

01-25 Library

Municipal Budget Notes — FY 13/14

01-25 Library

Budget Line Item

- 101 Full Time Salaries**
Salaries for all full-time library staff are included in this line item. A 2% base factor is included for potential salary increases in accordance with the compensation ordinance.
- 102 Part Time Salaries**
Salaries for all part-time library staff are included in this line item. A 2% base factor is included for potential salary increases in accordance with the compensation ordinance. Funding is included to increase the wages for three permanent part time positions. These positions will now be limited to working less than 30 hours per week or 130 hours per month due to regulations associated with the Affordable Care Act.
- 104 FICA**
This is a mandatory withholding match that is a fixed percentage of salaries.
- 105 Insurance**
This line item funds the City's portion of health, dental, life and disability insurance for employees. The Affordable Care Act is scheduled to take effect in 2014, which will likely impact the group health insurance rates to an unknown degree. A 6% increase has been factored into the budget and the Employee Focus Group continues to meet and will again make recommendations for changes in an attempt to stay within the budgeted amount.
- 107 Civilian Pension**
This line item funds the City's portion of employee pension contributions.
- 201 Office Supplies**
This line item supports general library supplies (copy paper, envelopes, library cards, processing materials, security strips for materials, toner for the copy machines and printers), as well as supplies for all story times, teen and adult programming, and crafts. Anticipated grants of \$2,250 have been included.
- Note: The year-end estimate is over budget in part because the library was awarded two grants totaling \$3,808. This line item also includes an additional \$6,327 collected for copies and lamination fees.
- 201.01 CD Rom/Electronic**
This line item includes funding for twelve library database subscriptions. All of the existing databases see substantial use or are essential for library cataloging.
- 202 Books and Periodicals**
This line item funds book and periodical purchases in all collections including adult, teen and children's books, reference books, large print materials, fiction and non-fiction titles. The age of the current print collection averages at year

Municipal Budget Notes — FY 13/14

01-25 Library

2000 (with a median age of 2004), both of which are below the ideal age of 2009. A \$3,500 ongoing increase is included to maintain books and periodicals and a \$2,500 increase is included due to annexations. A grant in the amount of \$1,560 is also anticipated.

Note: The year-end estimate is over budget because of a \$100 grant from the Papillion La Vista School Foundation and a \$500 grant from the La Vista Community Foundation. This line item also includes an additional \$5,900 collected for book replacement fees.

- 203 Food**
This line item funds refreshments and snacks throughout the year for the Children, Teen, and Adult programming. A \$500 grant has been included.
- 211 Programming**
This line item will fund adult programming including a winter reading program for adults. A slight increase is requested.
- 212 Media**
This line item funds the CD audio books including the electronic, downloadable audio books through Overdrive, DVDs, children's audiovisual kits, and music CDs. An increase is shown due to the fact that costs associated with the digital magazine database Zinio were moved to this line item from line item 202. A \$500 grant has been included.
- 213 Summer Reading Program**
This line item funds the supplies, prizes, speakers, programs, and float materials for the children and teen summer reading programs. For the past four years, patrons have requested extending the Summer Reading Programs through mid-August or until school starts. A \$500 grant has been included.
- Note: The year-end estimate is over budget because the library was awarded a \$1,000 grant.
- 301 Postage**
This line item supports the library's mailing of weekly overdue notices, books for the book clubs, and inter-library loan mailings, as well as the Library's portion of the City quarterly newsletter postage. A decrease in funding is shown from last year.
- 302 Telephone**
This line item supports all telephones within the library as well as the fax machine. A slight increase is requested based on the budgetary information provided by Metropolitan Community College.
- 303 Prof. – Other**
No funding requested in this line item.

Municipal Budget Notes — FY 13/14

01-25 Library

- 304 Utilities**
The line item funds utility costs for the Library. An increase is requested based on an anticipated rise in utility costs.
- 306 Rentals**
This line item funds the lease payments for the staff copier/scanner/fax machine as well as the public copy machine. A reduction is shown based on the new copier leases.
- 307 Car Allowance**
This line item funds the car allowances for the director and assistant director. Funding requested at same level as last year.
- 308 Legal Ads**
This line item has funded advertising for open library positions. Due to advertising online through CareerLink and the Nebraska Library Commission, no funding is requested.
- 309 Printing**
This line item supports the printing of the City's quarterly newsletter and any other printing charges billed back to the library. Based on actual expenses, a slight increase is requested.
- 310 Dues**
This line item supports the Nebraska Library Association membership. A slight increase is requested for one additional staff member.
- 311 Travel Expense**
This line item funds all authorized trips and the expenses related to meals, lodging, transportation and miscellaneous incidental costs. Funding is included for staff members to attend the Nebraska Library Association Annual Conference in Kearney and for the director to attend the Public Library Association Conference in Indianapolis, IN. An ongoing increase is requested for the Assistant Director to attend the Association for Library Service to Children Conference.
- Note: The year-end estimate is over budget because the library was awarded the ICMA Conference Grant for \$1,565.
- 313 Training Assistance**
This line item funds all training courses and seminar costs for staff attending the Nebraska Library Association Annual Conference in Kearney and attendance of the director at the Public Library Association Conference in Indianapolis, IN. An ongoing amount is requested for the Assistant Director to attend the Association for Library Service to Children Conference. This line item shows a decrease due to funding for the Assistant Library Director to attend LEAD being removed from the budget (she attended this year).

Municipal Budget Notes — FY 13/14

01-25 Library

314 Other Contractual Services

This line item is for computer updates for the library. Funding is included for the purchase of two computers for the lab and two AWE children's computers/early literacy stations. Additional one-time funding of \$3,086 is requested to purchase one additional AWE children's computer/early literacy station.

315 Inter-Library Book Loan

This line item reflects expenses for the inter-library loan program. If La Vista Public Library does not want to purchase a book based on need and/or age of the item, patrons can pay a fee that assists in covering a portion of the mailing cost associated with requesting the book from another library. A slight decrease requested.

409 Machine Equipment and Maintenance

This line item supports the licensing for the Apollo automation system which includes cataloging, circulation, web page access, the antivirus software for all computers in the library, and the 3M security license. An increase is shown from the previous year because the 3M security license was funded out of a different line item.

Note: The year-end estimate is over budget due to increased renewal costs for 3M.

505 Other Charges

This is a new line item that covers chair replacement for the library. There are twenty six general leisure chairs in the cycle for replacement. Chairs are showing age and wear. The chairs with the most damage will be replaced.

	FY11-12 Actual	FY12-13 Budget	FY12-13 Estimate	FY13-14 Adopted
25-LIBRARY				
PERSONNEL SERVICES				
101 Salaries - Full-Time	252,658.62	259,429.00	256,429.00	262,230.00
102 Salaries - Part-Time	103,785.33	127,201.00	127,201.00	138,641.00
103 Overtime Salaries	219.15	0.00	0.00	0.00
104 FICA	27,136.84	29,550.00	29,550.00	30,667.00
105 Insurance Charges	24,606.03	25,600.00	25,600.00	27,542.00
106 Other Personnel Services	0.00	0.00	0.00	0.00
107 Pension	15,172.34	15,566.00	15,566.00	15,734.00
109 Self Insurance Expense	0.00	0.00	0.00	0.00
Total Personnel Services	423,578.31	457,346.00	454,346.00	474,814.00
COMMODITIES				
200 Interfund Transfers				
201 Office Supplies	8,599.89	8,500.00	13,827.00	11,750.00
201 CD Rom/Electronic	18,837.42	17,100.00	17,100.00	17,444.00
202 Books and Periodicals	53,012.81	66,182.00	63,547.00	62,150.00
203 Food Supplies	1,411.16	1,700.00	1,600.00	2,400.00
207 Janitorial Supplies	0.00	0.00	0.00	0.00
208 Chemical Supplies	0.00	0.00	0.00	0.00
211 Other Commodities	690.70	940.00	840.00	1,140.00
212 Media	10,934.56	13,671.00	11,671.00	16,808.00
213 Summer Reading Program	3,839.34	3,500.00	4,000.00	5,200.00
Total Commodities	97,325.88	111,593.00	112,585.00	116,892.00
CONTRACTUAL SERVICES				
301 Postage	1,899.08	4,000.00	4,000.00	3,700.00
302 Telephone	302.25	211.00	211.00	279.00
303 Prof Services-Other	105.00	0.00	0.00	0.00
304 Utilities	67,743.10	68,500.00	68,500.00	70,766.00
305 Insurance and Bonds	0.00	0.00	0.00	0.00
306 Rentals	6,102.25	7,108.00	7,108.00	6,000.00
307 Car Allowance	1,800.00	1,800.00	1,800.00	1,800.00
308 Legal Advertising	31.35	0.00	0.00	0.00
309 Printing	2,298.21	1,915.00	2,750.00	2,225.00
310 Dues and Subscriptions	349.92	340.00	465.00	485.00
311 Travel Expense	4,324.85	2,700.00	4,142.00	4,683.00
313 Training Assistance	4,724.00	5,000.00	5,000.00	1,990.00
314 Other Contractual Services	4,322.65	12,110.00	12,110.00	15,886.00
315 Inter-Library Book Loan	104.98	370.00	370.00	200.00
316 Internet/Phone	0.00	0.00	0.00	0.00
320 Prof Services-Auditing	0.00	0.00	0.00	0.00
321 Professional Services-Legal	355.72	0.00	0.00	0.00
Total Contractual Services	94,463.36	104,054.00	106,456.00	108,014.00
MAINTENANCE				
401 Building and Grounds				
409 Machine Equip & Tool Maint.	8,741.00	4,100.00	8,760.00	9,270.00
Total Maintenance	8,741.00	4,100.00	8,760.00	9,270.00
OTHER CHARGES				
500 Donations				
505 Other Charges	665.78	2,000.00	2,000.00	2,000.00
Total Other Charges	665.78	2,000.00	2,000.00	2,000.00
CAPITAL OUTLAY				
610 Office Equipment				
611 Computer/Internet/Equ	7,068.04			
618 Other Capital Outlay				
Total Capital Outlay	7,068.04	0.00	0.00	0.00
TOTAL	631,842.37	679,093.00	684,147.00	710,990.00