

# APPROVED **BUDGET** FISCAL YEAR 2021



The City Library  
THE SALT LAKE CITY PUBLIC LIBRARY SYSTEM





Yoga at The Plot



VR Sandbox at Sweet



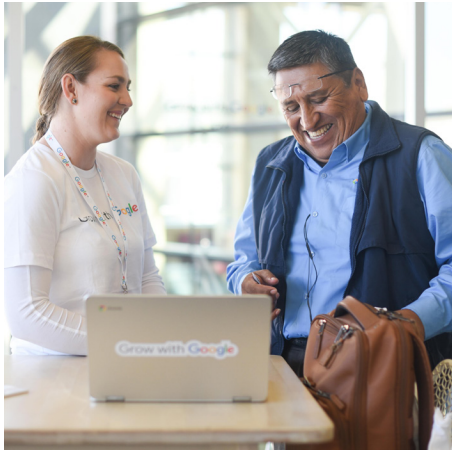
Ballet at Chapman



Edward Lewis Theatre Festival



Mr. Roger's Birthday



Grow with Google

# LOCATIONS

Main Library  
210 East 400 South  
801-524-8200

Day-Riverside Branch  
1575 West 1000 North  
801-594-8632

Sprague Branch  
2131 South 1100 East  
801-594-8640

Anderson-Foothill Branch  
1135 South 2100 East  
801-594-8611

Glendale Branch  
1375 South Concord  
801-594-8660

Sweet Branch  
455 F Street  
801-594-8651

Chapman Branch  
577 South 900 West  
801-594-8623

Marmalade Branch  
280 West 500 North  
801-594-8680



# CONTENTS

Locations ..... 2

Mission Statement..... 3

By the Numbers..... 4

Letter from the Board President & Executive Director ..... 5

Executive Summary & Budget Priorities ..... 6

Organizational Chart..... 7

Staffing Profile..... 8

General Fund Revenues..... 10

General Fund Expenditures ..... 12

    Personnel..... 14

    Materials & Supplies ..... 14

    Buildings, Grounds, & Equipment..... 15

    Services ..... 15

    Other Charges ..... 16

    Collections & Other Capital Outlays ..... 16

    Transfers, Grants, & Donations..... 16

Debt Service Fund Budget ..... 17

Capital Project Fund Budget..... 18

## MISSION STATEMENT

The City Library is a dynamic civic resource that promotes free and open access to information, materials, and services to all members of the community to advance knowledge, foster creativity, encourage the exchange of ideas, build community, and enhance the quality of life.



League of Extraordinary Teens at Anderson-Foothill

# THE CITY LIBRARY IS A PLATFORM FOR COMMUNITY AND INDIVIDUAL TRANSFORMATION



## THE CITY LIBRARY BY THE NUMBERS

**Salt Lake City Population<sup>1</sup>**  
200,544

**Total Number of  
Registered Card Holders<sup>2</sup>**  
167,000+  
(83.5% of residents)

**New Library Card  
Registrations<sup>3</sup>**  
20,000+

**Cost Savings<sup>4</sup>**  
\$61 million+

**Annual Visitors<sup>3</sup>**  
1,304,208

**Systemwide Hours Open  
Every Week<sup>2</sup>**  
502

**Items in the Collection<sup>2</sup>**  
766,679

**Items Borrowed<sup>3</sup>**  
3,409,254

**Library Programs & Outreach<sup>3</sup>**  
5,500+

**Library Program & Outreach  
Attendance<sup>3</sup>**  
145,000+

### RECORD ATTENDANCE:

- 1,600+** Chinese New Year celebrations at the Anderson-Foothill Branch and Main Library
- 150+** 10th-Annual Edward Lewis Theatre Festival
- 300+** HUM Fest
- 325+** 7th-Annual Performance Art Festival
- 575+** 11th-Annual Alt Press Fest
- 1,475+** KUED Reading Marathon Kickoff

<sup>1</sup> U.S. Census Bureau QuickFacts, 2017 estimate

<sup>2</sup> as of Dec 31, 2019

<sup>3</sup> data collected between Jan 1 and Dec 31, 2019

<sup>4</sup> if patrons had purchased the items they borrowed (based on average cost by item type)

# LETTER

## FROM THE BOARD PRESIDENT & EXECUTIVE DIRECTOR

April 2020

Mayor Mendenhall, City Council Members, and Residents of Salt Lake City,

For more than a century, The City Library has played a unique, vital role in our civic and cultural landscape, and in the lives of our residents. We are one of the few spaces truly open to all; a space where all are met with a deep respect for their inherent dignity and limitless potential. The Library does not tell people what to think or do, rather we ask them about their aspirations, needs, and interests. We guide each individual's experience. Our staff, collections, spaces, and programs, fuel our local creative community, stimulate positive civic engagement, strengthen our social fabric, and foster an informed, literate, and educated populace.

We continue to build on the six strategic areas of focus, identified through conversations with patrons, partners, and community leaders in 2018-2019. Using Service Design principles, staff are experimenting with new ways to deliver on our core mission. We recently implemented a staff recommendation to eliminate the use of environmentally-unfriendly plastic bags. Staff at the Anderson-Foothill Branch designed a successful "holds-to-go" service that helps patrons — especially busy caregivers — quickly pick up items, and reduces demand on limited parking. These are only two examples of how we are empowering staff to take the lead. We consistently assess, try new things, and create joyful experiences that lead to a sense of connection with our community.

City Library staff received a number of distinct honors and recognitions this year, including:

- Distinguished Leadership Award (American Society for Public Administration)
- Government Partner Award (Pacific Island Knowledge 2 Action Resources)
- Business Diversity Award (Utah Diversity Connections)

To continue our excellent work across these many spheres, we must attract and retain a diverse, talented, and passionate staff. We must critically examine how well our spaces meet the current and future needs of our changing communities. We must continue to assess and align our services and resources, keeping our different neighborhoods in mind. This budget was built to support our priorities of being a great place to work and modeling operational excellence.

On behalf of the Board, administration, and staff of The City Library, we would like to express our deep appreciation for your continued support as we add to the enrichment and vitality of our community.

Sincerely,



Luciano Marzulli, Library Board President



Peter Bromberg, Executive Director



Luciano Marzulli, Library Board President



Peter Bromberg, Executive Director

# EXECUTIVE SUMMARY & BUDGET PRIORITIES

## BE A GREAT PLACE TO WORK

The City Library is fortunate to have staff who are purpose-driven, industrious, creative, and deeply committed to public service. Working in a busy urban library can be stressful, as we are often a vital point of contact for the most vulnerable and marginalized residents in our city. We witness first-hand the impact that addiction and mental illness, coupled with lack of health care, has on our patrons. Providing compassionate service to all, every day of the week, is difficult and emotionally taxing work. Our staff, both front line and behind the scenes, work to ensure clean and safe spaces, robust collections, and a fiscally sound operation. Because of this, it is vitally important that we compensate our staff fairly and equitably, particularly in light of the significant increases we continue to see in Salt Lake City's cost of living. In addition to providing a Cost of Living Adjustment (COLA), this budget also includes our standard merit increase, which acknowledges the value of experience and prevents salary-compression issues. This budget reflects very modest increases to fund new or re-classed positions (due to the merger or reclassing of existing positions), that help relieve staffing pressures in a few branches and departments. We have also requested funds for Equity, Diversity, and Inclusion (EDI) consulting, to help guide our EDI team in supporting a workplace that is consistent with our values.

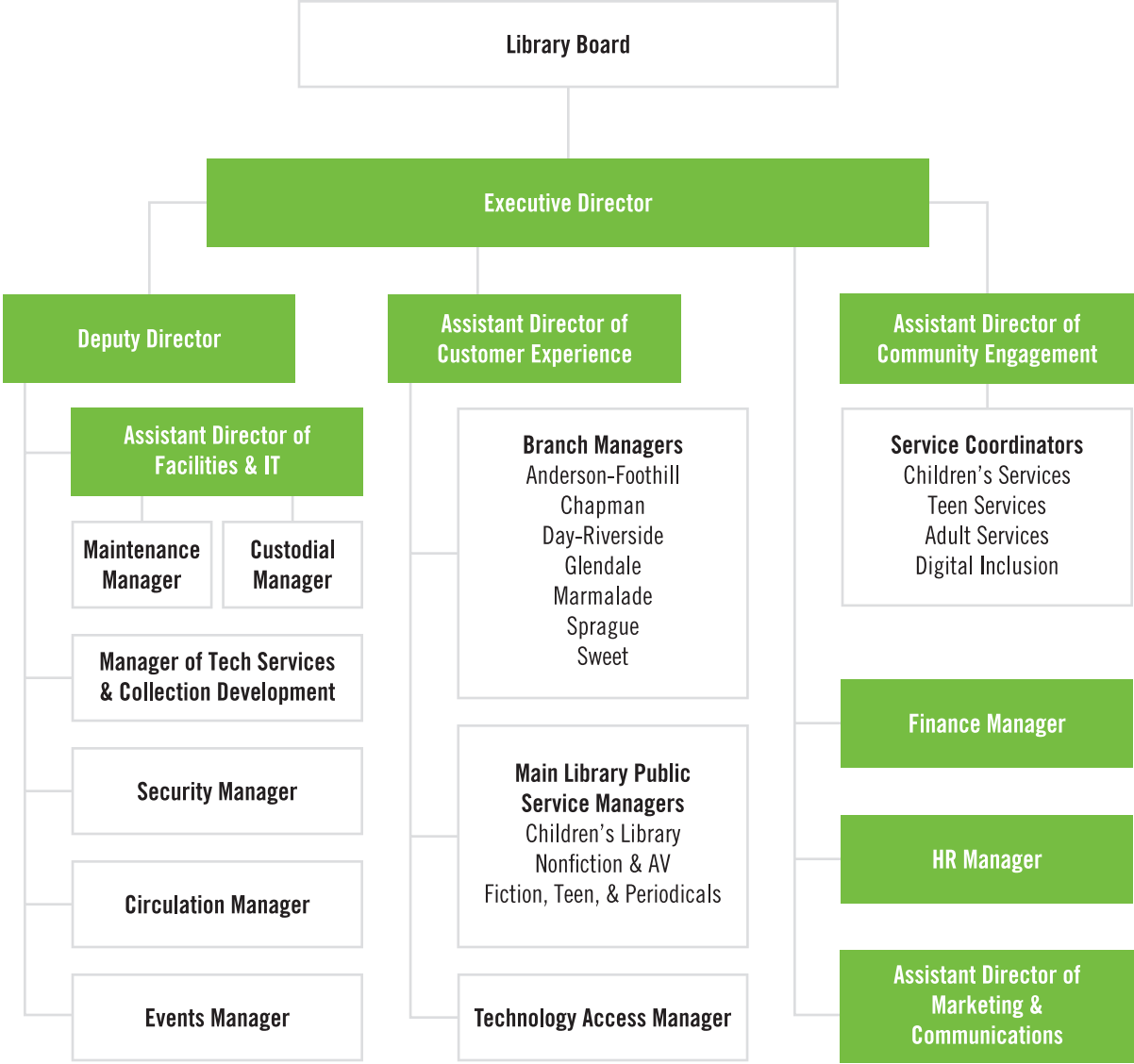
## CREATE MEANINGFUL OUTCOMES AND EXPERIENCES FOR OUR PATRONS

Moving into the third year of our Strategic Roadmap, we are continuing to align staff, spaces, services, programs, partnerships, and collections to support meaningful outcomes for SLC residents. Our six areas of focus are arts & creativity, critical literacies, economic success, healthy together, and inclusion & belonging. This budget reflects the addition of in-house IT and Safety Officer positions that were previously contracted. The most significant increase is to our custodial staffing, representing our commitment to creating a positive and welcoming experience by providing clean, healthy spaces for all. The aforementioned funding request for an EDI consultant will also help to ensure that all of our services, spaces, programs, and staffing are assessed and designed to be inclusive and equitable for all patrons. A number of new public service positions will also bolster the high level of customer service in the Library, and support our increasing number of partnerships, and the growth in programming that the Library offers the community.

## EXHIBIT OPERATIONAL EXCELLENCE AND PROMOTE LONG TERM SUSTAINABILITY

Since 2017, when the Library began setting aside funds restricted for the care of our facilities and technology infrastructure, we have taken a very intentional and strategic approach to investing in the long-term sustainability of our institution. Such investments include the funding of a facilities conditions assessment, which has provided us with a 10-year roadmap to address deferred maintenance. We are currently creating a 10–20 year Master Facilities Plan, which will evaluate whether buildings are appropriately sized, that Library spaces are adaptable, and that the geographic locations of our branches are well-placed to provide equitable service. In 2018, we created a new position to provide strategic leadership over our Facilities and IT departments. Following a technology assessment, we brought a number of previously contracted IT positions in-house, which resulted in budget savings. We have also added to our custodial staffing, and are combining part-time positions to create full-time, benefited positions that result in less turnover. The current budget request reflects funding that will allow the Library to continue on our path of responsible stewardship of public resources and assets.

# ORGANIZATIONAL CHART



## EXECUTIVE LEADERSHIP TEAM

# STAFFING PROFILE

POSITION	FY20	FY21	DIFFERENCE
Accountant	1	1	—
Accounting Specialist	1	1	—
Administrative Assistant	0.475	0.475	—
Administrative Manager	2	2	—
Assistant Director	4	4	—
Associate Librarian	22.325	22.9	0.575
Audio Visual Specialist	1	1	—
Branch Custodian	5.15	5.2	0.05
Cataloger	1	1	—
Circulation Supervisor	2	2	—
Community Gardner	0.450	0.450	—
Custodial Manager	0	1	1
Custodial Supervisor	1	2	1
Custodian	10	11.5	1.5
Data Coordinator	1	1	—
Delivery Driver	1	1	—
Deputy Director	1	1	—
Development Director	1	1	—
Event Associate	2	2	—
Executive Administrative Assistant	1	1	—
Executive Director	1	1	—
Graphic Designer	0	1	1
Help Desk Tech	1	1	—
Human Resource Associate	3	3	—
Jr. Designer	0	0.475	0.475
Lead Custodian	2	0	-2

## SAFE, WELL-MAINTAINED, WELCOMING FACILITIES

### FY20 ADJUSTMENTS

- 4 FT Security Officers
- 1 FT Custodian
- 1 PT Custodian

## EXHIBIT OPERATIONAL EXCELLENCE

Electing to bring IT functions in-house and eliminate contract with City IMS.

- 1 FT Senior Software Support Engineer
- 1 FT Senior Network Support Technician

## ENHANCE CUSTOMER SERVICE EXPERIENCE

- 1 FT Library Assistant at Marmalade Branch
- 1 PT Library Assistant Nonfiction Audio Visual
- 1 PT Technology Assistant for Tech Access

Other positions changed slightly when we changed part-time positions to be full-time. In order to be a great place to work, we are looking for opportunities to grow part-time employees to full-time.



STEM at Glendale



West Side Stranger Things Celebration



# STAFFING

## PROFILE CONT.

POSITION	FY20	FY21	DIFFERENCE
Librarian	36.9	37.9	1
Library Aide	28.025	24.85	-3.175
Library Assistant	40.675	39.95	-0.725
Logistics Coordinator	1	1	—
Maintenance Manager	1	1	—
Maintenance Technician	5	5	—
Maintenance Supervisor	1	1	—
Manager	14	14	—
Marketing & Comm Assistant	0	0.475	0.475
Marketing & Comm Specialist	3	3	—
Marketing & Comm Project Manager	1	1	—
Network & Systems Engineer	1	1	—
Passport Supervisor	0	1	1
Production Designer	0.475	0	-0.475
Security Manager	1	1	—
Safety Officer	2	6	4
Senior Designer	1	1	—
Senior Network Support Technician	—	1	1
Senior Software Support Engineer	—	1	1
Service Coordinator	4	4	—
Staff Development Coordinator	1	1	—
Tech Services Specialists	2	2	—
Technology Assistant	1.8	2.25	0.45
Technology Associate	2.425	2.425	—
Technology Librarian	1	1	—
Technology Coordinator	1	1	—
<b>TOTAL</b>	<b>215.7</b>	<b>223.85</b>	<b>8.15</b>



Pacific Islander Arts Festival at Day-Riverside

# GENERAL FUND

## REVENUES

	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget	FY20 to FY21 Budget Diff.	Percentage Difference
<b>TAX REVENUES</b>						
Current Year Property Taxes	17,373,371	18,448,490	18,448,490	19,269,400	820,910	4.4%
Personal Property Taxes	2,150,906	1,817,150	1,817,150	1,846,240	29,090	1.6%
Delinquent Property Taxes	345,376	330,000	330,000	370,000	40,000	12.1%
Motor Vehicle Taxes	855,568	700,000	700,000	810,000	110,000	15.7%
Judgment Levy	263,670	109,395	109,395	100,000	(9,395)	-8.6%
<b>SUBTOTAL</b>	<b>20,988,891</b>	<b>21,405,035</b>	<b>21,405,035</b>	<b>22,395,640</b>	<b>990,605</b>	<b>4.6%</b>
<b>INTERGOVERNMENTAL REVENUES</b>						
Reimbursements—E-Rate	34,776	28,000	28,000	35,000	7,000	25%
Grants—State	48,100	50,500	82,600	115,020	64,520	127.8%
RDA Rebate	840,061	780,000	780,000	825,000	45,000	5.8%
<b>SUBTOTAL</b>	<b>922,937</b>	<b>858,500</b>	<b>890,600</b>	<b>975,020</b>	<b>116,520</b>	<b>13.6%</b>
<b>CHARGES FOR SERVICES</b>						
Printer Revenues	40,068	40,000	40,000	40,000	—	—
Passport Services Revenue	17,024	75,000	75,000	85,000	10,000	13.3%
Non-Resident Fees	10,934	10,000	10,000	11,000	1,000	10%
<b>SUBTOTAL</b>	<b>68,026</b>	<b>125,000</b>	<b>125,000</b>	<b>136,000</b>	<b>11,000</b>	<b>8.8%</b>
<b>CHARGES FOR LOST/DAMAGED ITEMS</b>						
Charges for Lost/Damaged Items	48,532	50,000	50,000	35,000	(15,000)	-30%
<b>SUBTOTAL</b>	<b>48,532</b>	<b>50,000</b>	<b>50,000</b>	<b>35,000</b>	<b>(15,000)</b>	<b>-30%</b>
<b>MISCELLANEOUS</b>						
Interest	333,030	260,000	260,000	240,000	(20,000)	-7.7%
Rents—Facilities	41,442	45,000	45,000	30,000	(15,000)	-33.3%
Rents—Commercial Space	39,852	40,000	40,000	50,000	10,000	25%
Sundry	13,077	15,700	15,700	15,700	—	—
<b>SUBTOTAL</b>	<b>427,401</b>	<b>360,700</b>	<b>360,700</b>	<b>335,700</b>	<b>(25,000)</b>	<b>-6.9%</b>
<b>CONTRIBUTIONS &amp; TRANSFERS</b>						
Donations	151,978	84,000	84,500	191,000	107,000	127.4%
Fund Balance—Appropriated	—	967,870	1,281,805	2,330,850	1,362,980	140.8%
<b>SUBTOTAL</b>	<b>151,978</b>	<b>1,051,870</b>	<b>1,366,305</b>	<b>2,521,850</b>	<b>1,469,980</b>	<b>139.7%</b>
<b>TOTAL REVENUES</b>	<b>22,607,765</b>	<b>23,851,105</b>	<b>24,197,640</b>	<b>26,399,210</b>	<b>2,548,105</b>	<b>10.7%</b>

## GENERAL FUND REVENUE OVERVIEW

Most revenue categories have been budgeted based on current year projections and historical trends. The following explanations compare the FY20 and FY21 budgets.

This chart shows the property tax amount as it relates to a residential property valued at \$247,000 and commercial property valued at \$1,000,000. Tax Year 2020 amounts are based on FY20 budgeted real and personal property tax revenues less estimated new growth and a 1% increase in 2019 tax values.

## TAX REVENUES

The Library's primary source of funding is property taxes. Current year property tax revenues have been budgeted at the amount generated by the 2019 certified tax rate plus an estimated amount for new growth. Our current property tax rate is 0.000741, which is 74.1% of the ceiling established by the Utah State Legislature.

	Tax Year 2015	Tax Year 2016	Tax Year 2017	Tax Year 2018	Tax Year 2019	Tax Year 2020 est.
Certified Tax Rate	.000747	.000700	.000830	.000757	.000741	.000734
Residential property	\$101.48	\$95.10	\$112.76	\$102.84	\$100.66	\$99.67
Commercial property	\$747.00	\$700.00	\$830.00	\$757.00	\$741.00	\$733.66

## INTERGOVERNMENTAL REVENUES

The increase in Intergovernmental Revenue is due additional RDA flow through revenues and a Community Wellness Liaison Grant.

## CHARGES FOR SERVICES

This category is anticipated to increase because of additional passport service revenue.

## CHARGES FOR LOST/DAMAGED ITEMS

Charges for lost/damaged items is anticipated to decrease because the Library has ended its contract with a collection agency. Net revenues will not be impacted.

## MISCELLANEOUS

Miscellaneous revenue is budgeted to decrease due to lower interest earnings because of lower interest rates and lower rents on Library facilities because of the roof closure at Main for roof repairs.

## CONTRIBUTIONS & TRANSFERS

In FY21, the Friends of The City Library will increase their annual donation to The City Library. The appropriated fund balance transferred to the capital project fund for anticipated capital projects is higher; due to the budgeted replacement of the roof at the Main Library.



Zine Conference

# GENERAL FUND

## EXPENDITURES

	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget	FY20 to FY21 Budget Diff.	Percentage Difference
<b>PERSONNEL</b>						
Salaries & Wages—Regular	8,275,245	9,462,700	9,493,370	10,632,500	1,169,800	12.4%
Overtime—Regular	18,702	—	8,500	—	—	—
Salaries & Wages—Flex	174,815	200,000	198,500	200,005	5	—
Social Security—Regular	615,875	725,000	732,090	814,600	89,600	12.4%
Social Security—Flex	13,370	15,305	15,305	15,310	5	—
Employee Insurance	1,169,721	1,668,400	1,660,820	1,822,100	153,700	9.2%
Retiree Insurance	29,250	28,800	28,800	24,000	(4,800)	-16.7%
State Retirement	1,138,111	1,296,200	1,307,475	1,502,200	206,000	15.9%
Workers Compensation	23,515	38,300	39,645	34,900	(3,400)	-8.9%
Unemployment Insurance	1,120	4,000	4,000	3,000	(1,000)	-25%
Other Employee Benefits	15,419	28,300	28,300	114,725	86,425	305.4%
Employee Appreciation	5,355	6,120	6,120	12,00	5,880	96.1%
<b>SUBTOTAL</b>	<b>11,480,498</b>	<b>13,473,125</b>	<b>13,522,925</b>	<b>15,175,340</b>	<b>1,702,215</b>	<b>12.6%</b>
<b>MATERIALS &amp; SUPPLIES</b>						
Subscriptions & Memberships	29,742	36,880	36,880	40,680	3,800	10.3%
Publicity	81,488	159,905	159,905	207,035	47,130	29.5%
Travel & Training	137,778	191,590	191,590	157,490	(34,100)	-17.8%
Office Supplies & Expense	14,834	16,000	16,000	16,000	—	—
Postage	21,103	23,500	23,500	28,500	5,000	21.3%
Special Department Supplies	287,874	286,980	283,480	390,530	103,550	36.1%
Copier/Printer Paper	6,351	6,000	6,000	7,000	1,000	16.7%
Copier/Printer Toner	52,684	40,000	40,000	55,000	15,000	37.5%
<b>SUBTOTAL</b>	<b>631,854</b>	<b>760,855</b>	<b>757,355</b>	<b>902,235</b>	<b>141,380</b>	<b>18.6%</b>
<b>BUILDING, GROUNDS, &amp; EQUIPMENT</b>						
Fuel	6,828	6,500	6,500	8,000	1,500	23.1%
Maintenance—Equipment	7,794	239,485	239,485	303,345	63,860	26.7%
Maintenance—Vehicles	7,044	7,000	7,000	10,000	3,000	42.9%
Maintenance—Buildings & Improvements	696,572	817,350	816,350	746,775	(70,575)	-8.6%
Utilities—Boiler Operations	64,517	90,000	90,000	70,000	(20,000)	-22.2%
Utilities—Electricity	434,734	492,000	492,000	470,000	(22,000)	-4.5%
Utilities—Gas	87,439	98,700	98,700	99,200	500	0.5%
Utilities—City Services	78,966	94,500	94,500	95,100	600	0.6%
Utilities—Garbage	33,299	33,340	33,340	35,380	2,040	6.1%
Utilities—Telecommunications	90,413	105,800	105,800	106,840	1,040	1%
<b>SUBTOTAL</b>	<b>1,507,606</b>	<b>1,984,675</b>	<b>1,983,675</b>	<b>1,944,640</b>	<b>(40,035)</b>	<b>-2%</b>



<b>GENERAL FUND EXPENDITURES</b> <i>Continued</i>	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget	FY20 to FY21 Budget Diff.	Percentage Difference
<b>SERVICES</b>						
Prof & Tech Services	705,679	530,030	810,430	265,400	(264,630)	-49.9%
Security Contracts	213,909	197,880	197,880	28,200	(169,680)	-85.7%
Technology Contracts	361,965	322,680	331,215	348,220	25,540	7.9%
City Administrative Charges	24,153	24,500	24,500	35,550	11,000	44.9%
Cataloging Charges	99,204	96,000	96,000	96,000	—	—
Staff Training & Development	20,256	40,000	40,000	110,000	70,000	175%
Programming	213,030	233,140	289,140	306,485	73,345	31.5%
Board Development	2,082	9,000	9,000	9,000	—	—
Interlibrary Loans	434	1,000	1,000	1,000	—	—
<b>SUBTOTAL</b>	<b>1,640,712</b>	<b>1,454,230</b>	<b>1,799,165</b>	<b>1,199,805</b>	<b>(254,425)</b>	<b>-17.5%</b>
<b>OTHER CHARGES</b>						
Insurance	257,280	262,700	262,700	296,070	33,370	12.7%
Collection Costs	19,941	—	—	—	—	—
Sundry	23,982	24,300	24,300	34,950	10,650	43.8%
Executive Discretion	7,195	20,000	20,000	15,000	(5,000)	-25%
Staff Grants	—	—	5,000	5,000	5,000	—
<b>SUBTOTAL</b>	<b>308,398</b>	<b>307,000</b>	<b>312,000</b>	<b>351,020</b>	<b>44,020</b>	<b>14.3%</b>
<b>COLLECTIONS &amp; OTHER CAPITAL OUTLAYS</b>						
Cap Outlay—Buildings	46,009	—	4,500	—	—	—
Cap Outlay—Improvements	6,571	—	1,000	—	—	—
Cap Outlay—Furniture	3,849	—	7,800	—	—	—
Cap Outlay—Print Materials	582,455	631,000	631,000	602,500	(28,500)	-4.5%
Cap Outlay—Audio Materials	74,339	70,000	70,000	70,000	—	—
Cap Outlay—Visual Materials	269,410	267,000	267,000	327,000	60,000	22.5%
Cap Outlay—Databases	193,937	226,000	226,000	251,000	25,000	11.1%
Cap Outlay—E Books & Audio	484,270	481,350	481,350	576,000	94,650	19.7%
Cap Outlay—Newspapers & Magazines	99,981	104,000	104,000	104,000	—	—
<b>SUBTOTAL</b>	<b>1,760,821</b>	<b>1,779,350</b>	<b>1,792,650</b>	<b>1,930,500</b>	<b>151,150</b>	<b>8.5%</b>
<b>TRANSFERS, GRANTS, &amp; DONATIONS</b>						
Transfer To Capital Project Fund	3,870,545	2,922,895	2,922,895	3,725,200	802,305	27.4%
Transfer to Debt Service Fund	897,003	1,036,475	1,036,475	1,036,950	475	—
Grants—State	48,100	50,500	48,500	115,020	64,520	127.8%
Donations	140,671	82,000	22,000	18,500	(63,500)	-77.4%
<b>SUBTOTAL</b>	<b>4,956,319</b>	<b>4,091,870</b>	<b>4,029,870</b>	<b>4,895,670</b>	<b>803,800</b>	<b>19.6%</b>
<b>TOTAL EXPENDITURES</b>	<b>22,286,208</b>	<b>23,851,105</b>	<b>24,197,640</b>	<b>26,399,210</b>	<b>2,548,105</b>	<b>10.7%</b>
<b>REVENUES OVER EXPENDITURES</b>	<b>321,557</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

## GENERAL FUND EXPENDITURES

### PERSONNEL

PERSONNEL	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget	FY20 to FY21 Budget Diff.	Percentage Difference
<b>SUBTOTAL</b>	<b>11,480,498</b>	<b>13,473,125</b>	<b>13,522,925</b>	<b>15,175,340</b>	<b>1,702,215</b>	<b>12.6%</b>

#### PERSONNEL OVERVIEW

In FY21, personnel expenditures account for approximately 70% of the Library's overall operating budget (General Fund less transfers to Capital and Debt Service), which is commensurate to previous fiscal years (68% in FY20, 65% in FY19, 63% in FY18 and FY17). From FY20 to FY21 we will have added 8.15 FTE. In FY20, we made an adjustment to bring all of our safety officers and custodians in-house, resulting in a 5.5 FTE adjustment.

The FY21 budget proposes a \$832 base-wage increase (pro-rated for PT staff) plus an additional 1.75% increase to address COLA and an additional 1.5% merit increase. In order to achieve our priority of being a Great Place to Work, we have committed \$79,000 to fund tuition reimbursement for staff getting advanced degrees or certifications and to reimburse staff who have paid tuition over the last two years when tuition reimbursement was unavailable.

The City Library will continue to offer a High Deductible Health Plan with a Health Savings Account contribution. The FY21 budget reflects FY20 actual employee plan selection with a projected 5% increase in costs. The City Library covers 100% of employee coverage and 90% of couple and family insurance premiums. In addition, The City Library contributes to HSAs: \$1,000 for single-coverage and \$1,500 for couples and families.

*For details on the Library's staffing, refer to the Staffing Profile on page 8.*

## GENERAL FUND EXPENDITURES

### MATERIALS & SUPPLIES

MATERIALS & SUPPLIES	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget	FY20 to FY21 Budget Diff.	Percentage Difference
<b>SUBTOTAL</b>	<b>631,854</b>	<b>760,855</b>	<b>757,355</b>	<b>902,235</b>	<b>141,380</b>	<b>18.6%</b>

#### MATERIALS & SUPPLIES OVERVIEW

In efforts to increase visibility and general awareness of library services, The City Library plans to increase our paid advertising and update environmental designs. Department requests for technology-related items also contributes to this budget increase.

## GENERAL FUND EXPENDITURES

### BUILDINGS, GROUNDS, & EQUIPMENT

BUILDINGS, GROUNDS, & EQUIPMENT	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget	FY20 to FY21 Budget Diff.	Percentage Difference
<b>SUBTOTAL</b>	<b>1,507,606</b>	<b>1,984,675</b>	<b>1,983,675</b>	<b>1,944,640</b>	<b>(40,035)</b>	<b>-2%</b>

#### BUILDINGS, GROUNDS, & EQUIPMENT OVERVIEW

Custodial contracts have been eliminated in lieu of hiring and expanding full-time custodial staff. Utility budgets have also been reduced to more accurately reflect actual costs.

## GENERAL FUND EXPENDITURES

### SERVICES

SERVICES	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget	FY20 to FY21 Budget Diff.	Percentage Difference
<b>SUBTOTAL</b>	<b>1,640,712</b>	<b>1,454,230</b>	<b>1,799,165</b>	<b>1,199,805</b>	<b>(254,425)</b>	<b>-17.5%</b>

#### SERVICES

The Library brought IT services and safety officers onto our staff, allowing us to eliminate contracts for outside IT and security support. The City Library has budgeted for leadership training to support the prioritization of Being a Great Place to Work.



Teens Talk at Main



New Library Card Designs



DVD checkout numbers extended

## GENERAL FUND EXPENDITURES

### OTHER CHARGES

OTHER CHARGES	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget	FY20 to FY21 Budget Diff.	Percentage Difference
<b>SUBTOTAL</b>	<b>308,398</b>	<b>307,000</b>	<b>312,000</b>	<b>351,020</b>	<b>44,020</b>	<b>14.3%</b>

#### OTHER CHARGES

The City Library experienced an increase in property insurance in FY20. In addition, the amount budgeted for staff anniversary awards is being increased.

## GENERAL FUND EXPENDITURES

### COLLECTIONS & OTHER CAPITAL OUTLAYS

COLLECTIONS, & OTHER CAPITAL OUTLAYS	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget	FY20 to FY21 Budget Diff.	Percentage Difference
<b>SUBTOTAL</b>	<b>1,760,821</b>	<b>1,779,350</b>	<b>1,792,650</b>	<b>1,930,500</b>	<b>151,150</b>	<b>8.5%</b>

#### CAPITAL REPAIRS & REPLACEMENT

The City Library is proposing an additional amount as a one-time budgetary infusion to purchase new materials for the Sprague Branch's collection. Additional funds are requested to enhance e-book collections.

## GENERAL FUND EXPENDITURES

### TRANSFERS, GRANTS, & DONATIONS

TRANSFERS, GRANTS, & DONATIONS	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget	FY20 to FY21 Budget Diff.	Percentage Difference
<b>SUBTOTAL</b>	<b>4,956,319</b>	<b>4,091,870</b>	<b>4,029,870</b>	<b>4,895,670</b>	<b>803,800</b>	<b>19.6%</b>

#### TRANSFERS, GRANTS, & DONATIONS

An increase to the transfer to the capital projects fund is included for the Main Library's roof replacement. A grant is budgeted to fund the Community Wellness Liaisons. The Friends of the City Library's funding is now unrestricted, allowing the Library to add their donations directly to the unrestricted department operating budgets.



# DEBT SERVICE FUND BUDGET

REVENUES	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget	FY20 to FY21 Budget Diff.	Percentage Difference
Interest	2,848	—	—	—	—	—
Transfers	1,033,853	1,036,475	1,036,475	1,036,950	475	—
Fund Balance-Appropriated	—	1,875	1,875	—	(1,875)	-100%
<b>TOTAL REVENUES</b>	<b>1,036,701</b>	<b>1,038,350</b>	<b>1,038,350</b>	<b>1,036,950</b>	<b>(1,400)</b>	<b>-0.1%</b>

EXPENDITURES	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget	FY20 to FY21 Budget Diff.	Percentage Difference
Interest Payments	487,450	472,350	472,350	455,475	(16,875)	-3.6%
Principal Payments	545,000	560,000	560,000	575,000	15,000	2.7%
Administration Fees	4,000	6,000	6,000	6,000	0	—
Fund Balance-Unappropriated	—	—	—	475	475	—
<b>TOTAL EXPENDITURES</b>	<b>1,036,450</b>	<b>1,038,350</b>	<b>1,038,350</b>	<b>1,036,950</b>	<b>(1,400)</b>	<b>-0.1%</b>

<b>REVENUES UNDER EXPENDITURES</b>	<b>251</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
--	------------	----------	----------	----------	----------	----------

## DEBT SERVICES OVERVIEW

Funds necessary to meet the debt payments on the Glendale and Marmalade branches are derived from a portion of the Library's certified tax rate designated for such. The designated revenues are deposited in the General Fund. The amount needed to meet the debt payment is then transferred to the Debt Service Fund

with excess amounts going toward the operating costs of the two branches. The City Library is funding the Debt Service payments one year ahead of schedule — the FY21 transfer will cover the Debt Service payment for FY22.



First Generation Graduation at Marmalade



FanX at Day-Riverside



The Public Showing

# CAPITAL PROJECT

## FUND BUDGET

REVENUES	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget	FY20 to FY21 Budget Diff.	Percentage Difference
Grants	—	—	—	200,000	200,000	—
Interest	135,982	100,000	100,000	130,000	30,000	30%
Transfer from General Fund	3,870,545	2,922,895	2,922,895	3,725,200	802,305	27.4%
Fund Balance-Appropriated	—	327,850	5,394,035	—	(327,850)	-100%
<b>TOTAL REVENUES</b>	<b>4,006,527</b>	<b>3,350,745</b>	<b>8,416,930</b>	<b>4,055,200</b>	<b>704,455</b>	<b>21%</b>

### REVENUES OVERVIEW

Funding for capital projects accounted for in the Capital Projects fund comes from three sources: a transfer from the General Fund, interest earnings on the cash balance in the fund, and the Capital Project fund balance. The Capital Project fund balance is a result

of unappropriated funds accumulated in prior years. The transfer from the General fund to the Capital Project fund includes the annual \$900,000 of designated facilities maintenance funds and \$500,000 of designated technology-related funds.



HUM Music Festival



Old Books at Sprague



Teen Squad at Marmalade

<b>EXPENDITURES</b>	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget	FY20 to FY21 Budget Diff.	Percentage Difference
Cap Outlay—Buildings	625,463	2,314,000	6,522,505	2,226,000	(88,000)	-3.8%
Cap Outlay—Improvements	577,858	385,135	591,835	102,000	(283,135)	-73.5%
Cap Outlay—Equipment	123,705	37,500	126,205	108,000	70,500	188%
Cap Outlay—Furniture	42,902	68,600	152,300	215,400	146,800	214%
Cap Outlay—Technology	298,619	538,610	795,540	909,000	370,390	68.8%
Cap Outlay—Sprague Flood Remediation	5,764	—	—	—	—	—
Cap Outlay—Foothill Branch Restricted	—	6,900	228,545	—	(6,900)	-100%
Grants	—	—	—	200,000	200,000	—
Transfers	136,850	—	—	—	—	—
Fund Balance-Unappropriated	—	—	—	294,800	294,800	—
<b>TOTAL EXPENDITURES</b>	<b>1,811,161</b>	<b>3,350,745</b>	<b>8,416,930</b>	<b>4,055,200</b>	<b>704,455</b>	<b>21%</b>
<b>REVENUES OVER EXPENDITURES</b>	<b>2,195,366</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

## EXPENDITURES OVERVIEW

Budgeted Capital Project expenditures are unique from year-to-year based on needs and requests.

Capital projects anticipated for FY21 include:

- Reworking the 200 East staff entrance at the Main Library to add climate control
- Furnishings for various departments
- Buying a new service desk for the Main Library
- Replacing the wheels on the book carts at the Main Library
- Adding restroom hand dryers and toilet valves at the Day-Riverside branch
- Landscape enhancements and care at the Day-Riverside branch
- Enhancing the Sweet branch's entrance to make it more ADA friendly
- Replacing the HVAC controls at Marmalade
- Purchasing new tables and chairs for the Chapman branch
- Reconfiguring the staff office space and adding new furniture at the Chapman branch
- Purchasing equipment for the Sprague branch's Creative Lab
- Purchasing furniture for teens at the Sweet branch
- Remodeling the staff area at the Marmalade branch
- Purchasing more security cameras
- Purchasing an HR management system
- Repairing and replacing furniture throughout the system
- Purchasing a new delivery van and truck
- Updating and replacing technology so that we may continue to provide the most up-to-date resources for our patrons
- Replacing the roof at the Main Library



SLCPL Marching in the PRIDE Parade

**Anderson-Foothill&  
Chapman&  
Day-Riverside&  
Glendale&  
Main&  
Marmalade&  
Sprague&  
Sweet.**