

## FOR REFERENCE IN FY22 BUDGET DISCUSSION

FY21 Budget for Cost Center 7301 (Library)

FY21 Total Discretionary Portion per Finance: \$516,877

Adopted by Board on January 15, 2020; revised May 01, 2020

Account Number	Description	FY21 Amount Proposed	FY21 Total Proposed
	<b>FY21 Compensation Portion of the Budget</b>		
<b>110000</b>	<b>Salaries—Regular</b> <b>Note: FY21 unfilled positions were frozen until 12/31/2020; Salaries and benefits were adjusted</b> FY20 \$1,145,526 Note: We are not to adjust the salary amount. It does not include the .6 Full Time Equivalent (FTE) from IT Services; the salary amount is in 1222-110000/7301-460000.		\$1,158,837
	<b>FY20 \$1,145,526                      FY21 100000 Subtotal</b>		<b>\$1,158,837</b>
	<b>Note: No adjustments to be made to benefits. The ITS .6 FTE benefits are in 1222-110000/7301-460000</b>		
<b>210000</b>	<b>FICA Benefits</b> FY20 \$82,915 Note: FY2021 only permanent staff; temporary staff amount located in 210000 in the discretionary budget portion		\$84,759
<b>222000</b>	<b>City Retirement Benefits</b> FY20 \$49,925		\$47,638
<b>224000</b>	<b>Other Post Employment Benefits</b> FY20 \$17,342		\$17,290
<b>230000</b>	<b>Health/Medical Benefits</b> FY20 \$174,861		\$150,742
<b>240000</b>	<b>Group Life Benefits</b> FY20 \$4,823		\$3,608
<b>250000</b>	<b>Disability Insurance</b>		\$2,607

230000	FY20 2,654		\$2,091
272000	<b>Worker's Compensation Benefits</b> FY20 \$1,866 Note: FY21 only permanent staff; temporary staff located in 272000 in the discretionary budget portion		\$1,888
287000	<b>Deferred Compensation Payment</b> FY20 \$8,840		\$9,100.00
	<b>FY20 \$348,930</b>	<b>FY21 200000 Subtotal</b>	<b>\$317,722</b>
	<b>FY21 Discretionary Portion of the Budget</b>		
130000	<b>Salaries—Temporary</b> Note: Senior Page position transitioned to a Library Assistant I (1.0 FTE) and then frozen from March 2020 to December 2020; \$17,500 in funds from temporary salaries was moved to the compensation portion of the budget for this position. <b>Note: FY22 budget - would like to request an increase to allow for change in minimum wage and play class plan.</b>  FY20 was \$72,750 Note: This line item is considered part of the discretionary budget, not compensation and so is subject to the limitations for the discretionary budget.		\$55,042.00
	<b>FY21:</b>		
	*5 pages (45 hrs/wk x 50 wks x \$9.53/hr)	\$21,442.00	
	*6 Library Assistant I substitutes for Ref, Circ, YS (35 hrs/wk x 50 wks x \$19.20/hr)	\$33,600.00	
	Note: All temporary salaries include a 3% increase if the employee has completed their year of probation, has a "meets requirements" performance evaluation for FY21, and 3% is the percentage given to regular City employees.		
	<b>FY20 \$72,750</b>	<b>FY21 100000 Subtotal</b>	<b>\$55,042</b>
210000	<b>FICA Benefits for Temporary employees</b> FY20 \$5,565		\$4,211

<b>272000</b>	<b>Worker's Compensation for Temporary employees</b> FY20 \$119		\$68
	<b>FY20 \$5,684</b>	<b>FY21 200000 Subtotal</b>	<b>\$4,279</b>
<b>312000</b>	<b>Professional Services</b> FY20 was \$0 Note: Professional services for the renovation and expansion will come out of CIP monies, not this operating budget.		\$0
<b>331000</b>	<b>Repair and Maintenance</b> FY20 \$200 Note: Covers locksmith and vaccuum repair; elevator & fire extinguisher inspections covered by DPW per K. Crandall		\$200
<b>332000</b>	<b>Maintenance/Service Contracts</b> <b>Note: FY22 budget - would like to request additional 20 hours of custodial services either through increase in FTE or contract hours with cleaning vendor.</b> FY20 \$0.00 budgeted Note: Custodial services for weekends are covered by DPW as well as two weeks for librarian custodian vacation. Additional weeks will be charged at \$800 per wk and covered by the library budget.		\$1,600
<b>350000</b>	<b>Printing and Binding</b> FY20 was \$300 Note: Printing includes banners for SRP that need special artwork, business cards, envelopes and lawn signs (occasionally).		\$150
<b>380701</b>	<b>Interlibrary Loan Services</b> FY20 \$750 Includes: OCLC access fee Note: Costs defrayed by ILL postage charges that are paid by patron and credited to this account.		\$750
	<b>FY20 \$1,050</b>	<b>FY21 300000 Subtotal</b>	<b>\$2,700</b>
	<b>IT SERVICES (1222)</b> FY20 was \$143,161 FY21: \$96,248 actual ITS expense including compensation and discretionary. Compensation does not go toward discretionary funds total per M. Ryman. Total discretionary ITS budget is \$62,499. <b>Account includes:</b>		

460000

<p><b>1222-110000 Salaries &amp; Benefits - Regular</b>  FY21 Position is vacant; expected not to fill for 6 months  FY20 \$68,229  .6 FTE salary/benefits</p>		\$33,749
<p><b>1222-332000 Equipment Maintenance Contracts</b>  FY20 total \$6,230  Includes: Public Firewall, ViewScan, Servers, Wireless, IPS/IDS</p>	\$5,926	
<p><b>1222-332005 Software Maint. Contracts</b>  <b>Note: FY22 budget - added MeeScan (curbside service/self-check app), Meeting Room management software, new Print/Time Management</b>  FY20 total \$31,842  Includes: ILS, Novelist Select/Library Aware, Public computer privacy management, Local History database, Virtual servers &amp; backup, Antivirus protection, Internet filtering, Open DNS, Website Maintenance, Cataloging application, WiFi filtering, MS Office for public</p>	\$34,313	
<p><b>1222-520100 Postage</b>  FY20 \$35</p>	\$35	
<p><b>1222-520300 Telecommunications Services</b>  FY21 FIOS service est. \$380 x 12 = \$4,560  FY20 \$4,575  Note:Other Telcom charges are for staff related equipment and included in 7301-520300</p>	\$4,575	\$62,499
<p><b>1222-540100 Lease Equipment (Printer/Copiers)</b>  <b>Note: FY22 budget - request for 3 machines @ \$5,000ea.</b>  FY20 \$7,700  Includes: printer/copiers for staff and public</p>	\$5,200	
<p><b>1222-601400 Other Operating Supplies</b>  FY20 \$350  Note: Monies from 1222-331000 moved to this account per IT. Includes items such as UPS batteries, patch cords, etc.</p>	\$350	
<p><b>1222-820700 Computer Equipment (new purchases)</b>  <b>Note: FY22 Budget - request to restore; new surfaces for staff, SAN solution replacement</b>  FY20 \$16,000</p>	\$8,000	

	<b>1222-820900 Software (new purchases)</b> <b>Note: FY22 Budget - request to restore; replacement for VEEM backup software initial cost; Electronic Billboard management software, virus protection software replacement</b> FY20 \$8,200	\$4,100	
	<b>Note: Currently Wi-Fi service is free, however, the franchise agreement is up for renewal and negotiations expected to restart in 1st quarter of 2021.</b>		
	<b>FY20 \$143,161</b>	<b>FY21 400000 Subtotal</b>	<b>\$96,248</b>
<b>510100</b>	<b>Electrical Services</b> FY21 est. \$3,000 x 12 + \$36,000 FY20 \$33,800		\$36,000
<b>510200</b>	<b>Heating Services</b> FY20 \$2,700		\$2,000
<b>510300</b>	<b>Water and Sewer Services</b> FY20 \$2,420		\$2,700
<b>520100</b>	<b>Postal Services</b> FY20 \$750 Note: Interlibrary Loan fees (\$4 each) covers postage, which is credited to the 380700 Interlibrary Loan line.		\$600
<b>520300</b>	<b>Telecommunications</b> FY20 \$8,016 Includes: Language line, Smartphone costs, long distance		\$6,556
<b>540100</b>	<b>Lease /Rental of Equipment</b> FY20 \$0		\$0
<b>540500</b>	<b>Credit Card Fees</b> FY20 \$1,200 Note: Fees related to accepting credit cards as payment		\$1,200
<b>550100</b>	<b>Travel-Mileage</b> FY20 \$870 FY21 projected costs allow for: 1,500 miles to travel to local workshops, conferences, meetings		\$435
<b>550400</b>	<b>Travel Conferences/Education</b> FY20 was \$4,555		\$2,277
	<b>Dues &amp; Association Memberships</b>		

580100	FY20 \$1,560 Includes: Director ALA/PLA, VPLDA, VLA institutional and affiliate memberships, VLA, MALIA		\$1,575
580900	<b>Special Activities</b> <b>Note: FY22 budget - would like to request an increase to provide funds for adult programming</b> FY20 \$9,250 Note: Includes programming, supplies for programs  Note: Additional programming money, book discussion group books and food and SRP incentives to be paid from Memorial monies or requested from Foundation.		\$9,250
<b>FY19 \$65,318</b>		<b>FY20 500000 Subtotal</b>	<b>\$62,593</b>
600100	<b>Office Supplies</b> FY20 \$6,000 FY21 projected costs allow for: Paper, printer toner, miscellaneous office supplies, local history materials, etc.		\$4,457
600700	<b>Repair and Maintenance Supplies</b> <b>Note: FY22 budget - Increase to \$12,000 based on new building square footage and # of toilets</b> FY20 \$9,000 Includes: Light bulbs, disinfectant, toilet paper, paper towels, cleaning supplies etc.		\$5,946
601100	<b>Uniforms &amp; Wearing Apparel</b> FY20 \$700 Note: Includes uniforms/shirts and steel toed shoes which increased in price for custodian.		\$700
601400	<b>Other Operating Supplies</b> <b>Note: FY22 budget - restore to FY20 level due to new building demands</b> FY20 \$12,000 Includes: Library cards, barcodes for cards and materials, A/V storage boxes, earbuds, headphones, flashdrives, etc.  Note: Flash drives sold to public @ \$8/ea. Earbuds, not headphones, are sold to public @ \$1/ea.		\$6,000
<b>Note: Board feedback requested on priorities within materials - physical items, ebooks/audiobooks, streaming</b>			

601800	<b>Library Books</b> <b>Note: FY22 Budget - request to increase to fill in collection to estimated levels</b> FY20 \$100,000		\$100,161
602000	<b>Records &amp; Tapes (CDs &amp; Audiobooks)</b> <b>Note: FY22 Budget - reduce due to change in usage and trends</b> FY20 \$10,000 Note: Music CDs discontinued in FY20 Note: Freegal paid out of Foundation funds and book sale monies		\$8,000
602200	<b>Library Periodicals</b> FY20 \$13,455 Note: RBDigital Magazines (formerly Zinio) titles (eMagazines) are located in 6050.		\$14,200
602400	<b>DVDs</b> <b>Note: FY22 Budget - reduce due to trends</b> FY20 \$10,000		\$8,000
605000	<b>Electronic Resources</b> FY20 \$177,352		
	FY21 projected costs allow for:		
	ProQuest (includes National newspapers, Historic newspapers, & HeritageQuest) FY20 actual \$7,542		\$8,739
	Morningstar database FY20 actual \$1,320		\$1,360
	B&T Title Search FY21 actual \$968		\$968
	Washington Consumer Checkbook online FY20 actual \$200		\$200
	Overdrive subscription (eBooks only): \$10,000 of that is a \$5K platform fee and a \$5K credit towards material. FY20 \$104,059		\$104,000
	Overdrive subscription (eAudiobooks) FY20 \$37,580		\$37,000

605000	RBDigital Magazines (formerly Zinio) <b>Note: FY21 RBDigital became part of Overdrive; agreement with Library of Virginia provides unlimited magazine collection (3,000+ titles) until October 2023; FY22 Budget will be \$0</b> FY20 \$2,350	\$2,500	\$102,500
	Consumer Reports online FY20 \$2,120	\$2,179	
	WebDewey FY20 \$325	\$354	
	RBComics - <b>DISCONTINUED</b> Note: Comics Plus no longer supported starting April 2019.	\$2,000	
	Streaming services - Kanopy & RBDigital <b>Note: Kanopy est. is \$16,000-\$20,000/year</b> FY20 \$15,000	\$11,500	
	RB Digital eAudiobooks Unlimited Collection - <b>DISCONTINUED</b>	\$11,500	
	<b>FY19 \$340,946</b>	<b>FY20 600000 Subtotal</b>	<b>\$329,764</b>
609900	<b>Materials from Donations (Book Sale)</b> Note: 50% of Freegal, book discussion groups, summer reading prizes, volunteer thank yous		
609910	<b>Memorial Monies</b>		
	Note: Library Foundation pays for 50% of Freegal and Wowbrary		
	<b>FY21 Compensation Total (Regular Salaries/Benefits)</b>		<b>\$1,510,308</b>
	<b>FY21 Discretionary Total</b>		<b>\$516,877</b>
	<b>FY21 Budget Total</b>		<b>\$2,027,185</b>