

Municipal Budget Notes — FY17 and FY18

1-25 Library

Budget Line Item

101 Full Time Salaries

Salaries for the positions noted above are included in this line item.

FY17 - A 3% base factor is included for potential salary increases. In order to get all employees on a common salary increase date (October 1) in conjunction with the new performance evaluation system, everyone will receive a base factor increase in October 2016.

FY18 – While a 3.75% increase for salaries is shown, during budget preparation next year we will have data from performance reviews and will be able to budget actual increase percentages. An additional \$1,686 has been requested for the potential addition of a full-time staff member.

102 Part Time Salaries

Salaries for all part-time library staff are included in this line item. A 3% base factor is included for potential salary increases in accordance with the compensation ordinance.

YEE –Year end estimate in this line item is over budget by \$2,000 due to grant received from the Nebraska Library Commission for the Summer Intern Program and the Young Adult Library Services Association/Dollar General Teen Summer Intern Program.

FY17 - An increase of \$9,547 has been requested for an additional part time position, 15 hours per week, for permanent General Education Development (GED) programming.

104 FICA

This is a mandatory withholding match that is a fixed percentage of salaries. The line item has been increased in proportion to the proposed salary increases.

FY17 - An additional \$752 has been requested for the potential addition of a part-time staff member.

105 Insurance

This line item funds the City's portion of health, dental, life and disability insurance for employees. In an effort to keep health insurance rates at a manageable level, the City takes on a portion of the liability by funding a portion of the deductible, which results in lower premiums. Actual savings, if any, will depend on plan usage during a given year.

FY17 - A potential 6% increase in insurance premiums is included, but the new funding mechanism has shown good results to date and will hopefully help us better keep insurance costs under control.

FY18 – A potential 6% increase in insurance premiums is included for planning purposes, however our insurance program is reviewed annually and any necessary adjustments will be made. An additional \$6,335 has been requested for the potential addition of a full-time staff member.

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 children, tween, teen and adult programming, and crafts.

YEE - The estimate is over budget due to multiple grants that were received during the year including a \$800 grant from WCF, Inc. for snap circuit programming, a \$2,250 Youth Excellence Grant for Teen Life-Sized Games, a \$1,000 grant from Young Adult Library Services Association/Dollar General grant for teen learning, a grant from the La Vista Community Foundation to support GED programming with vouchers at \$99, and a \$2,500 grant from the Loleta D. Fyan Grant for the Tween and Teen BUILD collective.

FY17 - Funding requested is an increase due to the addition of tween programming.

201.01 CD Rom/Electronic

This line item includes funding for eleven library database subscriptions. The database Learn-A-Test was not renewed due to lack of use. The remaining databases see substantial use or are essential for library cataloging.

FY17 - The cataloging charges are increasing by \$215.

202 Books and Periodicals

This line item funds all book and periodical purchases in all collections including books, adult, teen and children's books, reference books, large print materials, fiction and non-fiction titles. The current age of the print collection averages at 2008.

203 Food

This line items funds refreshments and snacks throughout the year for the Children, Tween, Teen, and Adult programming.

FY17 - Funding requested is a slight increase from last year due to the addition of Tween programming.

- 211 Programming**
This line item will fund adult programming including a winter reading program for adults. Funding requested is the same as last year.
- 212 Media**
This line item funds the CD audio books including the electronic, downloadable audio books through Overdrive, DVDs, children's audiovisual kits, electronic music and electronic magazines. Funding requested is the same as last year.
- YEE - Year-end estimate is below budget due to the savings experienced from joining a library group to purchase electronic magazines.
- 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. Funding requested is the same as last year.
- 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.
- 302 Telephone**
This line item supports all telephones within the library as well as the fax machine. Funding requested is the same as last year based on the budgetary information provided by Metropolitan Community College.
- 304 Utilities**
This line item funds all utility costs for the library facility.
- FY17 – A slight decrease is shown based on actual expenditures. The three utility service providers did provide the following rate increases: Black Hills 0%, OPPD 4%, and MUD 3.5%.
- FY18 – Increases were based on the same percentages as FY17 with the exception of Black Hills; a 2% increase was calculated for that utility.
- 306 Rentals**
This line item funds the lease payments for the staff copier/scanner/fax machine as well as the public copy machine. Funding requested at same level as last year.
- 307 Car Allowance**
This line item funds the car allowances for the director, assistant director, and assistant to children's programming for outreach.
- 309 Printing**
This line item supports the printing of the City's quarterly newsletter and any other printing charges billed back to the library.

FY17 - A slight increase is requested based on expenses from the end of year estimate.

310

Dues

This line item supports the Nebraska Library Association (NLA) membership.

FY17 - Funding requested is an increase from last year based on new membership charges implemented by the NLA executive board.

311

Travel Expense

This line item funds all authorized trips and the expenses related to meals, lodging, transportation and miscellaneous incidental costs.

FY17 - Funding is included for (5) staff members to attend the Nebraska Library Association Annual Conference in Omaha, NE, for the director to attend the American Library Association's Mid-Winter Conference in Atlanta, GA, and for the Assistant Director to attend the Nebraska State Reading Conference in Kearney, NE.

One time requests: Additional funding is requested for a part-time staff member to attend the Nebraska State Reading Conference in Kearney, NE. Additional funding is requested for a staff member to attend the Computers in Libraries Conference in Washington D.C.

FY18 - Funding is included for (4) staff members to attend the Nebraska Library Association Annual Conference in Kearney, NE, for the director to attend the Public Library Association's Conference in Philadelphia, PA, and for the Assistant Director to attend the Association for Library Services to Children Conference location to be determined.

Additional funding is requested for a part-time staff member to attend the Association for Library Services to Children Conference location to be determined.

313

Training Assistance

This line item funds all authorized training courses and seminar costs.

FY17 - Funding is included for (5) staff members to attend the Nebraska Library Association Annual Conference in Omaha, NE, for the director to attend the American Library Association's Mid-Winter Conference in Atlanta, GA, and for the Assistant Director to attend the Nebraska State Reading Conference in Kearney, NE.

One time requests: Additional funding is requested for a part-time staff member to attend the Nebraska State Reading Conference in Kearney, NE. Additional funding is requested for a staff member to attend the Computers in Libraries Conference in Washington D.C.

FY18 - Funding is included for (4) staff members to attend the Nebraska Library Association Annual Conference in Kearney, NE, for the director to attend the Public Library Association's Conference in Philadelphia, PA, and for the Assistant

Director to attend the Association for Library Services to Children Conference location to be determined.

Additional funding is requested for a part-time staff member to attend the Association for Library Services to Children Conference location to be determined.

314

Other Contractual Services

In order to be consistent with other departments, items from line item 409 have been moved to line item 314 Other Contractual Services. This line item supports the licensing for the Apollo automation system which includes cataloging, circulation (including Content Café 2 and Gabbie), and web page access.

YEE – The year-end estimate shows the charges from line 409 that could be billed within the current fiscal year.

FY17 - An increase is requested for the (2) children's AWE computer upgrades to extend warranty and maintenance and the addition of an ongoing 3M security gate maintenance agreement (\$4,667).

FY18 - Funding requested is an increase due to the addition of an AWE computer warranty upgrade (\$2,100).

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. Funding requested at same level as last year.

409

Machine Equipment and Maintenance

This line item supports the antivirus software for all computers in the library. Funding is requested at the same level as last year.

505

Other Charges

This line item 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 are replaced first. Funding requested is the same as last year.

Fund	Department	Dept Name	Pay Range	Position/Job Title	FT/PT/Seasonal	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Narrative
01	25	Library	205	Library Director	FT	1.00	1	1	1	1	1	
01	25	Library	175	Librarian III	FT	1	1	1	1	1	1	
01	25	Library	160	Librarian II	FT	2	2	2	2	2	2	
												Move the Circulation Clerk II from PT to a FT professional position based on increase in programming and collection responsibilities.
01	25	Library	140	Librarian I	FT	1	1	2	2	2	2	
01	25	Library	115	Circulation Clerk II	PT	2.4	2.4	1.7	1.7	1.7	1.7	
01	25	Library	100	Circulation Clerk I	PT	4.8	4.8	4.8	4.8	4.8	4.8	
01	25	Library	100	Circulation Clerk I	Seasonal	0.10	0.10	0.10	0.10	0.10	0.10	
												With the successful General Education Development program, there is concern that the program currently at La Vista will be pulled. This proposal asks to fund the salary for the current personnel who has successfully run the program throughout its time in La Vista. La Vista would then have better controls of the program.
01	25	Library	115	Circulation Clerk II	PT		0.4	0.40	0.4	0.40	0.40	
						12.3	12.7	13	13	13	13	

	A	B	BM	BN	BO	BQ	BS	BT	BU	BV
2			FY15	FY16	FY16	FY17	FY18	FY19	FY20	FY21
3			Actual	Budget	YE Estimate	Recommended	Recommended	Projected	Projected	Projected
1652	25-LIBRARY									
1653										
1654										
1655	PERSONNEL SERVICES									
1656	101	Salaries - Full-Time	277,556	284,388	293,912	303,340	311,804	315,664	319,669	327,987
1657	102	Salaries - Part-Time	131,981	159,390	145,643	169,638	175,998	182,597	189,444	196,548
1658	103	Overtime Salaries	301	222						
1659	104	FICA	30,938	33,959	33,626	36,183	37,317	38,119	38,950	40,129
1660	105	Insurance Charges	25,634	33,682	29,000	39,469	41,837	44,347	47,007	49,828
1661	106	Other Personnel Services								
1662	107	Pension	16,602	17,193	17,635	18,200	18,708	18,940	19,180	19,680
1664	Total Personnel Services		483,012	528,834	519,815	566,830	585,664	599,667	614,250	634,172
1665										
1666	COMMODITIES									
1668	201	Office Supplies	8,838	10,863	15,868	11,163	11,386	11,614	11,846	12,083
1669	201	CD Rom/Electronic	14,320	20,234	19,750	20,755	21,170	21,593	22,025	22,466
1670	202	Books and Periodicals	56,822	64,777	64,777	64,777	66,073	67,394	68,742	70,117
1671	203	Food Supplies	1,403	2,100	2,100	2,400	2,448	2,497	2,547	2,598
1674	211	Other Commodities	-579	2,200	2,200	1,200	1,224	1,248	1,273	1,298
1675	212	Media	22,157	26,000	20,000	20,000	20,400	20,808	21,224	21,648
1676	213	Summer Reading Program	5,973	6,000	6,000	6,000	6,120	6,242	6,367	6,494
1677	Total Commodities		108,934	132,174	130,695	126,295	128,821	131,396	134,024	136,704
1678										
1679	CONTRACTUAL SERVICES									
1680	301	Postage	3,837	3,600	3,400	3,400	3,468	3,537	3,608	3,680
1681	302	Telephone	371	390	390	390	398	406	414	422
1682	303	Prof Services-Other	50							
1683	304	Utilities	52,510	65,500	60,000	60,000	61,200	62,424	63,672	64,945
1685	306	Rentals	5,896	6,000	6,000	6,000	6,120	6,242	6,367	6,494
1686	307	Car Allowance	1,858	1,900	1,900	1,950	1,989	2,029	2,070	2,111
1687	308	Legal Advertising	50		33					
1688	309	Printing	3,056	2,623	3,323	3,326	3,393	3,461	3,530	3,601
1689	310	Dues and Subscriptions	665	500	770	770	770	770	785	801
1690	311	Travel	3,151	6,866	6,866	4,284	3,723	3,797	3,873	3,950
1691	313	Training	1,343	2,755	2,755	2,290	1,659	1,692	1,726	1,761
1692	314	Other Contractual Services	161		1,556	10,702	10,916	11,134	11,357	11,584
1693	315	Inter-Library Book Loan	287	275	275	275	281	287	293	299
1697	Total Contractual Services		73,235	90,409	87,268	93,387	93,917	95,779	97,695	99,648
1698										

	A	B	BM	BN	BO	BQ	BS	BT	BU	BV
2			FY15	FY16	FY16	FY17	FY18	FY19	FY20	FY21
3			Actual	Budget	YE Estimate	Recommended	Recommended	Projected	Projected	Projected
1699		MAINTENANCE								
1701	409	Machine Equip & Tool Maint.	4,016	13,750	12,750	4,602	4,694	4,788	4,884	4,982
1702		Total Maintenance	4,016	13,750	12,750	4,602	4,694	4,788	4,884	4,982
1703										
1704		OTHER CHARGES								
1706	505	Other Charges	1,365	2,000	16,725	11,661	13,215	13,714	13,237	13,827
1707		Total Other Charges	1,365	2,000	16,725	11,661	13,215	13,714	13,237	13,827
1708										
1709		CAPITAL OUTLAY								
1710	610	Office Equipment								
1711	611	Computer/Internet/Equ								
1712	618	Other Capital Outlay								
1713		Total Capital Outlay								
1714										
1719		TOTAL	670,562	767,167	767,254	802,775	826,311	845,344	864,090	889,333
1720										
1721		Expenditure % Change	-4%	14%		5%	3%	2%	2%	3%
1722		Personnel Services	2%	9%	-2%	7%	3%	2%	2%	3%
1723		Commodities	-2%	21%	-1%	-4%	2%	2%	2%	2%
1724		Contractual Services	-29%	23%	-3%	3%	1%	2%	2%	2%
1725		Maintenance	-56%	242%	-7%	-67%	2%	2%	2%	2%
1726		Other Charges	-49%	47%	736%	483%	13%	4%	-3%	4%
1727		Capital Exp % Change								
1728										
1729				Budget to Actual	Estimate to Budget	Recom to Budget	Recomm to Recomm	Budget to Budget	Budget to Budget	Budget to Budget
1730		\$ Amount Change	-57,394	96,605	86	35,608	23,536	19,033	18,746	25,243
1731		Personnel Services	7,198	45,822	-9,019	37,996	18,834	14,003	14,583	19,922
1732		Commodities	-22,570	23,240	-1,479	-5,879	2,526	2,575	2,628	2,680
1733		Contractual Services	-36,133	17,174	-3,141	2,978	530	1,862	1,916	1,953
1734		Maintenance	-5,254	9,734	-1,000	-9,148	92	94	96	98
1735		Other Charges	-635	635	14,725	9,661	1,554	499	-477	590
1736		Capital Exp								
1737										
1738					0					
1739										
1740										