u>
4. Lodging and meals		\$ _____
5. Salaries and Wages		\$ _____
6. Compensation to lobbyists		\$ _____
7. Entertainment		\$ _____
8. Supplies, equipment & facilities; other personnel and services spent in Carson City		\$ _____
Total		\$ <u><u>1,000</u></u>

Entity: Henderson District Public Libraries

Budget Fiscal Year 2016-2017

Lobbying Expense Estimate, Page 1 of 1

Schedule of Existing Contracts
Budget Year 2016-2017

Local Government: Henderson District Public Libraries
Contact: Debbie Englund
E-mail Address: dmenglund@hendersonlibraries.com
Daytime Telephone: 702-492-6583

Total Number of Existing Contracts: 12

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Proposed Expenditure FY 2016-17	Proposed Expenditure FY 2017-18	Reason or need for contract:
1	Best Janitorial	7/1/2014	6/20/2020	\$ 134,000	\$ 136,000	Janitorial services
2	Commercial Consulting Services	7/1/2012	ongoing	4,000	4,000	Gibson Library HVAC mechanical preventative maint
3	Desert West Landscaping	11/1/2007	ongoing	8,100	8,100	Landscaping services
4	Dickinson Wright	2/1/2015	ongoing	9,000	9,000	Legal services
5	Enviser	12/1/2015	ongoing	1,920	1,920	Gibson Library HVAC automation system maint
6	G4S Secure Solutions	7/1/2010	ongoing	110,000	112,000	Security services
7	Hinton Burdick CPAs	3/20/2014	11/30/2018	18,500	19,000	Audit services
8	Schneider Electric	1/31/2014	2/1/2017	42,500	43,700	Paseo Verde Library HVAC maintenance
9	Schneider Electric	5/1/2015	4/30/2015	39,000	40,000	Green Valley Library HVAC maintenance
10	Terminex Pest Control	1/1/2016	ongoing	3,500	3,500	Pest control services
11	Unique Management Services	4/1/2006	ongoing	16,000	16,000	Collection services
12	Unique Management Services	2/23/2011	ongoing	12,000	12,000	Print notice/bill outsourcing services
13						
14						
15						
16						
17						
18						
19						
20	Total Proposed Expenditures			\$ 398,520	\$ 405,220	

Additional Explanations (Reference Line Number and Vendor):

Henderson District Public Libraries
Final Budget FY 2016-2017
Summary of Expenditures
General Fund

General Fund #	Category	Final Amended 2015-16	Tentative 2016-17	Percent Change
41XX	SUBTOTAL SALARIES	3,697,000	3,779,000	2.22%
43XX	SUBTOTAL BENEFITS	1,460,000	1,505,500	3.12%
5100	Dues & Memberships	3,000	3,000	0.00%
5105	Bank Fees	11,000	11,000	0.00%
5110	Advertising	13,000	10,000	-23.08%
5115	Shortages/Overages	100	100	0.00%
5150	Training/Tuition	10,000	10,500	5.00%
5160	Travel	20,000	22,000	10.00%
5170	Mileage Reimbursements	1,500	1,500	0.00%
5310	Programming Supplies	10,000	10,000	0.00%
5320	Janitorial Supplies	600	600	0.00%
5330	Library Supplies	27,000	30,000	11.11%
5340	Office Supplies	16,500	16,500	0.00%
5345	Computer Supplies	9,800	9,800	0.00%
5350	Postage	9,000	9,000	0.00%
5360	Printing	3,800	3,800	0.00%
5370	Minor Furniture & Equipment	176,500	90,500	-48.73%
5380	Software & Licensing	190,000	220,000	15.79%
5520	Equipment Rental	23,000	25,000	8.70%
5550	B & G Repair & Maintenance	198,000	200,200	1.11%
5560	Equipment Maintenance	50,500	50,500	0.00%
5730	Electricity	185,000	185,000	0.00%
5740	Gas	21,000	21,000	0.00%
5750	Water & Sewer	35,500	37,500	5.63%
5760	Trash	8,000	10,000	25.00%
5782	Long Distance	300	-	N/A
5785	Cellular Telephone	9,000	9,000	0.00%
5790	Data Communication	40,000	40,000	0.00%
6100	Insurance	44,000	44,000	0.00%
6310	Professional Services - Auditor	18,000	18,500	2.78%
6320	Professional Services - Consulting	82,000	92,000	12.20%
6325	Professional Services - Honorariums	2,500	2,500	0.00%
6340	Professional Services - Security	110,000	118,500	7.73%
6500	Vehicle Maintenance	8,000	6,000	-25.00%
6710	Contract Services - Employee Background Ck	1,000	1,000	0.00%
6715	Contract Services - Collection Services	16,000	16,000	0.00%
6720	Contract Services - Janitorial	133,000	134,000	0.75%
6730	Contract Services - Legal	16,500	16,500	0.00%
6750	Contract Services - ABS	23,200	25,500	9.91%
6760	Contract Services - Pest Control	4,700	3,500	-25.53%
6780	Contract Services - Bindery & Repair	1,000	1,000	0.00%
5000/6000	SUBTOTAL - SERVICES AND SUPPLIES	1,532,000	1,505,500	-1.73%
7110	Library Books & Materials	500,000	500,000	0.00%
8100	Vehicle	-	-	100.00%
8320	Technology Equipment	8,000	25,000	212.50%
8340	Furniture & Equipment	10,000	10,000	0.00%
7000/8000	SUBTOTAL - EQUIPMENT	518,000	535,000	3.28%
9100	Transfer to Capital Construction	100,000	200,000	100.00%
9100	Transfer to Contributions & Grants	-	-	100.00%
9100	SUBTOTAL - TRANSFERS	100,000	200,000	100.00%
	GRAND TOTAL	7,307,000	7,525,000	2.98%

Final Budget, FY 2016-2017
 Narrative by General Fund Line Item

4000 SALARIES - Payroll for all employees of HDPL. For FY17, this includes 78.0 full time equivalent positions, consisting of 58 full-time employees and 39 part-time employees. The District is increasing this line item by \$82,000 in FY17. This net increase includes converting a part time AS Librarian to a full time AS Specialist (\$13,000 excluding benefits), a 3% cost of living increase on 7/1/16 (\$105,000), a new part time YS Specialist (\$15,800) and reduction to salaries due to attrition (-\$51,800). 3,779,000

SUBTOTAL SALARIES 3,779,000

4320 HEALTH INSURANCE - The District participates with Clark County to provide a group insurance plan for all permanent, full-time employees. The costs of this program changes periodically based on County negotiations. The District is anticipating a 4% increase in the premium rates as of 01/01/17 (estimates shown below). In addition to the rate increase, this line item is also being increased for the health insurance benefits provided to the new full time AS Specialist and for changes to coverage associated with newly filled positions. The total increase to this line item is \$41,500. 512,000

PPO			
	Monthly Total	Employee Pays	District Pays
Employee	510.00	0.00	510.00
Employee + Spouse	960.00	170.00	790.00
Employee + Child	940.00	170.00	770.00
Employee + Family	1,340.00	240.00	1,100.00
HPN			
	Monthly Total	Employee Pays	District Pays
Employee	490.00	0.00	490.00
Employee + Spouse	910.00	160.00	750.00
Employee + Child	890.00	160.00	730.00
Employee + Family	1280.00	230.00	1,050.00

4325 POST RETIREMENT BENEFITS - Used to account for health insurance subsidies paid on behalf of employees that retired prior to September 1, 2008. Premiums are determined by the State of Nevada Public Employees Benefit System. The District is decreasing this line item by \$3,000 to coincide with actual expenditures. 10,000

4330 PERS - The retirement contribution rate equals 28% of the gross salaries for full time employees that elect the employer paid retirement plan and 14.5% for those that elect the employer/employee paid retirement plan. The District anticipates a net \$500 increase in this line item. This is due to the contributions on the COLA raises and the new full time position but is offset by a reduction in contributions due to attrition. 858,000

4340 MEDICARE - Costs for FY17 will be 1.45% of gross salaries for any employee hired after April 1, 1986 (all employees). The budgeted amount for FY17 was \$54,000. The District anticipates this line item to have an increase of \$1,000 due to the COLA raises and the change in positions. 55,000

4350 FICA - All part time employees not carried on PERS are covered through Social Security. The rate is 6.2% for the employer match. There would have been an increase in this line item due to the COLA raises but that increase was offset by the conversion of the part time AS librarian to a full time AS specialist. The end result is an overall decrease of \$500 in this line item. 34,000

4360 WORKERS COMPENSATION INSURANCE - The District's workers comp insurance rate is currently .004 of gross salaries up to a \$36,000 annual cap. The budgeted amount for FY16 was \$10,500. The District anticipates this line item to increase by \$500 due to the changes in personnel. 11,000

4370 DISABILITY INSURANCE - In addition to health insurance, the District provides short and long term disability insurance. In FY17, rates will be increasing from \$.37 per \$100 of each full-time employees' salaries to \$.41 per \$100. The District is increasing this line item by \$2,500 due to this rate increase. 16,000

4380 LONG TERM CARE INSURANCE - The District also provides long term care insurance for all full time employees. The premium is based on the employee's age. The average cost is \$10.06/mo per eligible employee. The District is increasing this line item by \$2,000 due to a rate increase and personnel changes. 7,000

Final Budget, FY 2016-2017
 Narrative by General Fund Line Item

4390 OTHER BENEFITS - Used to account for other benefits offered to employees, such as the administrative fee for the Section 125 plan. The budgeted amount for FY16 was \$1,500. The District is increasing this line item by \$1,000 due to an administrative rate increase.	2,500
SUBTOTAL BENEFITS	1,505,500
5100 DUES & MEMBERSHIP - This includes funding for professional organizations and other memberships for the institution, staff, and Board, as the Board directs. The budgeted amount for FY16 was \$3,000. The District expects this line item to remain static.	3,000
5105 BANK FEES - This includes the cost of maintaining the District bank accounts and the costs of accepting credit cards. The budgeted amount for FY16 was \$11,000. The District expects this line item to remain static.	11,000
5110 ADVERTISING - These costs include ad placement in local and specialty newspapers and the Yellow and White Page ads. The budgeted amount for FY16 was \$13,000. The District is decreasing this line item by \$3,000 due to the discontinuation of the Yellow/White Page ads.	10,000
5115 SHORTAGES/OVERAGES - Used to track point of sale register shortages and overages. The budgeted amount for FY16 was \$100. The District expects this line item to remain static.	100
5150 TRAINING/TUITION - This item includes training sponsored by HDPL, reimbursements to staff for workshop registrations and tuition of courses to enhance their scope of knowledge, and training as continuing education to keep abreast of best practices and authoritative pronouncements. In FY17, the District is increasing this line item by \$500 to allow training for the virtual branch department.	10,500
5160 TRAVEL - Used to travel to and from meetings and conferences. The budgeted amount for FY16 was \$20,000. The District is increasing this line by \$2,000, in conjunction with the increase to TRAINING/TUITION for the virtual branch department.	22,000
5170 MILEAGE REIMBURSEMENT - Used to track local mileage reimbursement costs incurred by employees using their own personal vehicle for business purposes. The budgeted amount for FY16 was \$1,500. The District expects this line item to remain	1,500
5310 PROGRAMMING SUPPLIES - Used to account for supplies needed for youth services and adult programs. The budgeted amount for FY16 was \$10,000. The District expects this line item to remain static.	10,000
5320 JANITORIAL SUPPLIES - Janitorial supplies are those expendable items which are used for sanitizing supplies and housekeeping supplies not covered under the janitorial contract. The budgeted amount for FY16 was \$600. The District expects this line item to remain static.	600
5330 LIBRARY SUPPLIES - Library supplies are specialty expendables such as bookbinding glue, labels, etc. The budgeted amount for FY16 was \$27,000. The District is increasing this line item by \$3,000 due to the additional costs associated with a bar coding	30,000
5340 OFFICE SUPPLIES - These are expendable items which may be purchased locally, such as staples, tape, paper, pens, etc. The budgeted amount for FY16 was \$16,500. The District expects this line item to remain static.	16,500
5345 COMPUTER SUPPLIES - These are computer expendables such as printer cartridges. The budgeted amount for FY16 was \$9,800. The District expects this line item to remain static.	9,800
5350 POSTAGE - Used to track postage for all libraries. This line item was budgeted as \$9,000 in FY16. The District expects this line item to remain static.	9,000
5360 PRINTING - Printing includes stationery, business cards, promotional brochures, annual plans, nonstandard business forms, and other special items. The budgeted amount for FY16 was \$3,800. The District expects this line item to remain static.	3,800

Final Budget, FY 2016-2017
 Narrative by General Fund Line Item

5370 MINOR FURNITURE & EQUIPMENT - Used to track miscellaneous equipment costing under \$2,500, but not classified as office supplies. This was originally budgeted at \$146,500 in FY16. However, \$30,000 was reallocated from major equipment during the fiscal year, resulting in a final budget of \$176,500 for FY16. This increased budget allowed the District to complete its computer replacement schedule during the current fiscal year. Due to this, the District is decreasing this line item by \$86,000 in FY17. 90,500

5380 SOFTWARE AND LICENSING - This line item is used to track costs associated with software purchases and licensing, as well as general licensing such as the movie license. The District is increasing this line item by \$30,000 to allow for the purchasing of new digital collection management software, public services software, and collection development software. 220,000

5520 EQUIPMENT RENTAL - Payments for equipment leases and rental. In FY16, this was budgeted at \$25,000. The District is increasing this by \$2,000 to occasional rental of speciality equipment, such as delivery vehicles and lifts, needed during the year. Detailed costs are listed below. 25,000

Item	Type of Contract	Rate	Amount
Gibson water cooler	Quarterly	107.00	428
Gibson staff copier	Monthly	200.00	2,400
Gibson public copier	Monthly	150.00	1,800
Gibson public copier	Monthly	150.00	1,800
PVL public copier	Monthly	150.00	1,800
PVL public copier	Monthly	150.00	1,800
PVL staff copier	Monthly	175.00	2,100
PVL staff copier	Monthly	225.00	2,700
PVL water cooler	Quarterly	107.00	428
GVL public copier	Monthly	150.00	1,800
GVL public copier	Monthly	150.00	1,800
GVL staff copier	Monthly	175.00	2,100
GVL water cooler	Quarterly	107.00	428
Specialize equipment		3,616.00	3,616

5550 B & G REPAIR AND MAINTENANCE - Used for building repairs to plumbing, electrical and heating systems, landscaping, and outside cleaning. This line item was budgeted at \$198,000 in FY16. The District is increasing this line item by \$2,200 due to an increase in landscaping costs at the Green Valley Library. 200,200

5560 EQUIPMENT MAINTENANCE - For maintenance of copiers, computers, etc. This line item was budgeted for \$50,500 in FY16. The District anticipates this line item to remain static. Detailed costs are listed below. 50,500

Service Provided	Type of Contract	Rate	Amount
Gibson staff copier	Quarterly	\$ 750.00	\$ 3,000
Gibson public copiers	Quarterly	400.00	1,600
PVL staff copier	Quarterly	750.00	3,000
PVL public copiers	Quarterly	750.00	3,000
PVL staff copier	Quarterly	2,000.00	8,000
GVL staff copier	Quarterly	750.00	3,000
GVL public copiers	Quarterly	750.00	3,000
water cooler filters	Yearly	255.00	255
computer equipment repair	As Needed	25,000.00	25,000
general equipment repair	As Needed	645.00	645

5730 ELECTRICITY - This line item is for electricity at all District facilities. This line item was budgeted at \$185,000 in FY16. The District anticipates this line item to remain static. 185,000

5740 GAS - This item includes usage charges for natural gas. This line item was budgeted at \$21,000 in FY16. The District anticipates this line item to remain static. 21,000

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5750 WATER & SEWER - Water & sewer expenses for all District facilities. This line item was budgeted at \$35,500 in FY16. The District is increasing this line item by \$2,000 to coincide with actual expenditures.	37,500
5760 TRASH - Used for regular trash removal at all libraries. This line item was budgeted at \$8,000 in FY16. The District is increasing this line item by \$2,000 due to additional recycling costs.	10,000
5782 LONG DISTANCE SERVICE - Used to track long distance telephone service. The budgeted amount for FY16 was \$300. Costs for these services have been combined with data communications under the new data services contract, therefore, the District will no longer use this line item.	-
5785 CELLULAR TELEPHONES - Used to track expenditures associated with cellular phone service. The budgeted amount for FY16 was \$9,000. The District anticipates this line item to remain static.	9,000
5790 DATA COMMUNICATION - This includes computer communication data lines, T-1 lines, etc. The budgeted amount for FY16 was \$40,000. The District anticipates this line item to remain static.	40,000
6100 INSURANCE - Insurance includes general liability insurance, board personal liability insurance, and automotive insurance. The budgeted amount for FY16 was \$44,000. The District anticipates this line item to remain static.	44,000
6310 PROFESSIONAL SERVICES - AUDITOR - Used to account for the expenses associated with the annual financial audit of HDPL. The budgeted amount for FY16 was \$18,000. The District is increasing this line item by \$500 to allow for inflation.	18,500
6320 PROFESSIONAL SERVICES - CONSULTING - This includes professional services provided by various consultants. The budgeted amount for FY16 was \$82,000. The District is increasing this line item by \$10,000 to allow for additional marketing.	92,000
6325 PROFESSIONAL SERVICES - HONORARIUMS - This is used to account for professional services including storytelling and honorariums. The budgeted amount for FY16 was \$2,500. The District anticipates this line item to remain static.	2,500
6340 PROFESSIONAL SERVICES - SECURITY - For security services at the libraries. This line item was budgeted for \$110,000 in FY16. The District is increasing this line item by \$8,500 to allow for full coverage at the Gibson Library.	118,500
6500 VEHICLES & MAINTENANCE - This line is used to account for gas and vehicle maintenance. This line item was budgeted at \$6,000 in FY16. The District is decreasing this line item by \$2,000 due to the disposal of one existing vehicle.	6,000
6710 CONTRACT SERVICES - EMPLOYEE BACKGROUND CHECKS - Used to account for fingerprinting fees and background checks associated with newly hired employees. The budgeted amount for FY16 was \$1,000. The District anticipates this line item to remain static.	1,000
6715 CONTRACT SERVICES - COLLECTION SERVICES - Used to account for costs associated with patrons sent to our asset recovery agency. The cost for this service is generally offset by the fines collected by this service, which are recorded in the line item 3400 FINES. The District budgeted \$16,000 in FY16. The District anticipates this line item to remain static.	16,000
6720 CONTRACT SERVICES - JANITORIAL - To provide custodial and cleaning services for all buildings. The budgeted amount for FY16 was \$134,000. The District is increasing this line item by \$1,000 due to an annual price increase.	134,000
6730 CONTRACT SERVICES - LEGAL - Used to account for legal advise provided the District. The budgeted amount for FY16 was \$16,500. The District anticipates this line item to remain static.	16,500
6750 CONTRACT SERVICES - ACQUISITIONS AND BIBLIOGRAPHIC SERVICES - Costs associated with computer readable cataloging records. The budgeted amount for FY16 was \$23,200. The District is increasing this line item by \$2,300 due to contract increases.	25,500
6760 CONTRACT SERVICES - PEST CONTROL - Fees associated with pest control at all District facilities. This was budgeted at \$4,700 in FY16. During FY16, the District changed vendors resulting in a savings. The District is decreasing this line item to reflect the new pricing structure.	3,500

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6780 CONTRACT SERVICES - BINDERY AND REPAIR - Bindery and repair on library books and materials. The budgeted amount for FY16 was \$1,000. The District anticipates this to remain static.	1,000
SUBTOTAL - SERVICES AND SUPPLIES	<u>1,505,500</u>
7110 LIBRARY BOOKS - Books, serials, non-print materials and electronic resources purchased for addition to collections. This was budgeted at \$500,000 in FY16. The District anticipates this to remain static.	500,000
8100 VEHICLE - Purchase of motor vehicles for use in District operations. The District does not anticipate purchasing a vehicle during FY17.	-
8320 EQUIPMENT - TECHNOLOGY - Purchase of computer equipment costing \$2,500 or more. This was originally budgeted at \$38,000 in FY16. However, \$30,000 was reallocated to minor equipment during the fiscal year, resulting in a final budget of \$8,000 for FY16. The District is increasing this line item by \$17,000 to allow for the replacement of various computer technology during the upcoming year.	25,000
8340 FURNITURE & EQUIPMENT - Purchase of furniture and equipment costing \$2,500 or more. The District budgeted \$10,000 for this line item in FY16. The District anticipates this to remain static.	10,000
SUBTOTAL - EQUIPMENT	<u>535,000</u>
9100 TRANSFERS OUT - Transfers to other funds. In FY16, the District transferred \$100,000 to the Capital Construction Fund to cover the replacement of the Green Valley Library HVAC system. In FY17, the District is budgeting a transfer of \$200,000 to the Capital Construction Fund to cover additional facility repairs.	200,000
SUBTOTAL - TRANSFERS	<u>200,000</u>
GRAND TOTAL BUDGET	<u><u>7,525,000</u></u>