

DRAFT 1/2/2020

FY21 Budget for Cost Center 7301 (Library)

Adheres to the Operating Funds per

Council/Manager/Finance Guidance

Total Discretionary Portion of Budget Must Be: \$558,244 (\$540,744)

(Includes all Temporary Salaries, Worker's Compensation, and FICA for them)

Adopted by Board on January XX, 2020

This copy has the final appropriations for salaries and benefits entered.

Account Number	Description	FY21 Amount Proposed	FY21 Total Proposed
	Compensation Portion of the Budget		
110000	Salaries—Regular 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.		\$1,217,592
	FY20 \$1,145,526 FY21 100000 Subtotal		\$1,217,592
	Note: No adjustments to be made to benefits. The ITS .6 FTE benefits are in 1222-110000/7301-460000		
210000	FICA Benefits FY20 \$82,915 Note: FY2021 only permanent staff; temporary staff amount located in 210000 in the discretionary budget portion		\$87,328
222000	City Retirement Benefits FY20 \$49,925		\$49,336
224000	Other Post Employment Benefits FY20 \$17,342		\$17,342
230000	Health/Medical Benefits FY20 \$174,861		\$168,611
240000	Group Life Benefits FY20 \$4,823		\$3,739
250000	Disability Insurance FY20 2,654		\$2,795
	Worker's Compensation Benefits		

272000	FY20 \$1,866 Note: FY21 only permanent staff; temporary staff located in 272000 in the discretionary budget portion		\$1,955
287000	Deferred Compensation Payment FY20 \$8,840		\$13,520.00
	FY20 \$348,930 FY21 200000 Subtotal		\$344,626
Discretionary Portion of the Budget			
130000	Salaries—Temporary FY20 was \$72,750 Note: This line item includes salaries for 45 hours of temporary pages (currently 5 pages) and 35 hours of temporary substitute LAIs. This is considered part of the discretionary budget, not compensation and so is subject to the limitations for the discretionary budget. FY20 we are working on changing the Senior Page position (.6 FTE) to a Library Assistant I (1.0 FTE). \$17,500 in funds from the temporary salaries in the discretionary portion of the budget has been moved to the Compensation portion of the budget to cover the difference.		\$55,042.00
	FY21:		
	*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.		
	FY20 \$72,750 FY21 100000 Subtotal		\$55,042
210000	FICA Benefits for Temporary employees FY20 \$5,565 Note: This line item is FICA costs for the temporary salaries (6 pages @ 60 hours; 6 LAI subs @ 46 hours) which are considered part of the library's discretionary costs.		\$4,211
272000	Worker's Compensation FY20 \$119		\$68
	FY20 \$5,684 FY20 200000 Subtotal		\$4,279
312000	Professional Services FY20 was \$0 Note: Professional services for the renovation and expansion will come out of CIP monies, not this operating budget.		\$0
	Repair and Maintenance		

331000	FY20 \$200 Note: Covers locksmith and vaccuum repair; elevator & fire extinguisher inspections covered by DPW per K. Crandall		\$200
332000	Maintenance/Service Contracts FY21 Custodial Leave \$800/wk x 2 = \$1,600 FY20 \$0.00 budgeted; need to add \$ for shredding & custodial leave *ShredGuard \$45/mo x 7 = \$315 *Custodial Leave \$800/wk x 2 = \$1,600 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
350000	Printing and Binding FY20 was \$300 Note: Printing includes banners for SRP that need special artwork, business cards, envelopes and lawn signs (occasionally).		\$150
380701	Interlibrary Loan Services FY21 est. \$59.13 + 5% = \$61.99 OCLC access fee \$62/mo x 12 = \$744 FY20 \$750 OCLC access fee (also includes World Cat) is \$60/mo x 12=\$720yr Note: Costs defrayed by ILL postage charges that are paid by patron and credited to this account. FY20 increasing account for potential increase in requests due to move to temporary location.		\$750
FY19 \$1,050		FY20 300000 Subtotal	\$2,700
IT SERVICES (1222)			
FY19 was \$135,696 \$143,161 actual ITS expense including compensation and discretionary. Compensation does not go toward discretionary funds total per M. Ryman. Total discretionary ITS budget is \$74,932. Includes IT supplies, equipment, etc. and actually is located in 1222 (IT budget) and then credited back to library at end of year. Note: Operating expenses increased as charges for FIOS moved from 7301 to 1222; 1222-110000 salaries and benefits adjusted.			
<u>Account includes:</u>			
1222-110000 Salaries & Benefits - Regular FY19 was \$63,200 .6 FTE salary/benefits			
1222-312000 Professional Services FY19 was \$0		\$0	
1222-331000 Repairs/Maintenance FY19 was \$250		\$0	

1222-332000 Equip. Maint. Contracts FY21 total \$5,275 FY20 total \$6,230	
INCLUDES:	
4 staff RFID workstations/1 self-check maintenance FY20 \$0 Note: FY20 Did not renew service; discontinuing RFID technology	\$0
Maintenance Renewal for Public LAN hardware (Cisco Smartnet) Wireless Firewall \$90 + switches \$205 x 2 + switch \$55 FY20 \$800	\$900
1 ViewScan reader-printer maintenance; Discontinued: 1 Minolta microfilm/fiche reader printer FY20 actual \$918.75	\$966
Public HP Servers (3 total) FY20 actual \$1,879.20	\$2,350
IPS/IDS (Intrusion Prevention System/Intrusion Detection System) for Public Network Replacement in FY21 FY21 Maintenance/Hardware included - in 1222-820700 FY22 Maintenance	\$0
Public Enterprise Wireless FY21 - Estimate: 16 x (\$11+ \$88) + \$45 for switch FY20 \$840 8 access points @ \$99 ea. (\$11 for the device + \$88 for the cloud controller) +\$45 for switch	\$1,710
1222-332005 Software Maint. Contracts FY21 \$33,838 FY20 \$31,842	
INCLUDES:	
Biblionix/Apollo ILS FY20 actual \$13,010 Note: Includes - Automation Annual Subscription (\$8,000), Acquisitions Option (\$2,175), Content Cafe2 Plus Option (Discontinued FY20 mid-year), Unbound (\$2,500 - similar to Content Cafe), Gabbie Option (\$435)	\$13,110
Novelist Select/Library Aware (was in 6050) FY20 actual \$4,189 *Receiving a credit b/c invoice was incorrect (\$4,315) Note: Used with Biblionix/Apollo public catalog component; Library of Virginia picked up Novelist Plus & Novelist K8 in October 2018	\$4,315
Clean Slate Educational License/Central Control Educational - Public Computer system and privacy management FY20 actual \$270.50	\$300

460000

<p>Presto for DB/TextWorks yearly maintenance - Database and forward facing system for Local History FY21 Est. - \$3,030 + 2% = \$3,090.60 - \$3,100</p> <p>FY20 actual \$3,030 (received invoice; due Dec. 15)</p>	\$3,100
<p>Pharos - Print and time management system for public computers FY20 actual \$1,819</p>	\$1,900
<p>MSoftware Enterprise & SQL for public FY21 Added 5% increase</p> <p>FY20 \$3,950</p> <p>Note: In FY19 the contract will be renewed with a new license structure; could include an increase.</p>	\$3,950
<p>2 VMware ESXi maintenance - Virtualized servers FY21 Added 5% increase to FY20 actual</p> <p>FY20 actual \$2,309.76</p>	\$2,425
<p>Trend Micro for public - Anti-virus protection FY21 Added 5% increase to FY20 actual</p> <p>FY20 actual \$971.25</p>	\$1,020
<p>VEEAM backup licenses maintenance - Back-up system for the virtual system FY21 Added 5% increase to FY20 amount</p> <p>FY20 \$1,440</p>	\$2,200
<p>Web Clarity (Bookwhere) - Cataloging application FY20 actual \$237</p> <p>Note: Reduced to one license per staff use.</p>	\$250
<p>Websense for public - Internet filtering FY21 Added 5% increase to FY20 amount</p> <p>FY20 \$650</p> <p>Note: Cost covers the LAN computers subscription and tech support license.</p>	\$683
<p>Open DNS licenses covered in 1220 FY21 Added 5% increase to FY20 amount</p> <p>FY20 \$300</p> <p>Note: Webfiltering for public wifi; new service under consideration.</p>	\$300
<p>CivicPlus Website Maintenance FY20 \$753</p>	\$760
<p>1222-520100 Postage FY19 was \$35</p>	\$35

\$74,599

1222-520300 Telecommunications Services FY21 \$380 x 12 = \$4,560 FY20 \$4,575 Note: Include FIOS (internet for public) here for FY20 Other Telcom charges are for staff related equipment and included in 7301-520300	\$4,575
1222-540100 Lease Equipment FY20 \$7,700	
Includes:	
Xerox color public printer lease FY21 \$425/mo x 12 (incl copies cost) + \$100 to cover increases if necessary	\$5,200
1 Ricoh public copier lease and maintenance Note: FY20 Discontinued Dec/Jan due to move	\$0
1222-550100 Mileage FY20 \$0	\$0
1222-550400 Travel/Conferences FY20 \$0	\$0
1222-550500 Training FY20 \$0	\$0
1222-580100 Dues/Memberships FY20 \$0	\$0
1222-601400 Other Operating Supplies FY20 \$350 Note: Monies from 1222-331000 moved to this account per IT. Includes items such as UPS batteries, patch cords, etc.	\$350
1222-820700 Computer Equipment FY20 \$16,000 Note: Miscellaneous computer items which may include: new Jamex machines for public printers; items needed for operations in temporary location.	\$16,000
1222-820900 Software (new purchases) FY20 \$8,200 Note: New purchases may include - VMWare 6.0 purchase for FY2020 \$4500; purchase of new print/time management system.	\$8,200
FY20 Total: \$143,161 Note: Currently Wi-Fi service is free, however, the franchise agreement is up for renewal. No formal negotiations have taken place, but they have indicated via letter that they will honor the current no cost contract for the library's Wi-Fi. However, RCN has been purchased by another company, so if the new company decides to charge for the Wi-Fi, we will need to see what other vendors charge for the service. Those costs have NOT been included in the FY20 7301 or 1222 budgets.	

	FY19 \$143,161	FY20 400000 Subtotal		\$146,202
510100	Electrical Services FY21 est. \$3,000 x 12 + \$36,000 Note: Utilities will be paid for by FCCPS in temp location; Continue to pay utilities for 120 N. Virginia during construction FY20 \$33,800			\$36,000
510200	Heating Services FY20 \$2,700 Note: Still using credit from FY17; reduced due to credit & not in building majority of the year			\$2,000
510300	Water and Sewer Services FY20 \$2,420			\$2,700
520100	Postal Services FY20 \$750 FY21 projected costs allow for: Package returns, regular mail Note: Interlibrary Loan fees (\$4 each) covers postage, which is credited to the 380700 Interlibrary Loan line.			\$600
520300	Telecommunications FY20 \$8,016			\$6,556
	FY21 projected costs allow for:			
	Language line		\$100	
	Smartphone costs: \$50/mo x 12=\$600		\$3,240	
	Paetec landline: \$260/mo x 12 = \$3,120 FY20 increased based on FY19 average		\$2,940	
	Airwatch MDM for smart phone and Surface pros: 8 Staff mobile devices (phone, tablets, surface book, 2 laptops) x \$12/yr for maintenance = \$72		\$276	
Note: Long distance charges are prorated among all City departments. Language line costs depend on the length of the call and language that needs to be translated.				
540100	Lease /Rental of Equipment FY20 \$0 Note: Ricoh and Xerox for the public contract paid for out of 1222-5401.			\$0
540500	Credit Card Fees FY20 \$1,200 FY21 Projected costs allow for: 1 year of fees related to accepting credit cards as payment - \$100/mo x 12 = \$1,200			\$1,200
550100	Travel-Mileage FY20 \$870 FY21 projected costs allow for: 1,500 miles to travel to local workshops, conferences, meetings			\$870

601100	FY20 \$700 Note: Includes uniforms/shirts and steel toed shoes which increased in price for custodian.		\$700
601400	Other Operating Supplies FY20 \$12,000 FY21 projected costs allow for: 5,000 Library cards @ \$1.00/ea = \$5,000 5,000 Patron barcodes @ \$450 24,000 Item barcodes @ \$510 AV replacement boxes @ \$1,000 100 earbuds for public @ \$1/ea= \$100 50 headphones for public @ \$1.25/ea=\$62.50, rounded up to \$65 Flash drives \$200 Miscellaneous costs \$4,675 Note: Flash drives sold to public @ \$8/ea. Earbuds, not headphones, are sold to public @ \$1/ea. Note: RFID technology discontinued.		\$12,000
601800	Library Books FY20 \$100,000 FY21 projected costs allow for: Reference: \$8,000 Adult Fiction and Non-fiction: \$63,000 Children's and Young Adult: \$28,000 Note: FY21 the library will be in the temporary location a majority of the year with limited shelving, processing and storage space. Projected costs for each section listed above may be adjusted depending on collection needs during the transition to the new building.		\$100,161
602000	Records & Tapes (CDs & Audiobooks) FY20 \$10,000 Note: Music CDs discontinued in FY20 Note: Freegal paid out of Foundation funds and book sale monies		\$8,000
602200	Library Periodicals FY20 \$13,455 FY21 projected costs allow for (with a 5% increase): Cox (print mags), \$12,000/yr Korean Daily, \$225/yr NYT, \$1,000/yr No. VA Magazine, \$25/yr USA Today, \$325/yr VOYA, \$60/yr Wall Street Journal, \$450/yr Washington Post, \$400/yr Washington Times, \$125/yr Note: RBDigital Magazines (formerly Zinio) titles (eMagazines) are located in 6050.	\$11,445 \$225 \$1,100 \$25 \$340 \$50 \$540 \$350 \$125	\$14,200
	DVDs		

602400	FY20 \$10,000 Note: Library will be in the temporary location for a majority of the year.		\$8,000
605000	Electronic Resources FY20 \$177,352 FY21 projected costs allow for: ProQuest (includes National newspapers, Historic newspapers, & HeritageQuest) FY20 actual \$7,542 Morningstar database FY20 actual \$1,320 B&T Title Search FY21 actual \$968 Washington Consumer Checkbook online FY20 actual \$200 Overdrive subscription (eBooks only): \$10,000 of that is a \$5K platform fee and a \$5K credit towards material. FY20 \$104,059 Overdrive subscription (eAudiobooks) FY20 \$37,580 RBDigital Magazines (formerly Zinio) FY20 \$2,350 Note: We were billed for 4 months (July-Oct 2019) to reset the billing cycle. Consumer Reports online FY20 \$2,120 WebDewey FY20 \$325 RBComics Note: Comics Plus no longer supported starting April 2019. Streaming services FY20 \$15,000 FY19 Kanopy \$8,000; RB Digital \$4,500 Note: Exploring streaming services including Kanopy and RBDigital Streaming. RB Digital eAudiobooks Unlimited Collection Note: Novelist was moved to 1222. Note: Freegal paid by Foundation and book sale. Note: Wowbrary paid by memorial.	\$8,739 \$1,360 \$968 \$200 \$104,000 \$37,000 \$2,500 \$2,179 \$354 \$2,000 \$11,500 \$11,500	\$182,300
	FY19 \$340,946	FY20 600000 Subtotal	\$338,818
609900	Materials from Donations (Book Sale) Note: Book sale will not occur during the time the library is in the temporary location. Book discussion group books and food to be paid out of Memorial Monies and/or Foundation request.		

609910	Memorial Monies		
	FY21 Compensation Total (Regular Salaries/Benefits)		\$1,633,821
	FY21 Discretionary Total		\$540,744
	FY21 Budget Total		\$2,174,565

Unmet needs for the FY21 budget Board to set priorities	
Priority Order	Description of Need Not in Priority Order
	FY20 working on changing Senior Library Page (.6 FTE) to Library Assistant I (1.0 FTE). Funding has been moved from Discretionary to Compensation to cover the difference in FY21. No longer an unmet need if the change is finalized in FY20.
	Total Request for FY21 Unmet Needs \$0
Future Planning: FY22 Needs Not in Priority Order	
Priority Order	Description of Need
	Utilities/Operations increase due to larger building. Approximate costs include \$8,775 increase to utilities and \$9,000 increase to supplies in maintenance, office, and operations.
	Full-time IT Services PM/Systems Engineer. Currently the library budget includes a .6 FTE PM/Systems Engineer at \$68,229 (includes salary and benefits). Approximate cost \$140,000 including salary and benefits.
	Total Request for Future Planning in FY22: \$157,775