

2017-2018 BUDGET QUESTION
Response to Request for Information

DEPARTMENT: Library

REQUEST NO.: 60

REQUESTED BY: Kitchen

DATE REQUESTED: 8/1/17

DATE POSTED: 8/7/17

REQUEST: Please provide the FY 2016 budget and actual cost for collections and the replacement of lost materials within the Library Department.

RESPONSE:

Below is the FY 2016 budget and actual cost for the billing and collections process.

| Category | FY 2015-16 | |
|----------------------------|----------------|----------------|
| | Budget | Actual |
| Postage | 20,000 | 19,642 |
| Paper/Envelopes | 4,000 | 3,480 |
| Collection Agency Contract | 40,000 | 35,861 |
| Staff Time | 43,943 | 43,943 |
| IT Staff Time | 26,221 | 26,221 |
| Customer Database Maint. | 8,760 | 8,760 |
| Total | 142,924 | 137,907 |

The Library does not maintain a specific fund or allocate a specific dollar amount for the replacement of lost and/or damaged materials, nor do we track how much is spent specifically for the replacement of lost and/or damaged material. The Library regularly orders new material and replaces items that may be the result of loss, damage, and normal wear and tear, as part of our annual collection development process.