

WESTBANK COMMUNITY LIBRARY  
First Annual Budget

I. Operating Expenses

Staff -----	\$ -0-	
2 Assistant Librarians (in-kind contributions) -----	-0-	
10 Regular Volunteers -----	-0-	
2 Library Trainees -----	-0-	
Fringe Benefits -----	-0-	
Sub-Total Personnel	-0-	-0-
Rent (contribution) -----	-0-	
Utilities		
Electricity \$300.00 x 12 mos. (estimated amount: no figures available)-	3,600.00	
Phone \$40.00 x 12 mos. -----	480.00	
Sub-Total Building Costs	480.00	\$4,000.00
Library Materials		
Books, new 250 at \$12.00 each -----	3,000.00	
Periodicals, subscription cost 40 at \$25.00 each -----	1,000.00	
General Supplies \$100.00 x 12 mos. -----	1,200.00	
Sub-Total Library Items	1,200.00	5,200.00
Miscellaneous Costs		
Insurance, Liability & Replacement of Contents (estimate) -----	800.00	
Sub-Total Other Costs	800.00	800.00
Total		\$10,000.00

(Initially the library will be staffed by retired/volunteer professional librarians from the community. However, as soon as funds permit a Head Librarian will be hired.)

Staff:		
1 Head Librarian \$1,250.00 x 12 mos. -----	\$15,000.00	
Fringe Benefits (estimate) -----	1,000.00	
Additional Future Personnel Costs	(16,000.00)	

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II. Capital Expenditures

Furniture		
Tables 6 at \$250.00 each -----	\$1,500.00	
Chairs 24 at \$50.00 each -----	1,200.00	
Circulation Desk -----	1,000.00	
Card Catalog -----	1,000.00	
Book Truck -----	50.00	
Shelving, Book 24 at \$300.00 each -----	7,200.00	
Miscellaneous Items (estimate) -----	2,500.00	
Sub-Total Furniture Costs	\$14,450.00	
Office Equipment		
File Cabinet (donation) -----	-0-	
Typewriter (donation or loan) -----	-0-	
Sub-Total Office Equipment	-0-	-0-
Other Equipment		
Metal Book Drop (estimate) -----	550.00	
Sub-Total Other Equipment	550.00	550.00
Beginning Inventory		
*Books, new 2,000 at \$12.00 each -----	24,000.00	
Books, used (donations) -----	-0-	
Sub-Total Opening Inventory	-0-	24,000.00
Total		\$39,000.00

\* The purchase of a sizeable block of new books is dependent entirely upon the availability of funds to do so.

Note: Whenever a satisfactory usable item is donated to the library that would otherwise need to be purchased, the budgeted amount will be changed from planned expenditure to donation.