

Town of Weston

First Selectmen's Budget

Department: Public Library

Account Number: 0150810

Department Description

Provides educational, recreational, reference, and audio-visual materials to the general public.

| Object | Actual 2018-2019 | Actual 2019-2020 | Budget 2020-2021 | Projected 2020-2021 | Dept Request 2021-2022 | 1st Select Request 2021-2022 | BoSelect Request 2021-2022 | BoFin Approved 2021-2022 | Percent Change |
|----------------------------------|---------------------|---------------------|---------------------|------------------------|------------------------------|------------------------------------|----------------------------------|--------------------------------|-------------------|
| 50101 Salaries & Wages | 274,580 | 290,102 | 295,676 | 295,676 | 297,529 | 297,529 | | | 0.6% |
| 50103 Part Time Salaries | 52,144 | 46,799 | 68,819 | 59,000 | 92,946 | 68,766 | | | -0.1% |
| 50200 Expenses | 3,935 | 3,996 | 6,000 | 6,000 | 11,950 | 6,000 | | | 0.0% |
| 51301 Contractual Services | 45,891 | 46,980 | 54,779 | 54,779 | 55,778 | 55,778 | | | 1.8% |
| 52740 Equipment | 247 | 0 | 2,400 | 2,400 | 3,374 | 3,374 | | | 40.6% |
| 53601 General Supply | 3,636 | 4,737 | 6,500 | 6,500 | 6,500 | 6,500 | | | 0.0% |
| 55208 Training & Prof. Develop. | 685 | 275 | 700 | 700 | 700 | 700 | | | 0.0% |
| 59310 Telecommunications Exp | | 0 | 420 | 420 | 420 | 420 | | | 0.0% |
| 59433 Repairs to Bldgs. & Equip. | 2,327 | | | | | | | | -- |
| 59504 Travel & Mileage Expense | 696 | 463 | 700 | 0 | 700 | 700 | | | 0.0% |
| 59602 Electricity | 16,207 | 15,512 | 17,000 | 17,000 | 17,000 | 17,000 | | | 0.0% |
| 59603 Heating Oil and Gas | 6,528 | 5,556 | 7,000 | 6,000 | 6,000 | 6,000 | | | -14.3% |
| 59640 Subscrip.Memberships | 2,787 | 2,997 | 4,096 | 4,096 | 3,580 | 3,580 | | | -12.6% |
| 59641 Books & Audio/Visual | 65,000 | 70,591 | 80,000 | 80,000 | 108,290 | 94,000 | | | 17.5% |
| | 474,663 | 488,008 | 544,090 | 532,571 | 604,767 | 560,347 | | | 3.0% |
| Personnel | 5.56 | 5.56 | 5.56 | 5.56 | 6.36 | 5.56 | | | |
| Revenue | 1,290 | 2,631 | 0 | 0 | 6,500 | 6,500 | | | |

First Selectmen's Budget Notes

- 50103: Request for two more part time employees at 15 hours per week each not included in the proposed budget.
- 50200: Additional program expenses not proposed due to budgetary constraints.
- 59641: Although not fully funding the Library's request, reflects a \$14,000 increase over the current year. \$6,500 of which is offset by fees and fines revenue. Previously, these receipts were directly offset against the expense line. Change is proposed to increase transparency.

| DEPT # | NAME | POSITION | FTE 2021 | FTE req 2022 | FTE 2022 | 2020-2021 APPROVED | ACTUAL SALARY AS OF 6/30/2021 | 2021-22 REQUESTED | |
|--------|-------------------------|-----------------------------|----------|--------------|----------|--------------------|-------------------------------|-------------------|---------|
| 810 | Tatarka, Karen | Library Director | 1 | 1 | 1 | 103,617 | 103,617 | 105,225 | |
| 810 | Lincoln, Nancy | Senior Librarian | 1 | 1 | 1 | 68,328 | 68,328 | 68,328 | |
| 810 | Petrino, Alessandra | Children's Librarian | 1 | 1 | 1 | 64,236 | 64,236 | 64,236 | |
| 810 | Bennett, Karen | Library Tech Assistant | 1 | 1 | 1 | 57,605 | 57,605 | 57,605 | |
| 810 | Dunn-Aronson, Elizabeth | Library Assistant P/T | 0.3 | 0.3 | 0.3 | 10,221 | 10,221 | 10,221 | |
| 810 | Johnson, Maureen | Library Assistant P/T | 0.36 | 0.36 | 0.36 | 13,796 | 13,796 | 13,796 | |
| 810 | Lomas, Anneliese | P/T Library Technology Asst | 0.32 | 0.32 | 0.32 | 12,653 | 11,924 | 11,924 | |
| 810 | Wittredge, Deanna | Library Assistant P/T | 0.23 | 0.23 | 0.23 | 12,965 | 12,965 | 12,965 | |
| 810 | Ivy, Laura | Children's Asst. Librarian | 0.35 | 0.35 | 0.35 | 11,072 | 11,072 | 11,072 | |
| 810 | New Position | P/T Library Technology Asst | 0 | 0.4 | 0 | - | - | - | |
| 810 | New Position | P/T Library Asst. Program. | 0 | 0.4 | 0 | - | - | - | |
| 810 | n/a | Pages | | | | 8,112 | 8,112 | 8,788 | |
| 810 | n/a | Longevity | | | | 1,890 | 1,890 | 2,135 | |
| | | | 0 | 5.56 | 6.36 | 5.56 | 364,495 | 363,767 | 366,296 |

Good Morning Everyone,

Thank you again for your time in reviewing the Library's budget request last week. Attached, please find the revised Form C to reflect the addition of the HVAC balancing. I have not included any additional expense for the roof replacement or any information on upgrading network infrastructure. I have asked Slava to look at our current situation when he is on site and has time.

Also as requested, here is a brief summary of patrons using the Library's eResources.

Hoopla - 868 residents registered to use this service (160 new signups since the pandemic started).

Overdrive - 978 residents registered to use this service (208 new signups since the pandemic started). Weston is in the top 10 in Bibliomation (a consortium of over 60 public libraries) for the number of residents actively using the service.

Below, please find a draft of the 2nd Q FY 20-21 circulation statistics by item type. This is the data we are using to inform our budgeting for the remainder of this FY to shift funds to help with the eBook deficit, although this still will not allow us to do active collection development for this audience. Any YTD print material circulation decreases are a result of being closed for most of the 1st Q. Print material circulations recovered after reopening August 20. For budgeting purposes, we project re-starting newspaper subscriptions April 1. DVD and Book on CD usage will be monitored to determine if sharp declines in circulation will continue after the pandemic subsides.

If there is any other data I can pull for you, please let me know.

| Item | FY2020-2021 YTD | Circ 2 nd Q 2020-2021 | FY2019-2020 YTD | Circ 2 nd Q 2019-2020 |
|---|-----------------|----------------------------------|-----------------|----------------------------------|
| Books | | | | |
| Adult Books | 6,042 | 3,504 | 8,661 | 3,899 |
| Young Adult Books | 1,111 | 620 | 984 | 341 |
| Children's Books | 8,850 | 4,909 | 10,996 | 4,031 |
| eBooks - Adults | 3,541 | 1,453 | 2,277 | 1,051 |
| eBooks – Children** | 109 | 109 | N/A | N/A |
| In-house circulations* | N/A | N/A | N/A | N/A |
| Inter-Library Loan | TBD | TBD | 1,020 | 467 |
| Books Subtotal: | 20,517 | 10,595 | 23,938 | 9,789 |
| Media | | | | |
| DVDs | 1,608 | 969 | 3,575 | 1,686 |
| Downloadable Movies | 190 | 70 | 140 | 74 |
| Audio Books/CDs | 362 | 194 | 1,139 | 546 |
| Downloadable Audio Books - Adults | 2,449 | 1,180 | 2,482 | 1,223 |
| Downloadable Audio Books – Children's** | 82 | 82 | N/A | N/A |
| Media Subtotal: | 4,691 | 2,495 | 7,336 | 3,529 |

** Digital resources broken out by audience start 2nd Q to help inform budget decisions.

Thank you,
Karen

Library Budget 2021-2022

| # | Department | | | | |
|-------|---------------------------------|-------------------|----------------------|--|-------------------|
| # | Object | Budget 2020-21 | Projected 2020-21 | Department Budget Request 2021-22 | Percent Change |
| 810 | LIBRARY | | | | |
| 50101 | Salaries & Wages | 295,676 | 295,676 | 297,529 | 0.63% |
| 50103 | Part Time Salaries | 68,819 | 59,000 | 92,946 | 57.54% |
| 50200 | Expenses (Programs) | 6,000 | 6,000 | 11,950 | 99.17% |
| 51301 | Contractual Services | 54,779 | 54,779 | 55,778 | 1.82% |
| 52740 | Equipment | 2,400 | 2,400 | 3,374 | 40.58% |
| 53601 | Office Supplies | 6,500 | 6,500 | 6,500 | 0.00% |
| 55208 | Training and Prof. Development | 700 | 700 | 700 | 0.00% |
| 59310 | Telecommunications | 420 | 420 | 420 | 0.00% |
| 59504 | Travel & Mileage | 700 | 0 | 700 | 0.00% |
| 59602 | Electricity | 17,000 | 17,000 | 17,000 | 0.00% |
| 59603 | Heating Oil & Gas | 7,000 | 7,000 | 6,000 | -14.29% |
| 59640 | Subscriptions & Memberships | 4,096 | 4,096 | 3,580 | -12.60% |
| 59641 | Books, Magazines & Electronic R | 80,000 | 80,000 | 108,290 | 35.36% |
| | | | | | |
| | Grand Total | 544,090 | 533,571 | 604,767 | 11.20% |

JUSTIFICATION FOR LINE ITEMS

| # | OBJECT |
|-------|---|
| 50103 | Addition of 2 PT staff. Please see attached. FY20-21 actual based on the assumption of return to full services by April 1. |
| 50200 | Increase to support Children's, Makerspace and Adult programming. Request assumes continued program support from Friends of the Library and Board of Trustees at current level. Please see attached. |
| 51301 | Bibliomation to remain flat. Increases to reflect data provided by Town Hall. |
| 52740 | Additional technology items request to support current and future staff and programming needs. Please see attached. |
| 55208 | Request to remain flat assuming continued support from Board of Trustees for professional development. |
| 59603 | FY19-20 actual plus 3% per Town Hall. |
| 59641 | Increase to reflect current demand, per capita materials funding goal, and projected annual late fees revenue of \$6,500 (per Town Hall). Revenue for late fees had previously been below the line. Please see attached for justifications on demand and per capital funding goals. |

Overview

Below, please find the justifications for budget increases requested in Schedule A. For consistency and comparison purposes, we have updated the statistics for the neighboring libraries used last year, and included data from the libraries in comparable towns, as indicated in Town Administrator Luiz's budget cover letter.

Positioning the Library for the Next Decade

In 2016, the Board of Trustees and the Town of Weston made a significant investment in renovating the Weston Public Library, one of the Town's main amenities, to create a facility that reflected the standards and expectations of the community. The work began with a thorough community needs assessment that launched a strategic plan designed to serve as the foundation of the renovation. The renovation was a success with significant annual growth in gate counts, attendance at programs, physical and digital collection use, and community use of the library's meeting spaces and resources. The Library shifted from existing primarily as a repository for books to a community hub that provides opportunities for residents to connect intellectually and socially through a variety of collections, programs, and events.

While the Town has made efforts over several fiscal years to support the Library's mission, the Library continues to operate under significant funding and staffing deficiencies in comparison to its peers. The current budget is based on an outdated model of library service that relies solely on the provision of print resources for the community rather than the dynamic collections, services, and programs expected of a 21st century library. It is a testament to the Library staff, Trustees, and Friends of the Library that the Library has been able to achieve the fundamental shift in purpose it has accomplished since the renovation. Over the past 4 years, the Library has shown that the demand for these types of services exists, but it will be difficult to continue this level of service or position the Library for the new decade without appropriate financial support from the Town.

The recent pandemic has exacerbated funding issues. Since reopening to the public in late August, use of the Library's physical collections has nearly recovered to pre-pandemic levels. At the same time, new and existing patrons have discovered the wealth of digital resources the Library provides (please see Infographic for details).

In order to best allocate existing funds, the Library conducted a user assessment in September 2020 to gauge how patrons foresee themselves using the Library throughout the pandemic and beyond. The majority (83.5%) of patrons foresee themselves using the Library's physical collections as much as they did pre-pandemic. Similarly, those who have discovered or made greater use of the Library's digital collections overwhelmingly indicate they will continue to make more use of these resources (90%) post-pandemic. This puts the Library at an even more significant funding shortfall as it now needs to serve a very stable population of traditional collection users as well as a growing number of digital collection users (please see Infographic for details).

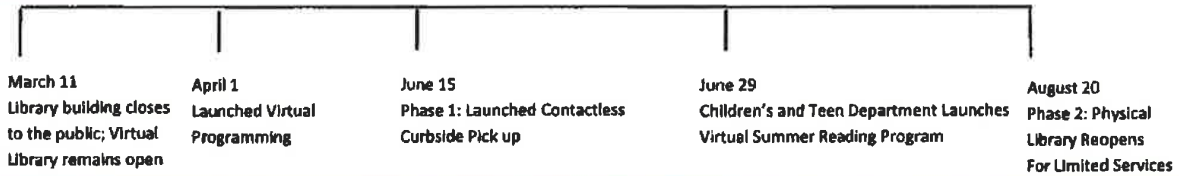
This year's budget request is designed to make considerable advances in the Library's funding and staffing deficiencies while taking in to consideration the current financial climate. While the Library will still not be on par with its nearest municipal and association neighbors, we feel that this request will give the Library the resources it needs to meet the community's growing demands.



COVID-19 Response

Serving The Community

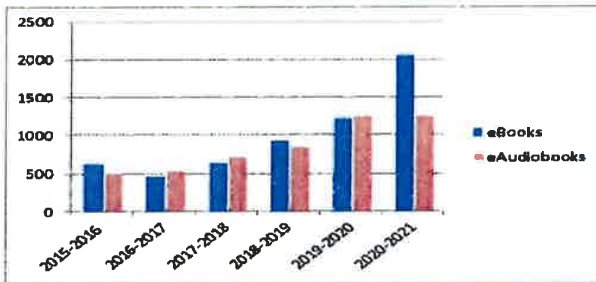
Timeline



Digital Collection Use, 1stQ Comparison

eBook usage up 68% over previous FY;

90% of patrons indicate that they will continue to make greater use of digital products**

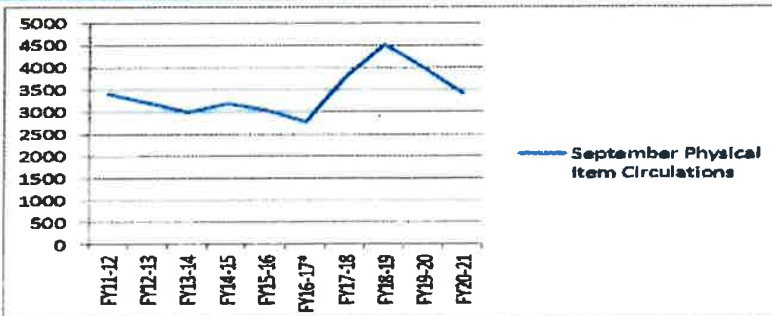


Physical Collection Use, September Comparison

Library reopened for browsing August 20, 2020;

September physical collection use remains higher than pre-renovation;

83.5% of patrons indicate they plan to continue to use the physical collection at pre-pandemic levels**

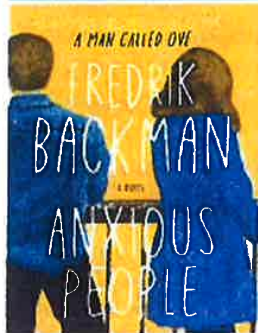


*Library was under renovation

**Data from August 2020 Weston Public Library Use Survey

Digital Product Cost Comparison

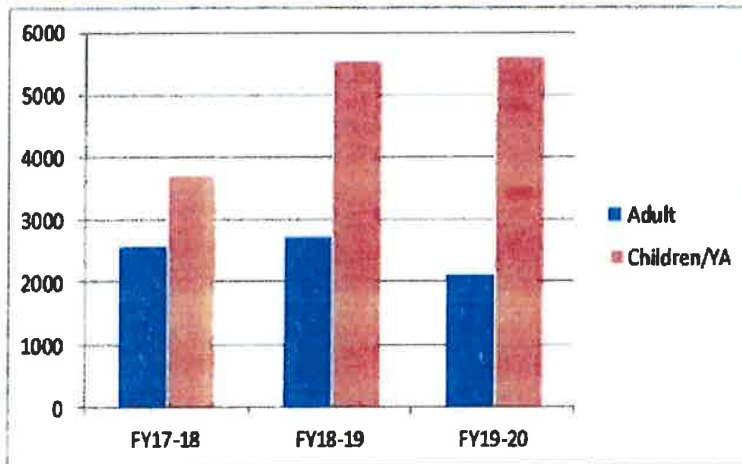
Increased demand for digital products and the need to quarantine all print items returned has had a significant budget impact



| | Print Copy | Digital Copy |
|--------------------------------|--|--|
| Cost | \$14.90 (permanent ownership) | \$59.99 (for 24 months, 1 simultaneous user) |
| Checkouts (3 week loan) | 45+ (based on previous Backman titles) | 35 maximum |
| Cost Per Checkout | < \$0.33 | \$1.71 |

Program Attendance by FY

Children's/YA program attendance remained at pre-pandemic levels



How We Compare*

Materials funding per capita

Full-Time equivalent staff per 1,000 residents

| | | | |
|------------|---------|------------|------|
| Weston | \$6.48 | Weston | .55 |
| Easton | \$9.93 | Easton | .97 |
| Redding** | \$10.33 | Redding** | .96 |
| Westport** | \$14.37 | Westport** | 1.33 |
| Wilton** | \$10.21 | Wilton** | 1.47 |

*CT State Library Annual Report for 2019

**Association Library

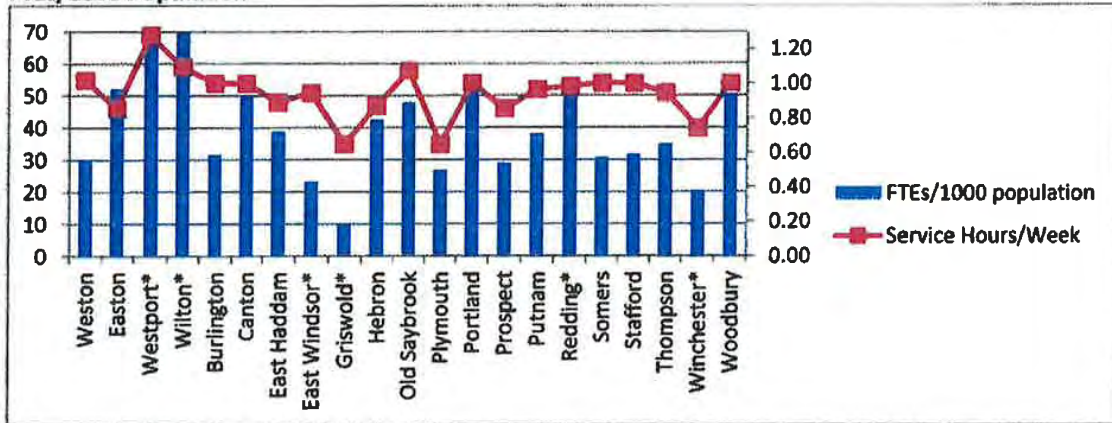
Justification: Line 50103 – Part-Time Salaries

The Library requests two additional part time staff members for 15 hours per week each. Please see the attached job descriptions. Due to the success of the renovation and changes in administrative procedures, the existing Library staff can no longer efficiently and effectively manage the work flow. The Library is understaffed in comparison to comparable towns in FTE/1,000 residents, especially in relation to service hours (please see chart below). Please note that with the addition of these two staff members, the Library will still only be at .62 FTEs/1,000 population using the State Library’s formula.

Currently, Library staff are limited in their ability to provide crucial services to the community that would not only allow the Library to continue to grow, but would also be beneficial to residents. Examples include: pursuing partnerships with other organizations in the provision of programs, services, and initiatives to create community cohesiveness; a robust volunteer program that would give residents a sense of direct investment in the community; adequate technical and communications support for groups using the Library to hold events and meetings; provision of consistent services during all Library operating hours especially in regard to reference assistance on specialty databases and personal devices; active development of digital collections; additional support during high use periods, such as summer reading, so that staff can continue to meet growing demand.

Without additional support, the Library will need to reassess current services and programs to determine if continuation is possible within the existing limitations or consider capping participation. Reducing or capping programs and services will result in the Library’s inability to fairly and equitably serve the community.

FTEs/1000 Population In Relation To Service Hours



* Indicates association library. Data for chart based on 2019 Connecticut Library Statistical profile.

Total Requested Increase: \$24,180

Justification: Line 50200 – Expenses

The Library's Expenses line currently supports the Library's Children's programming budget at the rate of about 70%. Additional funds from the Friends of the Library and the Board of Trustees supply the additional 30%. Programming for adults and the Makerspace added as part of the 2016 renovation receive no programming funds from the Town. According to the Aspen Institute's *Rising To The Challenge: Re-Envisioning Public Libraries*, libraries need to continue to grow as "centers of learning, creativity and innovation in the digital age... the public library is a key partner in sustaining the educational, economic and civic health of the community during a time of dramatic change" (full report at <https://csreports.aspeninstitute.org/documents/Aspen-LibrariesReport-2017-FINAL.pdf>). As the importance of programming to thriving libraries increases, neighboring libraries continue to increase their spending per capita on programs, contributing to an even greater disparity in what the Weston Library can offer the community in relation to its neighbors.

This budget number was established with input from the Library staff responsible for coordinating programs in these areas to provide a figure that they feel would put them more on par with the programming at comparable libraries, understanding that supplemental funds for programs would still be received from the Friends of the Library and the Board of Trustees. Please note that due to the 2016 renovation, Weston is unique among smaller libraries in having a dedicated Makerspace. The Makerspace was added to the Library as a result of the community needs assessment conducted to inform the renovation. Funds to support the programming in the Makerspace are crucial to the functioning of that service area.

Additional request: \$5,950

Justification: Line 52740 – Equipment

The pandemic resulted in the Library reconsidering and reinventing many of its programs and services. While adapting to the new reality quickly was a challenge, staff have found that providing programming and services in a virtual format reaches Library users in new ways and attracts users who may not be able to take advantage of Library services in person for a variety of reasons.

Post-pandemic, the Library will continue to serve the community with virtual programs and services. Throughout the pandemic, staff relied mostly on personal devices to provide these services to the community. In order to continue to serve the community even outside the walls of the Library, staff will need additional equipment including iPads and webcams. This equipment will be shared among staff and will also be available for patrons to use during Makerspace programs that require additional technology.

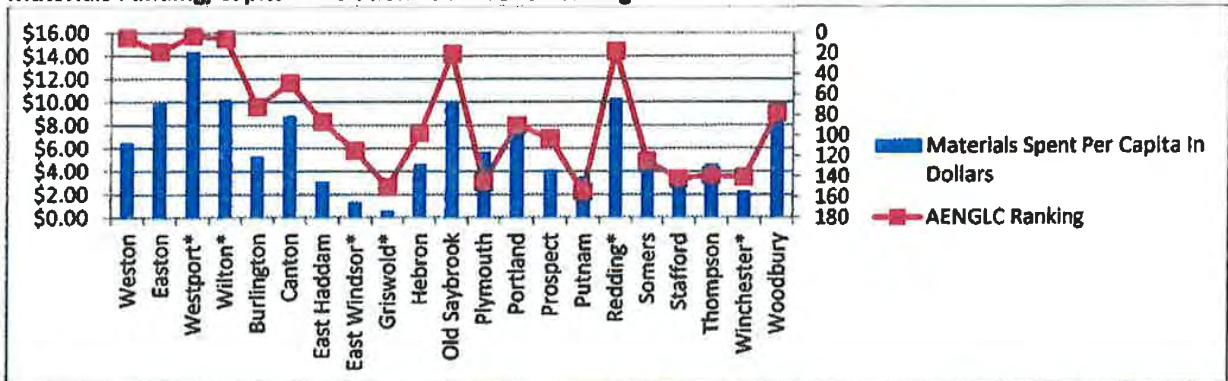
The Library would also like to augment its wireless mesh system to increase coverage to the back parking lot. Patrons make use of the Library's WiFi during town-wide emergencies and also during hours the Library is not physically open. Augmented WiFi would be a resource that would benefit all Town residents.

Additional request: \$3,374

Justification: Line 59641 – Books, Magazines & Electronic Resources

The Library continues to lag behind comparable communities in its budget per capita for Library materials. The Town has made much appreciated increases to the Library’s budget to begin to rectify this discrepancy through the 7 year plan the Library proposed, but the lack of funding continues to make it difficult for the Library to meet patron expectations in relation to the provision of current and popular print and digital materials. We have created comparison charts to demonstrate funding per capita for materials in relation to AENGLC Ranking (a wealth measurement).

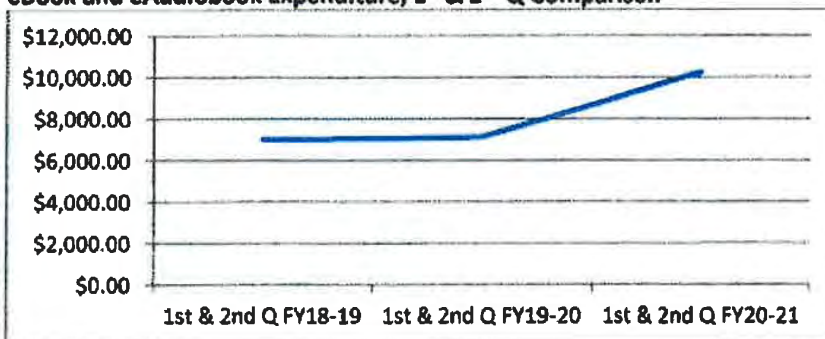
Materials Funding/Capita In Relation To AENGLC Ranking



* Denotes association library. Data for chart based on 2019 Connecticut Library Statistical profile.

Not only is the Library unable to provide the range of traditional resources (such as books, books on CD, etc.) provided by neighboring libraries for their communities, the Library is also underfunded to keep up with the patron demand for eBooks and eAudiobooks, which often cost the Library 3 times what a print book costs and have an expiration date (please see attached Infographic). As mentioned in the introduction, the pandemic has exacerbated this funding gap. With an average wait period of nearly 95 days for an eBook or eAudiobook and multiple titles with up to 7 Weston patrons waiting along with dozens of patrons from 40+ other consortium libraries, the Library cannot meet users’ expectations in one of its fastest growing use areas, even with best efforts to divert limited funds to meet demand (see below). Digital access is an area that will be increasingly important in the future of libraries.

eBook and eAudiobook Expenditure, 1st & 2nd Q Comparison



This year, the Library requests to be brought to a spending level per capita that is more in line with comparable libraries at \$10/capita.

Additional Request: \$21,790

Job Description 1 (PT, 15hrs/week)

Library Technology Assistant Electronic Resources and Public Equipment

General Statement of Duties:

Provides general reference assistance and takes primary responsibility for the Library's electronic resources. Manages ordering of supplies and coordinates maintenance for printers and photocopiers.

Supervision Received

General supervision received from the Library Director.

Essential Responsibilities:

Manages Library's growing collection of electronic resources including monitoring usage and other statistics, recommending cancellations or subscriptions, adding additional content, and marketing electronic resources to the community. Provides reports on usage as requested and as required for State reporting.

Experience in working within a budget.

Maintains working knowledge of Library A/V equipment. In concert with other staff, provides training as appropriate to staff and community groups requesting use of equipment.

Oversees Library's public equipment (such as printers and photocopiers, but exclusive of computers) and associated devices. Maintains knowledge of contracts and services and coordinates all maintenance and ordering of supplies for equipment and other office supplies. Tracks and maintains detailed records of all use and revenue associated with public equipment.

Provides exemplary customer service in the provision of general reference and patron assistance and troubleshoots basic and advanced technology issues for various electronic devices including tablets and e-readers as well as library-owned devices.

Provides patrons with assistance in searching online reference resources provided by the Weston Library and the State Library (e.g. iCONN).

Works the Information Desk to gain knowledge of community's interests and to help cover staffing shortages.

Other Required Responsibilities:

- Assist other staff members with projects as time permits
- Ability to work nights and weekends as assigned
- Assist the Library Director with special projects and initiatives
- Take initiative in pursuing new projects and services of benefit to the community

Qualifications and Skills:

- Knowledge of the principles of library science
- Knowledge of computer hardware and software including new and emerging technologies
- Ability in written and oral expression
- Excellent interpersonal skills
- Ability to train staff and public in use of technology
- Ability to maintain collegial relations with other staff and patrons

Experience and Training:

College degree in Library Science or coursework completed towards MLS or LTA certification. Three years progressively responsible work in a library.

Job Description 2 (PT, 15hrs/week)

Library Assistant Programming and Community/Volunteer Coordinator

General Statement of Duties:

Provides support to all departments in the provision of Library programs. Coordinates with community groups and their use of the Library. Oversees and coordinates Library's volunteer program.

Supervision Received:

General supervision received from the Library Director.

Essential Responsibilities:

Assists in coordination, marketing, and execution of adult programs. Assists with Children's, Teen, Makerspace, and Friends of the Library programming as needed. This may include night and weekend hours.

Serves as seasonal assistant to the Children's Librarian (June-August) to support Summer Reading programs.

Assists with and coordinates reservations for Library space in accordance with Library's Room Use Policy and updates associated online calendars.

Acts as point person for community groups wishing to use the Library spaces or partner with the Library on programs or services. Summarizes these requests for review by appropriate staff member or initiates the program/service.

Coordinates and manages Library volunteer program in accordance with Library's Volunteer Policy. Oversees work conducted by volunteers and provides necessary documentation as requested.

Assists with routine office work including but not limited to photocopying and printing in preparation for programs and meetings; preparing routine correspondence; maintaining internal documentation and manuals.

Works the Information Desk to gain knowledge of community's interests and to help cover staffing shortages.

Other Required Responsibilities:

- Assist other staff members with projects as time permits
- Ability to work nights and weekends as assigned
- Assist the Library Director with special projects and initiatives
- Take initiative in pursuing new projects and services of benefit to the community

Qualifications and Skills:

- Knowledge of computer hardware and software including new and emerging technologies
- Ability in written and oral expression
- Excellent interpersonal skills
- Ability to maintain collegial relations with other staff and patrons

Experience and Training

College degree. Experience in public libraries preferred.

Fines/Fees Comparison

| | Books | DVDs |
|-------------------------|---------------|---------------|
| Weston | \$0.10 | \$1.00 |
| Westport* | \$0.15 | \$1.00 |
| Wilton* | \$0.25 | \$2.00 |
| Redding* | \$0.20 | \$2.00 |
| Easton | \$0.25 | \$1.00 |
| Woodbury | \$0.00 | \$1.00 |
| Canton | \$0.15 | \$0.15 |
| Burlington | \$0.10 | \$1.00 |
| Hebron | \$0.00 | \$0.00 |
| Libraries Median | \$0.10 | \$1.00 |

*Association Libraries

Please note that late fees are currently suspended due to the pandemic. This policy is in place at most public libraries.

General Line Item Breakdown - Estimates Based on Previous Years

| | | |
|---|------------------|--|
| 50200 Misc Expenses (Programs) | \$2,000 | Performers - Children's Programs |
| | \$2,950 | Summer Reading and Supplies |
| | \$2,500 | Craft Supplies - Children's/Teen Programs |
| | \$1,000 | Other Supplies - Children's/Teens |
| | \$1,000 | Makerspace Program Supplies |
| | \$2,500 | Adult Programs Honorariums and Supplies |
| TOTAL | \$11,950 | |
| 51301 Contractual Services | \$24,311 | Bibliomation |
| | \$20,148 | Shamrock - general cleaning |
| | \$1,427 | Shamrock -2x/yr high vertical cleaning |
| | \$694 | ABC Exterminating - extra visits sometimes required beyond this amount |
| | \$520 | Cintas |
| | \$1,261 | Security Solutions |
| | \$2,417 | City Carting |
| | \$4,000 | printer/copier contract and software (could increase/decrease based on rate of use)-- will be offset by revenue |
| | \$1,000 | Misc. |
| | TOTAL | \$55,778 |
| 52740 Equipment | \$2,574 | 3 128 GB iPads + peripherals |
| | \$200 | webcams |
| | \$300 | laminator |
| | \$300 | wireless mesh access points |
| TOTAL | \$3,374 | |
| 53601 Office Supplies | \$700 | copier paper |
| | \$800 | general office supplies |
| | \$500 | toner, staff printer |
| | \$500 | misc building expenses such as staff used cleaning supplies, folding tables, building incidentals (formerly in line 59433) |
| | \$4,000 | Library material processing supplies |
| TOTAL | \$6,500 | |
| 59640 Subscriptions and Memberships | \$170 | Website hosting |
| | \$174 | DeepFreeze Licenses |
| | \$250 | professional and book review journals |
| | \$1,600 | professional organization memberships |
| | \$820 | Eventkeeper subscription |
| | \$341 | misc expenses |
| | \$225 | ZOOM subscription, TechSoup discount |
| TOTAL | \$3,580 | |
| 59641 Books, Magazines, Electronic Reso | \$6,700 | periodicals |
| | \$33,090 | digital resources |
| | \$60,000 | physical resouces |
| | \$2,000 | Forum digitization |
| TOTAL | \$101,790 | |