

Vista Grande Public Library
FY 2020-21 Proposed Revised Budget
Budget Amendment #1

	FY 2020-21 Adopted Budget (06/16/2020)	FY 2020-21 Proposed Adjusted Budget (10/20/20)	Variance	Notes/Justification
Income				
Bank Interest	\$15	\$17	\$2	
Contributions (<i>Restricted/Unrestricted</i>)	\$150,075	\$109,008	(\$41,067)	
<i>Restricted</i>	\$71,500	\$59,500	(\$12,000)	
New Grants (NM Library Fdtn)	\$0	\$0	\$0	
NM State Library Grants-in-Aid	\$9,500	\$9,500	\$0	
Santa Fe County	\$62,000	\$50,000	(\$12,000)	Reduced per contractual agreement
<i>Unrestricted</i>	\$78,575	\$49,508	(\$29,067)	
Annual Appeal		\$0	\$0	
2020			\$0	
2021	\$40,000	\$30,000	(\$10,000)	
Art Commissions	\$250	\$0	(\$250)	COVID restrictions prevent live art shows
Board Contribution (special)	\$0	\$0	\$0	
<i>Book Sales</i>	\$17,950	\$10,200	(\$7,750)	
Better World Books	\$750	\$1,200	\$450	
Fall Book Sale	\$7,000	\$2,000	(\$5,000)	COVID restrictions prevents normal book sale operations
Ongoing Sales (In-library)	\$2,000	\$3,000	\$1,000	
On-line book sales (eBay)	\$1,200	\$1,000	(\$200)	Development is looking at alternatives to eBay
Spring Book Sale	\$7,000	\$3,000	(\$4,000)	COVID restrictions prevents normal book sale operations
<i>Business Relationships</i>	\$5,175	\$2,783	(\$2,392)	
Amazon Associates	\$275	\$83	(\$192)	
Amazon Smile Program	\$200	\$200	\$0	
Business Partners	\$4,700	\$2,500	(\$2,200)	COVID impact on local business support
			\$0	
Fundraiser - TBD	\$12,500	\$5,000	(\$7,500)	
Programs (Donation Box, movies, ILL)	\$500		(\$500)	
Donation Box			\$0	
Summer Social			\$0	
Other (Unsolicited, Memorials, etc)	\$2,200	\$1,000	(\$1,200)	
Unsolicited donations		\$525	\$525	
Vendor/other refunds			\$0	
Cost Recovery - Lost Materials	\$300	\$275	(\$25)	
Patron Copier/Printer	\$1,000	\$800	(\$200)	
Operating Reserve (from NM Foundation)		\$25,000	\$25,000	
Total Income	\$151,390	\$135,100	(\$16,290)	

Expenses

Accounting Services	\$1,000	\$0	(\$1,000)	Should not be required
Bank Fees (Checks, Deposit Slips, etc.)	\$100	\$100	\$0	
Community Relations Committee	\$250	\$0	(\$250)	
Credit Card Processing Fees	\$750	\$400	-\$350	

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PayPal	\$400	\$200	(\$200)	Costs associated with eBay book sales
Square	\$350	\$200	(\$150)	Reduced costs associated with loss of inhouse book sales
Development	\$4,140	\$2,000	(\$2,140)	
Classified Ads	\$160		(\$160)	
Frontstream Fee (Giftworks)	\$1,080	\$1,080	\$0	
Postage	\$500	\$220	(\$280)	Appeals using email vs. letters
Printing	\$500	\$100	(\$400)	
Fundraisers	\$1,500	\$500	(\$1,000)	Loss of fundraisers reduces out of pocket costs
Summer Social		\$0	\$0	
Supplies	\$400	\$100	(\$300)	Appeals using email vs. letters
Dues	\$510	\$535	\$25	
American Library Association	\$300	\$300	\$0	
Public Library Association	\$100	\$75	(\$25)	
New Mexico Library Association	\$60	\$110	\$50	
Sam's Club Membership	\$50	\$50	\$0	
Equipment and Furniture	\$500	\$1,200	\$700	
Fees - Nonprofit Corporate Report	\$12	\$10	(\$2)	
Grant-funded	\$0	\$0	\$0	
STEAM (Summer Social)	\$0	\$0	\$0	
NMLF grant		\$0	\$0	
Inter-Library Loan Program	\$125	\$60	(\$65)	Less cost due to nationwide library closures
Insurance	\$5,075	\$4,550	(\$525)	
Commercial Property (American Hallmark)	\$1,800	\$1,623	(\$177)	
Directors and Officers (US Liability)	\$2,100	\$2,052	(\$48)	
Group Accident (Gallagher)	\$525	\$500	(\$25)	
Worker's Compensation (Markel)	\$650	\$375	(\$275)	Unclear why this was budgeted higher than previous years
Patron Materials	\$18,991	\$17,332	(\$1,659)	Solicit book donations via Amazon Wish List
Collection	\$15,466	\$14,382	(\$1,084)	
Adult			\$0	
Books on CD			\$0	
DVD			\$0	
Electronic			\$0	
Print			\$0	
Reference			\$0	
Youth			\$0	
Books on CD			\$0	
DVD			\$0	
Print			\$0	
Other			\$0	
eBook Consortium	\$3,000	\$2,500	(\$500)	
Magazines	\$225	\$150	(\$75)	
Newspapers	\$300	\$300	\$0	
Payroll	\$92,887	\$90,236	(\$2,651)	Maintains no reductions to staff support
Direct Deposit Fee (QuickBooks)	\$75	\$76	\$1	
Health Insurance Allowance	\$4,284	\$4,284	\$0	

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Taxes	\$6,520	\$6,407	(\$113)	
Wages	\$82,008	\$79,469	(\$2,539)	
Payroll expense other		\$0	\$0	
Postage and Freight	\$375	\$350	(\$25)	
File Shredding	\$40	\$40	\$0	
Postage/Freight	\$335	\$310	(\$25)	
Programs	\$1,355	\$760	(\$595)	COVID restrictions prevent programs from occurring
Adult Programs	\$100	\$0	(\$100)	
After School Reading	\$150	\$0	(\$150)	
Family Movie Night	\$525	\$475	(\$50)	Costs associated with licensing
Halloween Party	\$80	\$80	\$0	
Summer Reading	\$500	\$150	(\$350)	
Toddler time		\$0	\$0	
Other		\$55	\$55	After school supplies purchased via donated revenue
Refunds Issued-Miscellaneous	\$0	\$0	\$0	
Rentals	\$220	\$220	\$0	
Mailbox	\$220	\$220	\$0	
Repairs/Maintenance	\$200	\$200	\$0	
Service Contract and Licenses	\$9,900	\$7,460	(\$2,440)	
Copier/Printers	\$2,000	\$1,390	(\$610)	Maintenance reduced due to library closure
TechNiche (Service Calls)	\$7,000	\$5,160	(\$1,840)	Maintenance reduced due to library closure
Security System (Target)		\$0	\$0	
Service Calls	\$400	\$400	\$0	
Quarterly Premium	\$500	\$504	\$4	
Service Contract and Licenses, Other	\$0	\$6	\$6	
Software Renewals	\$2,000	\$2,335	\$335	
Mailchimp	\$650	\$720	\$70	Slight increase effective 11/2020
QuickBooks/Payroll	\$500	\$480	(\$20)	
Community Auction Services	\$400	\$390	(\$10)	
Faronics - Deep Freeze	\$400	\$405	\$5	
Zoom (2 licenses)	\$0	\$225	\$225	Unbudgeted
Bitdefender (25 PCs)	\$0	\$115	\$115	Unbudgeted
Other	\$50	\$0	(\$50)	
Website (Wix, domain hosting)	\$600	\$632	\$32	Additional fees due to unbudgeted application add-ons
Software (New)	\$0	\$0	\$0	
Staff Development	\$300	\$130	(\$170)	
Supplies	\$3,800	\$3,620	(\$180)	
Administrative	\$300	\$120	(\$180)	
Program Operations	\$3,500	\$3,500	\$0	
Utilities	\$2,800	\$2,770	(\$30)	
Internet	\$800	\$800	\$0	
Telephone	\$2,000	\$1,970	(\$30)	
Volunteers	\$500	\$200	(\$300)	
Contingency Fund	\$5,000	\$0	(\$5,000)	Line item used to balance budget; not required
Operating Reserves (to Balance)				

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Total Expenses	\$151,390	\$135,100	(\$16,290)	
Net Income	\$0	\$0	\$0	

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