

*****ATTACHMENTS*****

**AMENDED Minutes
Mead Public Library
Board of Trustees
September 24, 2020**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, September 24, 2020 in the City Hall Common Council Chambers. The following Board of Trustees members were present: Board President Maeve Quinn. Trustees attending remotely: Meg Albrinck, Chris Campe, Alderperson Mary Lynne Donohue, Marcos Guevara, Vice-President Kathie Norman, Sherry Speth and Kyle Whelton. Board members absent: Nancy Mannchen. Staff members present: Director Garrett Erickson. Staff attending remotely: Business Manager Debbie DeAmico, Administrative Assistant Sydney Mehn, Support Services Manager Cheryl Nessman and Public Services Manager Melissa Prentice. Board members absent: Staff absent:

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM – MAEVE QUINN, PRESIDENT. Quinn called the meeting to order at 3:17 p.m. She determined there was a quorum present. She also determined that there was one member of the public: Mayor Mike Vandersteen
- 1.2 PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.
- 1.3 PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no public comment.
- 1.4 APPROVAL OF MINUTES. Whelton **moved** to approve the minutes from the July 23, 2020 meeting, Albrinck **seconded** the motion. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS AND COMMON COUNCIL REPORTS
Quinn reported that Debbie DeAmico has been appointed Co-Director of District 6 for the Wisconsin Municipal Treasurers Association, which includes representing Sheboygan, Calumet, Fond du Lac, Green Lake, Manitowoc, Marquette, Waushara and Winnebago cities, towns and villages. She also reported that Mead has new merchandise available for purchase.

2. COMMITTEE REPORTS

- 2.1 AD HOC ART COMMITTEE – NANCY MANNCHEN, CHAIR, REPORT OF 9/3/20 MEETING
Quinn reported in Mannchen’s absence. She updated the group that the committee convened over a concern of one of the murals in the quiet study room, noting that the concern is that the mural does not align with our vision of a vibrant, informed and cohesive community. The group has decided to put together a policy surrounding this and will be discussing steps moving forward for the mural.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 3.1 2021 OPERATING BUDGET
Erickson reported that the admin team has met to make some small adjustments to the budget but it’s pretty much intact. They are still waiting on city administration to compile all the requests from each of the departments before making any further adjustments.
- 3.2 CIP PROJECTS
Erickson reported on the attached four projects that the library would like to utilize 850 funds for. Projects include staff lounge updates (\$41,348), front lobby

doors becoming automatic (\$9400), steel gate and fence around generator and fence over HVAC exhaust return grates, and finally continued updates to office furniture for each floor that will be ergonomically helpful and will have higher profiles sneeze guards. Whelton **moved** to approve the expenses. Donohue **seconded**. The motion **passed**.

- 3.3 DIGITAL MEDIA POLICY Erickson brought forward the updated Digital Media Policy for board consideration. Erickson noted changes by attorney Adams that anyone who's comments are hidden will be notified of it. In addition, anyone who has comments removed will be able to appeal through a formal appeal process. Campe raised the question about wording of posts as being hidden. It was shared that "hidden" is more of a technical term associated with Facebook in particular. Erickson also reported that there needs to be an archiving process for social media sites, which will be a follow up to this policy. Whelton **moved** to approve the policy as presented. Norman **seconded**. The motion **passed**.

4. DIRECTOR'S REPORT

- 4.1 UPDATE ON SERVICES AND PROGRAMMING Prentice reported on continued programs, including Lil' Rev, Great Decisions, Gearbox Labs workshops on Tinker cad, and 100,000 poets for change will be a virtual live stream this weekend. Moving forward, we are developing content for WSHS radio out of North High School. Prentice also updated the board on the current issue of masks at the library, noting the amount of stress and burnout due to mask enforcement. Group has starting tracking interactions. Management is working on solutions to mitigate the problems.
- 4.2 UPDATE FROM SUPPORT SERVICES Nessman reported that material return room is completed and up/running. Cooking up to 24 carts per day and able to get temp hot enough to kill all stages of pests. She further reported that all pages have been partnered with collection development personnel to provide cross-training, to allow for better services, and to aid collection development in their workloads. Quinn reported that she had received a phone call from a patron who was thrilled about the puzzle exchange being back up and operational.
- 4.3 UPDATE ON BUILDING PROJECTS Erickson reported that DPW has been working in the book drop driveway to add a voting absentee ballot drop to our driveway.
- 4.4 MONTHLY STATISTICS Erickson reported on the statistics, which have stayed fairly consistent at 50% of normal rates.

5. LIAISON REPORTS

- 5.1 MONARCH LIBRARY SYSTEM – NANCY MANNCHEN In Mannchen's absence, this agenda item is tabled until next month.
- 5.2 MEAD LIBRARY FOUNDATION – MAEVE QUINN / KATHIE NORMAN Quinn reported that the Foundation had met the day prior, noting that the 850-transfer agreement had been unanimously voted in. She further shared that the Foundation has cancelled the Wisconsin Academy, as well as the Yuletide event. Norman reported that the Foundation has decided to be responsible in their financial requests, noting the other non-profits in the community that have higher needs right now. This year the plan is to not focus so much on fundraising.

- 5.3 FRIENDS OF MEAD -SYDNY MEHN Mehn reported that the Friends have decided to cancel their October book sale and reschedule it for spring. She further reported how great the Friends sales have been during COVID via eBay and other online sales. Lastly, Kohler company has donated a raffle item for the mini golf event.

6. UPCOMING MEETINGS

- 6.1 LIBRARY BOARD OF TRUSTEES – (10/22/20 @ 3:00pm)

7. ADJOURN

- 7.1 MOTION TO ADJOURN Whelton **moved** to adjourn the meeting, Norman **seconded**. The motion **passed**. Being no further business, the meeting adjourned at 4:40 p.m.

Generated by Sydney Mehn on Thursday, September 24, 2020.

Revised Budget increase is 1% over last years budget							
LINK	ORG	OBJ	DESCRIPTION	2019 BUDGET	2020 PREVIOUS REQUESTED BUDGET	REVISED 8/28/192020 BUDGET	2020 BUDGET REVISED FIGURES
View	25551100	411100	PROPERTY TAX LEVY	2,399,321.00	(2,519,627.00)	(2,423,314.00)	(96,313.00)
View	25551100	431706	LSCA GRANT	0.00	0.00	0.00	
View	25551100	431709	MONARCH - SHEBOYGAN COUNTY	639,728.00	(669,835.00)	(669,835.00)	
View	25551100	431710	MONARCH - OZAUKEE COUNTY	10,459.00	(11,872.00)	(11,872.00)	
View	25551100	431711	MONARCH - RESOURCE	100,000.00	(100,000.00)	(100,000.00)	
View	25551100	431712	MONARCH - ADJACENT COUNTIES	36,406.00	(39,961.00)	(39,961.00)	
View	25551100	431722	STATE LSTA GRANT PROGRAM	0.00		0.00	
View	25551100	434211	STATE GRANT	0.00		0.00	
View	25551100	441116	JURY & WITNESS FEES	0.00		0.00	
View	25551100	447606	PHOTOCOPIES	10,000.00	(10,000.00)	(10,000.00)	
View	25551100	447626	DISCARDED BOOK SALES	0.00	0.00	0.00	
View	25551100	447636	LATE BOOK CHARGES	30,000.00	(30,000.00)	(30,000.00)	
View	25551100	447641	LOST BOOK PENALTIES	6,500.00	(6,500.00)	(6,500.00)	
View	25551100	447699	MISCELLANEOUS REVENUE	0.00	0.00	0.00	
View	25551100	449901	VENDING MACHINE COMMISSION	1,300.00	(1,301.00)	(1,301.00)	
View	25551100	461101	INTEREST ON INVESTMENTS	0.00	0.00	0.00	
View	25551100	462105	BOOK RENTALS	0.00	0.00	0.00	
View	25551100	467101	CONTRIBUTIONS	80,000.00	(150,000.00)	(150,000.00)	
View	25551100	469101	SALE OF EQUIPMENT	0.00		0.00	
View	25551100	469501	CASH OVER/SHORT	0.00		0.00	
View	25551100	469917	E-PHONE REBATE	0.00		0.00	
View	25551100	469999	OTHER MISCELLANEOUS REV	0.00		0.00	
View	25551100	492850	INTERFUND-EVERHARD/FORRER	0.00		0.00	
TOTAL REVENUES				3,313,714.00	(3,539,096.00)	(3,442,783.00)	(96,313.00)
ADMINISTRATION							
View	25551100	510110	FULL TIME SALARIES - REGULAR	299,126.00		311,661.00	
View	25551100	510120	PART TIME SALARIES - REGULAR	0.00		0.00	
View	25551100	510170	SEVERENCE PAY	0.00		0.00	
View	25551100	510310	FICA	18,546.00		18,973.00	
View	25551100	510311	MEDICARE	4,337.00		4,437.00	
View	25551100	510320	WI RETIREMENT FUND	19,593.00		20,959.00	

Revised Budget increase is 1% over last years budget

LINK	ORG	OBJ	DESCRIPTION	2019 BUDGET	2020 PREVIOUS REQUESTED BUDGET	REVISED 8/28/192020 BUDGET	2020 BUDGET REVISED FIGURES
View	25551100	510340	HEALTH INSURANCE	35,087.00		52,233.00	
View	25551100	510341	RETIREE HEALTH INSURANCE	0.00		0.00	
View	25551100	510350	DENTAL INSURANCE	3,589.00		5,796.00	
View	25551100	510351	UNFUNDED PENSION LIABILITY	29,650.00		29,650.00	
View	25551100	510360	LIFE INSURANCE	720.00		606.00	
View	25551100	510400	WORKERS COMPENSATION	139.00		140.00	
View	25551100	510410	UNEMPLOYMENT COMPENSATION	0.00		0.00	
View	25551100	521100	BANKING FEES	1,200.00		1,350.00	
View	25551100	521110	FINANCIAL SERVICES FEES	3,900.00		2,800.00	
View	25551100	521400	ADVERTISING & MARKETING	9,400.00		9,400.00	
View	25551100	521900	CONTRACTED SERVICES	22,720.00		23,400.00	
View	25551100	525155	PROFESSIONAL DEVELOPMENT	6,000.00		0.00	
View	25551100	526125	TRAINING & CONFERENCES	0.00		4,000.00	
View	25551100	527100	CAR ALLOWANCE	11,000.00		11,000.00	
View	25551100	527110	TRAVEL	0.00		0.00	
View	25551100	530100	OFFICE SUPPLIES	9,500.00		9,500.00	
View	25551100	530130	POSTAGE & DELIVERY	4,500.00		5,000.00	
View	25551100	538001	DONATION PURCHASES	2,000.00		2,000.00	
View	25551100	538001	DONATION PURCHASES	0.00		0.00	
View	25551100	538001	DONATION PURCHASES	0.00		0.00	
View	25551100	539999	MISCELLANEOUS EXP	100.00		100.00	
View	25551100	540215	GEN. PUB. OFFICIALS & AUTO	3,000.00		3,000.00	
View	25551100	590255	SPECIAL ASSESSMENTS	4,050.00		4,050.00	
View	25551100	642200	IT EQUIPMENT	0.00		0.00	
TOTAL ADMINISTRATION				488,157.00	0.00	520,055.00	
PUBLIC SERVICES							
View	25551110	510110	FULL TIME SALARIES - REGULAR	895,235.00		941,182.00	47,880.00
View	25551110	510130	TEMPORARY SALARIES - REGULAR	0.00		0.00	
View	25551110	510170	SEVERENCE PAY	0.00		0.00	
View	25551110	510310	FICA	55,505.00		56,788.00	3,560.00
View	25551110	510311	MEDICARE	12,980.00		27,621.00	833.00

Revised Budget increase is 1% over last years budget

LINK	ORG	OBJ	DESCRIPTION	2019 BUDGET	2020 PREVIOUS REQUESTED BUDGET	REVISED 8/28/192020 BUDGET	2020 BUDGET REVISED FIGURES
View	25551110	510320	WI RETIREMENT FUND	56,395.00		60,280.00	3,876.00
View	25551110	510340	HEALTH INSURANCE	160,095.00		157,640.00	9,445.00
View	25551110	510350	DENTAL INSURANCE	9,597.00		9,239.00	
View	25551110	510360	LIFE INSURANCE	1,330.00		848.00	
View	25551110	510400	WORKERS COMPENSATION	416.00		460.00	
View	25551110	521800	PROGRAM SERVICES	10,000.00		10,000.00	
View	25551110	521900	CONTRACTED SERVICES	30,375.00		36,400.00	
View	25551110	525155	PROFESSIONAL DEVELOPMENT	7,000.00		0.00	
View	25551110	526125	TRAINING & CONFERENCES	0.00		5,800.00	
View	25551110	530205	DISPLAYS	1,100.00		1,000.00	
View	25551110	538001	DONATION PURCHASES	64,000.00		70,000.00	
View	25551110	538002	MATERIALS - ALL CATEGORIES	364,234.00		364,234.00	
View	25551110	538100	OTHER CONTENT	68,450.00		69,000.00	
View	25551110	538301	PERIODICALS/MICROFILM	0.00		0.00	
View	25551110	649200	EQUIPMENT REPLACEMENT	6,000.00		6,000.00	
TOTAL PUBLIC SERVICES				1,742,712.00		1,816,492.00	65,594.00
SUPPORT SERVICES							
View	25551150	510110	FULL TIME SALARIES - REGULAR	578,809.00		523,883.00	13,364.00
View	25551150	510130	TEMPORARY SALARIES - REGULAR	0.00		0.00	
View	25551150	510140	INTERDEPARTMENT LABOR - REGULA	0.00		0.00	
View	25551150	510310	FICA	35,886.00		31,565.00	829.00
View	25551150	510311	MEDICARE	8,392.00		7,392.00	194.00
View	25551150	510320	WI RETIREMENT FUND	27,836.00		28,325.00	902.00
View	25551150	510340	HEALTH INSURANCE	138,810.00		127,842.00	15,430.00
View	25551150	510350	DENTAL INSURANCE	7,874.00		7,680.00	
View	25551150	510360	LIFE INSURANCE	1,230.00		432.00	
View	25551150	510400	WORKERS COMPENSATION	269.00		247.00	
View	25551150	521700	SECURITY SERVICES	0.00		0.00	
View	25551150	521900	CONTRACTED SERVICES	48,813.00		58,102.00	
View	25551150	523122	SOFTWARE MAINTENANCE	30,000.00		31,500.00	
View	25551150	524110	BUILDING EXTERIOR MAINTENANCE	20,000.00		21,000.00	

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LINK	ORG	OBJ	DESCRIPTION	2019 BUDGET	2020 PREVIOUS REQUESTED BUDGET	REVISED 8/28/192020 BUDGET	2020 BUDGET REVISED FIGURES
View	25551150	524124	HEATING & VENTILATION MAINTENA	3,000.00		3,000.00	
View	25551150	524126	ELEVATOR MAINTENANCE & REPAIR	1,000.00		2,000.00	
View	25551150	525100	ELECTRIC	94,000.00		94,600.00	
View	25551150	525105	WATER	1,400.00		1,600.00	
View	25551150	525110	SEWER	1,400.00		1,400.00	
View	25551150	525120	TELEPHONE	4,000.00		4,000.00	
View	25551150	525140	GAS - UTILITY	33,000.00		33,750.00	
View	25551150	525155	PROFESSIONAL DEVELOPMENT	400.00		0.00	
View	25551150	526125	TRAINING & CONFERENCES	0.00		320.00	
View	25551150	530200	PROGRAM SUPPLIES	12,076.00		12,000.00	
View	25551150	530210	OPERATING SUPPLIES	0.00		0.00	
View	25551150	530222	JANITORIAL SUPPLIES	5,000.00		7,898.00	
View	25551150	530255	TOOLS & SMALL EQUIPMENT	150.00		200.00	
View	25551150	538001	DONATION PURCHASES	0.00		78,000.00	
View	25551150	538001	DONATION PURCHASES	0.00		0.00	
View	25551150	540200	INSURANCE	10,000.00		10,000.00	
View	25551150	641600	MECHANICAL EQUIPMENT	0.00		0.00	
View	25551150	642200	IT EQUIPMENT	19,500.00		19,500.00	
View	25581800	811850	INTERFUND EXP-EVERHARD FORRER	0.00		0.00	
View	25599990	492101	INTER TRANSFER-GENERAL FUND	0.00		0.00	
View	25599990	492270	INTER TRANSFER-CABLE TV FUND	0.00		0.00	
View	25599990	499999	FUND EQUITY APPLIED	0.00		0.00	
View	25599990	811101	INTERFUND EXP-GENERAL FUND	0.00		0.00	
View	25599990	949999	FUND EQUITY INCREASE	0.00		0.00	
TOTAL SUPPORT SERVICES				1,082,845.00		1,106,236.00	30,719.00
TOTAL 2020 BUDGET EXPENSES						3,442,783.00	96,313.00
DIFFERENCE BETWEEN REVENUE & EXPENSES						0.00	

				Board of Trustees Approved on July 23, 2020	Board of Trustees Reviewed changes on 9/24/2020			
				BUDGET PROPOSAL #1	BUDGET PROPOSAL OPTION #2	BUDGET PROPOSAL OPTION #3		Revision Date: 10/15/2020
ORG	OBJ	DESCRIPTION	2020 Budget	2021 Original Budget Ask	2020 Budget After Meeting With City Administrator on 9/14/2020	City Admin Changes	Reduction in Budget	Comment
25551100	411100	PROPERTY TAX LEVY	2,423,314.00	2,693,243.00	2,681,362.00	2,499,313.00	182,049.00	3.1% Increase of \$75,999.00
25551100	431709	MONARCH - SHEBOYGAN COUNTY	669,835.00	669,835.00	669,835.00	669,835.00		from 2020 approved budget
25551100	431710	MONARCH - OZAUKEE COUNTY	11,872.00	12,531.00	12,531.00	12,531.00		to 2021 City Administrator
25551100	431711	MONARCH - RESOURCE	100,000.00	100,000.00	100,000.00	100,000.00		approved budget.
25551100	431712	MONARCH - ADJACENT COUNTIES	39,961.00	42,173.00	42,173.00	42,173.00		
25551100	447606	PHOTOCOPIES	10,000.00	5,000.00	5,000.00	5,000.00		
25551100	447636	LATE BOOK CHARGES	30,000.00	14,000.00	10,000.00	10,000.00		
25551100	447641	LOST BOOK PENALTIES	6,500.00	5,000.00	5,000.00	5,000.00		
25551100	449901	VENDING MACHINE COMMISSION	1,301.00	1,300.00	500.00	500.00		
25551100	467101	CONTRIBUTIONS	150,000.00	130,000.00	130,000.00	130,000.00		
TOTAL REVENUE			3,442,783.00	3,673,082.00	3,656,401.00	3,474,352.00	182,049.00	
25551100	510110	FULL TIME SALARIES - REGULAR	311,661.00	505,658.00	507,366.00	507,366.00		
25551100	510310	FICA	18,973.00	31,351.00	30,629.00	30,629.00		
25551100	510311	MEDICARE	4,437.00	7,332.00	7,162.00	7,162.00		
25551100	510320	WI RETIREMENT FUND	20,959.00	33,384.00	33,334.00	33,334.00		
25551100	510340	HEALTH INSURANCE	52,233.00	126,870.00	124,050.00	124,050.00		
25551100	510350	DENTAL INSURANCE	5,796.00	9,406.00	10,121.00	10,121.00		
25551100	510351	UNFUNDED PENSION LIABILITY	29,650.00	29,650.00	29,650.00	29,650.00		
25551100	510360	LIFE INSURANCE	606.00	1,142.00	649.00	649.00		
25551100	510400	WORKERS COMPENSATION	140.00	235.00	140.00	140.00		
25551100	521100	BANKING FEES	1,350.00	1,350.00	1,350.00	1,350.00		
25551100	521110	FINANCIAL SERVICES FEES	2,800.00	2,800.00	2,800.00	2,800.00		
25551100	521400	ADVERTISING & MARKETING	9,400.00	9,400.00	9,400.00	9,400.00		
25551100	521900	CONTRACTED SERVICES	23,400.00	23,400.00	23,400.00	23,400.00		
25551100	526125	TRAINING & CONFERENCES	4,000.00	4,000.00	4,000.00	4,000.00		
25551100	527100	CAR ALLOWANCE	11,000.00	11,000.00	11,000.00	11,000.00		

				BUDGET PROPOSAL #1	BUDGET PROPOSAL OPTION #2	BUDGET PROPOSAL OPTION #3		Revision Date: 10/15/2020
ORG	OBJ	DESCRIPTION	2020 Budget	2021 Original Budget Ask	2020 Budget After Meeting With City Administrator on 9/14/2020	City Admin Changes	Reduction in Budget	Comment
25551100	530100	OFFICE SUPPLIES	9,500.00	9,500.00	9,500.00	9,500.00		
25551100	530130	POSTAGE & DELIVERY	5,000.00	5,000.00	5,000.00	5,000.00		
25551100	538001	DONATION PURCHASES	2,000.00	2,000.00	2,000.00	2,000.00		
25551100	539999	MISCELLANEOUS EXP	100.00	0.00	0.00	0.00		
25551100	540215	GEN. PUB. OFFICIALS & AUTO	3,000.00	3,000.00	0.00	0.00		
25551100	590255	SPECIAL ASSESSMENTS	4,050.00	6,800.00	6,800.00	6,800.00		
25551110	510110	FULL TIME SALARIES - REGULAR	941,182.00	996,720.00	984,044.00	984,044.00		
25551110	510310	FICA	56,788.00	61,797.00	60,044.00	60,044.00		
25551110	510311	MEDICARE	27,621.00	14,452.00	14,044.00	14,044.00		
25551110	510320	WI RETIREMENT FUND	60,280.00	67,083.00	66,098.00	66,098.00		
25551110	510340	HEALTH INSURANCE	157,640.00	167,469.00	146,401.00	198,529.00	91,716.00	Add'l staff going on insurance in 2021 vs 2020
25551110	510350	DENTAL INSURANCE	9,239.00	8,748.00	9,875.00	9,875.00		
25551110	510360	LIFE INSURANCE	848.00	1,427.00	867.00	867.00		
25551110	510400	WORKERS COMPENSATION	460.00	463.00	460.00	460.00		
25551110	521800	PROGRAM SERVICES	10,000.00	10,000.00	10,000.00	10,000.00		
25551110	521900	CONTRACTED SERVICES	36,400.00	38,000.00	40,200.00	40,200.00		
25551110	526125	TRAINING & CONFERENCES	5,800.00	6,000.00	6,000.00	6,000.00		
25551110	530205	DISPLAYS	1,000.00	1,000.00	1,000.00	1,000.00		
25551110	538001	DONATION PURCHASES	70,000.00	78,000.00	78,000.00	78,000.00		
25551110	538002	MATERIALS - ALL CATEGORIES	364,234.00	365,000.00	368,000.00	365,000.00	(3,000.00)	Decreased to 2020 budget level
25551110	538100	OTHER CONTENT	69,000.00	69,000.00	69,000.00	69,000.00		
25551110	649200	EQUIPMENT REPLACEMENT	6,000.00	6,000.00	6,000.00	6,000.00		
25551150	510110	FULL TIME SALARIES - REGULAR	523,883.00	429,141.00	427,236.00	363,334.00	(63,902.00)	Removed Page Supervisor
25551150	510310	FICA	31,565.00	25,920.00	25,796.00	21,492.00	(4,304.00)	Removed Page Supervisor
25551150	510311	MEDICARE	7,392.00	6,062.00	6,034.00	5,147.00	(887.00)	Removed Page Supervisor
25551150	510320	WI RETIREMENT FUND	28,325.00	23,195.00	25,286.00	20,973.00	(4,313.00)	Removed Page Supervisor
25551150	510340	HEALTH INSURANCE	127,842.00	90,898.00	97,986.00	71,922.00	(26,064.00)	Removed Page Supervisor
25551150	510350	DENTAL INSURANCE	7,680.00	6,270.00	6,073.00	4,467.00	(1,606.00)	Removed Page Supervisor

				BUDGET PROPOSAL #1	BUDGET PROPOSAL OPTION #2	BUDGET PROPOSAL OPTION #3	Revision Date: 10/15/2020	
ORG	OBJ	DESCRIPTION	2020 Budget	2021 Original Budget Ask	2020 Budget After Meeting With City Administrator on 9/14/2020	City Admin Changes	Reduction in Budget	Comment
25551150	510360	LIFE INSURANCE	432.00	917.00	309.00	309.00		
25551150	510400	WORKERS COMPENSATION	247.00	192.00	247.00	247.00		
25551150	521900	CONTRACTED SERVICES	58,102.00	58,000.00	58,000.00	58,000.00		
25551150	523122	SOFTWARE MAINTENANCE	31,500.00	33,000.00	33,000.00	31,500.00		
25551150	524110	BUILDING EXTERIOR MAINTENANCE	21,000.00	31,500.00	44,500.00	21,000.00	(21,000.00)	Decreased to 2020 budget level
25551150	524124	HEATING & VENTILATION MAINTENA	3,000.00	3,000.00	3,000.00	3,000.00		
25551150	524126	ELEVATOR MAINTENANCE & REPAIR	2,000.00	2,000.00	2,000.00	2,000.00		
25551150	525100	ELECTRIC	94,600.00	94,600.00	94,600.00	94,600.00		
25551150	525105	WATER	1,600.00	1,600.00	1,600.00	1,600.00		
25551150	525110	SEWER	1,400.00	1,400.00	1,400.00	1,400.00		
25551150	525120	TELEPHONE	4,000.00	4,000.00	4,000.00	4,000.00		
25551150	525140	GAS - UTILITY	33,750.00	33,750.00	33,750.00	33,567.00	(183.00)	Decreased 2021 budget cuts
25551150	526125	TRAINING & CONFERENCES	420.00	500.00	500.00	500.00		
25551150	530200	PROGRAM SUPPLIES	12,000.00	24,000.00	24,000.00	12,000.00	(12,000.00)	Decreased to 2020 budget level
25551150	530222	JANITORIAL SUPPLIES	7,798.00	9,000.00	9,000.00	7,798.00	(1,202.00)	Decreased to 2020 budget level
25551150	530255	TOOLS & SMALL EQUIPMENT	200.00	200.00	200.00	200.00		
25551150	538001	DONATION PURCHASES	78,000.00	50,000.00	50,000.00	50,000.00		
25551150	540200	INSURANCE	10,000.00	10,000.00	10,000.00	10,000.00		
25551150	642200	IT EQUIPMENT	19,500.00	19,500.00	19,500.00	19,500.00		
TOTAL EXPENSES			3,442,783.00	3,673,082.00	3,656,401.00	3,566,068.00		
						(3,474,352.00)		2021 Budget Revenues
						91,716.00		Un-Balanced budget after cuts made due to additional cost.