

APPROVED BUDGET

FISCAL YEAR 2022

 The City Library
THE SALT LAKE CITY PUBLIC LIBRARY SYSTEM



400 Seiden-spinner
7 Street Apt. 1
Salt Lake City, Utah
80103



Holds To-Go at Anderson-Foothill Branch



Patron Reading from our Black Lives Matter Booklist



Book Donations



Día de los Muertos To Go Boxes



Facilities Cleaning up After the Record Wind Storm



Express Services

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 | |

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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.



Staff Shooting HUM TV at the Salt Flats

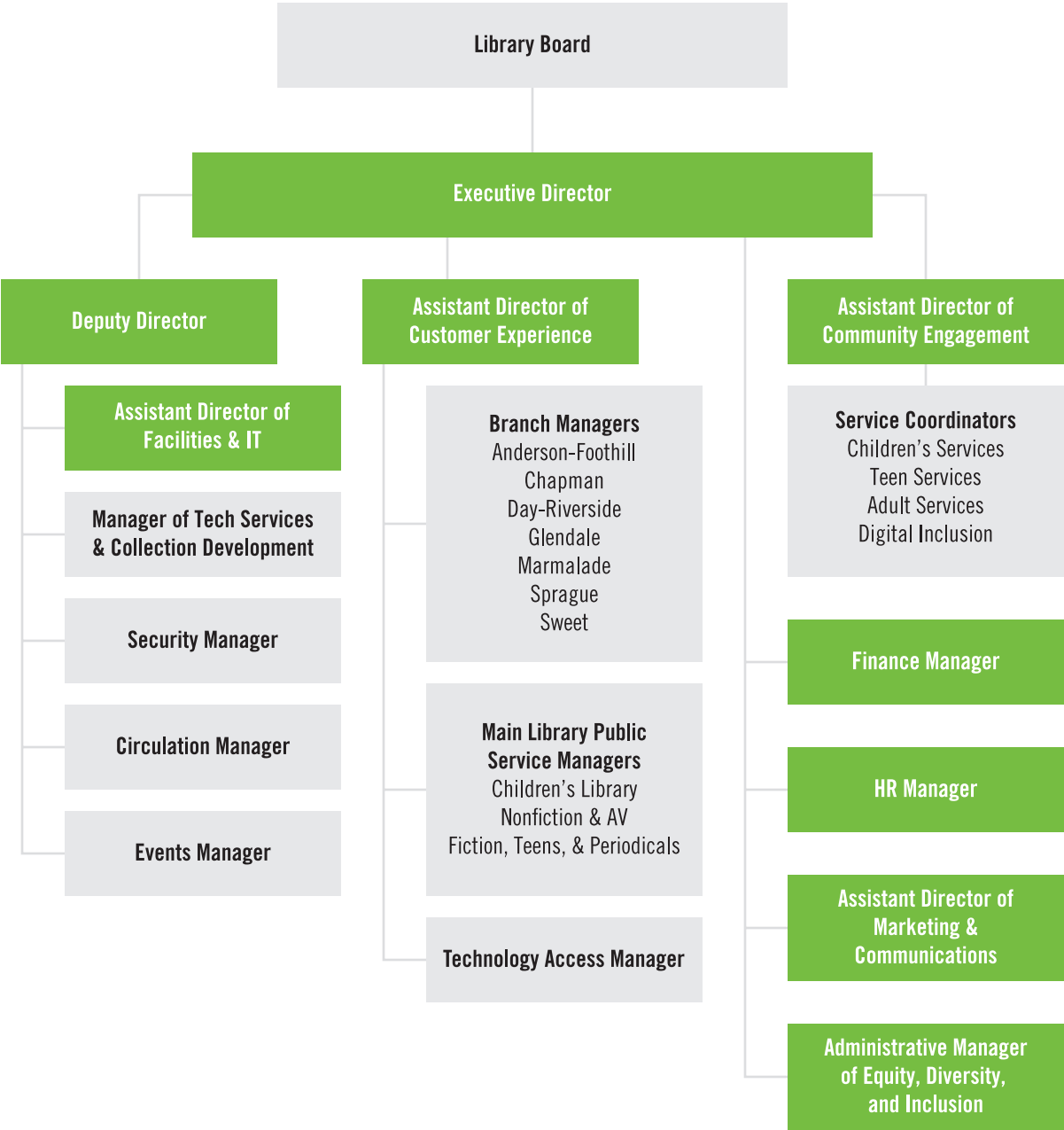
THE CITY LIBRARY IS A PLATFORM FOR COMMUNITY AND INDIVIDUAL TRANSFORMATION



THE CITY LIBRARY BY THE NUMBERS 2020: COVID-19 PANDEMIC

| | |
|---|---|
| Holds To-Go Appointments Made 50,000+ | New eBooks and Digital Audiobooks Added to Our Collection 45,000+ |
| eBooks and Audiobooks Downloaded 350,000+ | People Visited The City Library's Website 385,000+ |
| Books Donated to Nonprofits and Teachers by the Friends 20,000+ | Super Summer Challenge Promotion Video Views ~235,000 |
| New Cardholders Added ~12,000 | Top Virtual Storytime Views ~3,500 |

ORGANIZATIONAL CHART



EXECUTIVE LEADERSHIP TEAM

LETTER

FROM THE BOARD PRESIDENT & EXECUTIVE DIRECTOR

AND

EXECUTIVE SUMMARY & BUDGET PRIORITIES

April 2021

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

On behalf of the Board, administration, and staff of The City Library, we present this FY22 budget request for The City Library. To provide context for the budget, and to help show how each budget line supports real and meaningful outcomes in the lives of SLC residents, we are offering an Executive Summary and Summary of Budget Priorities, as follows.

WE TAKE CARE OF OUR STAFF:
BE A GREAT PLACE TO WORK

The City Library is fortunate to have staff who are highly motivated by our core values of intellectual freedom, support for democracy, civic engagement, and equity of opportunity. They are creative, industrious, and deeply committed to helping each and every member of our community. In stark contrast to the stereotype of the quiet, placid library, the reality is that working in a busy, urban library is demanding and stressful in ways that many may not realize. Our staff are often a vital point of connection for our most vulnerable and marginalized residents. We witness first-hand the impact that the lack of health care has on SLC residents. Untreated health conditions, mental illness, and addiction impact everyone in our community, including individuals experiencing homelessness. Providing kind, caring service day in and day out is challenging and emotionally taxing work. It is therefore our duty and responsibility to compensate our staff fairly and equitably. 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.

CREATE MEANINGFUL OUTCOMES AND EXPERIENCES FOR
OUR PATRONS

We prioritize fiscal management that extends the value of every tax-payer’s dollar. Guided by our Strategic Roadmap, we are continuing to align staff, spaces, services, programs, partnerships, and collections in order to support meaningful outcomes for SLC residents. Our six strategic areas of focus are: Arts & Creativity; Critical Literacies; Economic Success; Healthy Together; and Inclusion & Belonging. Our staff, both frontline and behind the scenes, work to offer robust access to needed information, provide intentional and needed community support, and ensure clean and safe spaces where all feel welcome.

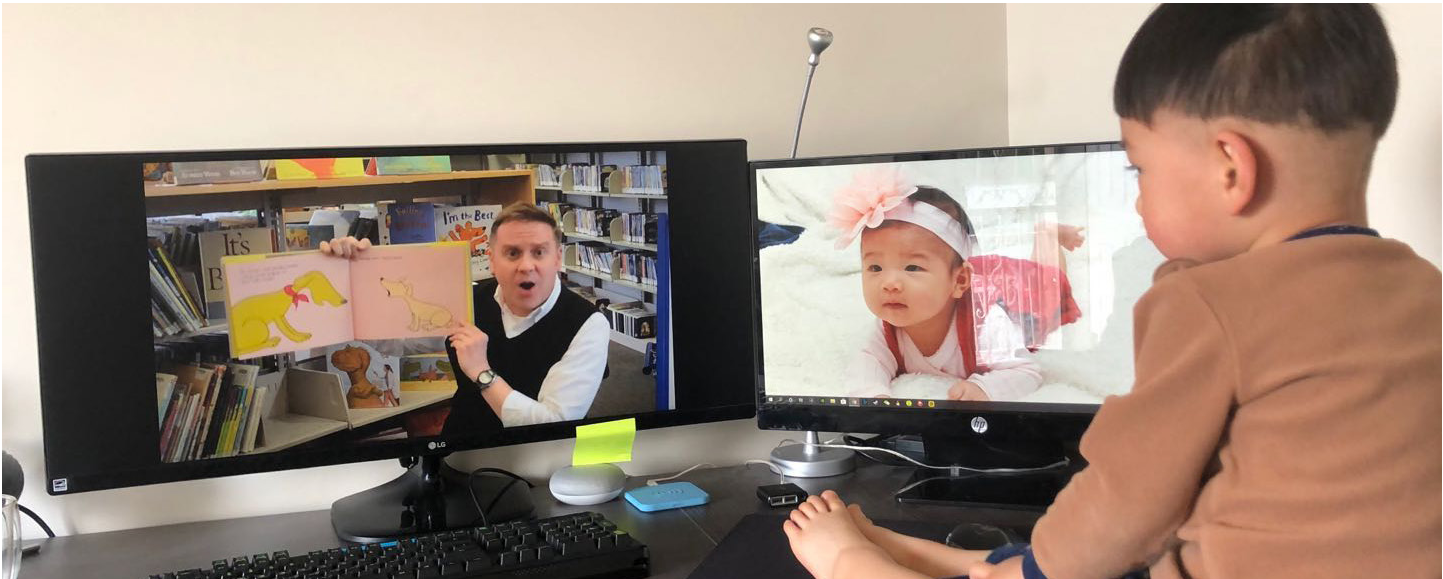
Given relatively flat revenue projections, we are only budgeting for one new position this year; an Administrative Manager of Public Services, which will be funded through savings in other areas. This position was implemented on an interim basis during FY21 to provide oversight, alignment, and better support to our public service managers. Having seen the value of this position, we seek to permanently fund it moving forward. This position will allow the Public Services team to have more time to work with the community and explore updates to services.

WE TAKE CARE OF THE ORGANIZATION AND OUR FUTURE:
EXHIBIT OPERATIONAL EXCELLENCE, PROMOTE LONG-TERM SUSTAINABILITY, SUPPORT POST-COVID RECOVERY

Beginning in 2017, the Library began setting aside funding for the long-term maintenance of our facilities and technological infrastructure. We continue to take an intentional and strategic approach to responsible saving, while investing in the long-term sustainability of our institution. In 2018, we completed a Facilities Conditions Assessment (FCA) that identified \$10 million in deferred maintenance to complete over the next ten years. Using the FCA as our guide, we continue to appropriately budget funds and responsibly address our deferred maintenance. As a follow up to the FCA, we will be completing our Master Facilities Plan in June, 2021. The plan will help us evaluate whether buildings are appropriately-sized and adaptable, and whether the geographic locations of our branches are well-placed to provide equitable service into the future.

Additionally, there is funding in FY22’s budget to ensure our spaces and furnishings are ready for a full return to pre-COVID usage and can safely support all of the ways our community members use their public library spaces. This includes programs, festivals, study groups, business meetings, public performances, and more.

In short, the current budget request reflects funding that will allow the Library to continue on our path of enriching and adding to the vitality of our community through responsible stewardship of public resources and assets.



Virtual Storytime

Please accept our deep appreciation for your continued support.

Sincerely,

Luciano Marzulli

Luciano Marzulli, Library Board President

Peter Bromberg

Peter Bromberg, Executive Director



Luciano Marzulli, Library Board President



Peter Bromberg, Executive Director

STAFFING
PROFILE

| POSITION | FY21 | FY22 | DIFFERENCE |
|------------------------------------|-------|-------|------------|
| Accountant | 1 | 1 | — |
| Accounting Specialist | 1 | 1 | — |
| Administrative Assistant | 0.475 | 0.475 | — |
| Administrative Manager | 2 | 4 | 2 |
| Assistant Director | 4 | 4 | — |
| Associate Librarian | 22.9 | 21.9 | -1 |
| Audio Visual Specialist | 1 | 1 | — |
| Branch Custodian | 5.2 | 5.2 | — |
| Cataloger | 1 | 1 | — |
| Circulation Supervisor | 2 | 2 | — |
| Community Gardener Coordinator | 0.45 | 0.45 | — |
| Copy Editor & Public Relations | 0 | 1 | 1 |
| Creative Director | 0 | 1 | 1 |
| Custodial Manager | 1 | 1 | — |
| Custodial Supervisor | 2 | 2 | — |
| Custodian | 11.5 | 11.5 | — |
| Data Analyst | 1 | 1 | — |
| Delivery Driver | 1 | 1 | — |
| Deputy Director | 1 | 1 | — |
| Development Director | 1 | 0 | -1 |
| Event Associate | 2 | 2 | — |
| Executive Administrative Assistant | 1 | 1 | — |
| Executive Director | 1 | 1 | — |
| Graphic Designer | 1 | 1 | — |
| Help Desk Tech | 1 | 1 | — |
| Human Resource Associate | 3 | 3 | — |
| Jr. Designer | 0.475 | 0.475 | — |
| Librarian | 37.9 | 38.9 | 1 |

The library’s overall staffing level from FY21 to FY22 reflects a reduction of 0.7 FTE.

EFFICIENT FACILITIES

Adding the position of Administrative Manager of Public Services allows for continuity of the Public Service Managers, and has resolved identified communication gaps.

COMMITMENT TO EQUITY, DIVERSITY AND INCLUSION

During FY21, the Library reclassified the Development Director to an Administrative Manager of Equity, Diversity and Inclusion.

CUSTOMER SERVICE EXPERIENCE

The reduction in FTEs is due to combining part time Library Aide positions to create full time Library Assistant positions.

STAFFING
PROFILE CONT.

| POSITION | FY21 | FY22 | DIFFERENCE |
|-------------------------------------|--------|--------|------------|
| Library Aide | 24.85 | 22.6 | -2.25 |
| Library Assistant | 39.95 | 40.5 | 0.55 |
| Logistics Coordinator | 1 | 1 | — |
| Maintenance Manager | 1 | 1 | — |
| Maintenance Technician | 5 | 5 | — |
| Maintenance Supervisor | 1 | 1 | — |
| Manager | 14 | 14 | — |
| Marketing & Comm Assistant | 0.475 | 0.475 | — |
| Marketing & Comm Specialist | 3 | 0 | -3 |
| Marketing & Comm Project Manager | 1 | 1 | — |
| Network & Systems Engineer | 1 | 1 | — |
| Passport Supervisor | 1 | 1 | — |
| Safety Manager | 1 | 1 | — |
| Safety Associate | 6 | 6 | — |
| Senior Designer | 1 | 0 | -1 |
| Service Coordinator | 4 | 4 | — |
| Senior Network Support Technician | 1 | 1 | — |
| Senior Software Support Engineer | 1 | 1 | — |
| Social Media Manager & Photographer | 0 | 1 | 1 |
| Staff Development Coordinator | 1 | 1 | — |
| Tech Services Specialists | 2 | 2 | — |
| Technology Assistant | 2.25 | 2.25 | — |
| Technology Associate | 2.425 | 2.425 | — |
| Technology Librarian | 1 | 1 | — |
| Technology Coordinator | 1 | 1 | — |
| Web Developer | 0 | 1 | 1 |
| TOTAL | 223.85 | 223.15 | -0.7 |



External Campaign



Donating Computers



Sprague Manager at Newly Remodeled Branch

GENERAL FUND
REVENUES

| | FY20 Actual | FY21 Budget | FY21 Projected | FY22 Budget | FY22 to FY21 Budget Diff. | Percentage Difference |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|------------------------------|--------------------------|
| TAX REVENUES | | | | | | |
| Current Year Property Taxes | 18,466,143 | 18,845,510 | 18,845,510 | 19,093,375 | 247,865 | 1.3% |
| Personal Property Taxes | 2,339,265 | 1,805,625 | 1,805,625 | 1,932,760 | 127,135 | 7.0% |
| Delinquent Property Taxes | 374,284 | 370,000 | 370,000 | 345,000 | (25,000) | -6.8% |
| Motor Vehicle Taxes | 830,293 | 810,000 | 810,000 | 735,000 | (75,000) | -9.3% |
| Judgment Levy | 133,288 | 87,750 | 87,750 | 100,000 | 12,250 | 14.0% |
| SUBTOTAL | 22,143,273 | 21,918,885 | 21,918,885 | 22,206,135 | 287,250 | 1.3% |
| INTERGOVERNMENTAL REVENUES | | | | | | |
| Grants—Federal | 0 | 0 | 420,000 | 65,000 | 65,000 | — |
| Reimbursements—E-Rate | 34,776 | 35,000 | 35,000 | 35,000 | 0 | 0.0% |
| Grants—State | 83,244 | 115,020 | 115,020 | 47,000 | (68,020) | -59.1% |
| RDA Rebate | 1,108,965 | 1,110,000 | 1,110,000 | 1,110,000 | 0 | 0.0% |
| SUBTOTAL | 1,226,985 | 1,260,020 | 1,680,020 | 1,257,000 | (3,020) | -0.2% |
| CHARGES FOR SERVICES | | | | | | |
| Printer Revenues | 28,490 | 40,000 | 40,000 | 10,000 | (30,000) | -75.0% |
| Passport Services | 68,816 | 85,000 | 85,000 | 42,500 | (42,500) | -50.0% |
| Non-Resident Fees | 8,012 | 11,000 | 11,000 | 4,000 | (7,000) | -63.6% |
| SUBTOTAL | 105,318 | 136,000 | 136,000 | 56,500 | (79,000) | -58.5% |
| CHARGES FOR LOST/DAMAGED ITEMS | | | | | | |
| Charges for Lost/Damaged Items | 25,623 | 35,000 | 35,000 | 20,000 | (15,000) | -42.9% |
| SUBTOTAL | 25,623 | 35,000 | 35,000 | 20,000 | (15,000) | -42.9% |
| MISCELLANEOUS | | | | | | |
| Interest Earnings | 217,761 | 240,000 | 240,000 | 80,000 | (160,000) | -66.7% |
| Rents—Facilities | 24,933 | 30,000 | 30,000 | 5,000 | (25,000) | -83.3% |
| Rents—Commercial Space | 25,782 | 50,000 | 50,000 | 10,000 | (40,000) | -80.0% |
| Sundry Revenues | 128,930 | 15,700 | 15,700 | 15,600 | (100) | -0.6% |
| SUBTOTAL | 397,406 | 335,700 | 335,700 | 110,600 | (225,100) | -67.1% |
| CONTRIBUTIONS & TRANSFERS | | | | | | |
| Donations | 75,760 | 191,000 | 191,000 | 111,000 | (80,000) | -41.9% |
| Fund Balance—Appropriated | 0 | 2,522,605 | 2,723,500 | 787,525 | (1,735,080) | -68.8% |
| SUBTOTAL | 75,760 | 2,713,605 | 2,914,500 | 898,525 | (1,815,080) | -66.9% |
| TOTAL REVENUES | 23,974,365 | 26,399,210 | 27,020,105 | 24,548,760 | (1,850,450) | -7.0% |

GENERAL FUND REVENUE
OVERVIEW

Most revenue categories have been budgeted based on current year projections and historical trends. The following explanations compare the FY21 and FY22 budgets.

This chart shows the estimated property tax amount for each \$100,000 of residential property value and each \$1,000,000 of commercial property value. Tax Year 2021 amounts are based on FY22 budgeted real and personal property tax revenue less estimated new growth and a three percent increase in 2020 property values.

CHARGES FOR SERVICES

This category is anticipated to decrease due to the reduction in services offered during the COVID-19 pandemic.

CHARGES FOR LOST/DAMAGED
ITEMS

Charges for lost/damaged items is budgeted to decrease due to increased use of online resources and the reduced use of physical materials.

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 2020 certified tax rate plus an estimated amount for new growth. Our current property tax rate is 0.00068, which is 68% of the ceiling established by the Utah State Legislature. Decreases are projected in delinquent property and motor vehicle taxes based on FY21 collections.

| | Tax Year 2016 | Tax Year 2017 | Tax Year 2018 | Tax Year 2019 | Tax Year 2020 | Tax Year 2021 <i>est.</i> |
|----------------------|------------------|------------------|------------------|------------------|------------------|------------------------------|
| Certified Tax Rate | .000700 | .000830 | .000757 | .000741 | .000680 | .000660 |
| Residential property | \$38.50 | \$45.66 | \$41.64 | \$40.76 | \$37.40 | \$36.31 |
| Commercial property | \$700.00 | \$830.00 | \$757.00 | \$741.00 | \$680.00 | \$660.19 |

MISCELLANEOUS

Interest revenue is expected to decrease based on lower interest rates. In addition, the pandemic has restricted the Library's ability to lease meeting room space and allow for commercial tenants to open for business.

INTERGOVERNMENTAL
REVENUES

The FY22 budget reflects a federal grant to assist with technology access to underserved communities in Salt Lake City and the cessation of a state grant that funded community wellness liaisons in underserved communities.

CONTRIBUTIONS
& TRANSFERS

In FY22, the annual donation from the Friends of The City Library will be lower because of their inability to conduct book sales. The FY22 budget appropriates \$787,525 of fund balance. Of this amount, 63% will be used for capital projects and one-time non-capital projects. Approximately \$295,000 is projected to be used for operations.



Custodial Staff

GENERAL FUND
EXPENDITURES

| | FY20 Actual | FY21 Budget | FY21 Projected | FY22 Budget | FY22 to FY21 Budget Diff. | Percentage Difference |
|-----------------------------------|----------------|----------------|-------------------|----------------|------------------------------|--------------------------|
| PERSONNEL | | | | | | |
| Salaries & Wages—Regular | 9,127,004 | 10,623,500 | 10,623,500 | 10,901,700 | 269,200 | 2.5% |
| Overtime—Regular | 10,059 | 0 | 0 | 0 | 0 | — |
| Salaries & Wages—Flex | 153,075 | 200,005 | 200,005 | 150,085 | (49,920) | -25.0% |
| Social Security—Regular | 678,087 | 814,600 | 814,600 | 835,100 | 20,500 | 2.5% |
| Social Security—Flex | 11,711 | 15,310 | 15,310 | 11,570 | (3,740) | -24.4% |
| Employee Insurance | 1,379,510 | 1,822,100 | 1,822,100 | 1,847,900 | 25,800 | 1.4% |
| Retiree Insurance | 24,750 | 24,000 | 24,000 | 22,800 | (1,200) | -5.0% |
| State Retirement | 1,285,795 | 1,502,200 | 1,502,200 | 1,566,300 | 64,100 | 4.3% |
| Workers Compensation | 26,533 | 34,900 | 34,900 | 34,350 | (550) | -1.6% |
| Unemployment Insurance | 5,252 | 3,000 | 3,000 | 3,000 | 0 | 0.0% |
| Other Employee Benefits | 13,345 | 114,725 | 114,725 | 54,130 | (60,595) | -52.8% |
| Employee Appreciation | 3,988 | 12,000 | 12,000 | 11,960 | (40) | -0.3% |
| SUBTOTAL | 12,719,109 | 15,175,340 | 15,175,340 | 15,438,895 | 263,555 | 1.7% |
| MATERIALS & SUPPLIES | | | | | | |
| Subscriptions & Memberships | 28,034 | 40,680 | 40,680 | 39,640 | (1,040) | -2.6% |
| Publicity | 97,048 | 207,035 | 207,035 | 147,125 | (59,910) | -28.9% |
| Travel & Training | 132,790 | 157,490 | 157,490 | 158,230 | 740 | 0.5% |
| Office Supplies & Expense | 12,046 | 16,000 | 16,000 | 10,000 | (6,000) | -37.5% |
| Postage | 18,499 | 28,500 | 28,500 | 23,500 | (5,000) | -17.5% |
| Special Department Supplies | 280,352 | 390,530 | 390,530 | 408,840 | 18,310 | 4.7% |
| Copier/Printer Paper | 5,230 | 7,000 | 7,000 | 5,000 | (2,000) | -28.6% |
| Copier/Printer Toner | 52,802 | 55,000 | 55,000 | 43,000 | (12,000) | -21.8% |
| SUBTOTAL | 626,801 | 902,235 | 902,235 | 835,335 | (66,900) | -7.4% |
| BUILDING, GROUNDS, & EQUIPMENT | | | | | | |
| Fuel | 6,458 | 8,000 | 8,000 | 8,000 | 0 | 0.0% |
| Maintenance—Equipment & Furniture | 212,512 | 303,345 | 303,345 | 270,715 | (32,630) | -10.8% |
| Maintenance—Vehicles | 16,806 | 10,000 | 10,000 | 10,000 | 0 | 0.0% |
| Maintenance—Buildings & Grounds | 609,834 | 746,775 | 746,775 | 691,100 | (55,675) | -7.5% |
| Utilities—Boiler Operations | 70,335 | 70,000 | 70,000 | 75,000 | 5,000 | 7.1% |
| Utilities—Electricity | 433,333 | 470,000 | 470,000 | 458,000 | (12,000) | -2.6% |
| Utilities—Natural Gas | 73,179 | 99,200 | 99,200 | 90,500 | (8,700) | -8.8% |
| Utilities—City Services | 91,014 | 95,100 | 95,100 | 110,600 | 15,500 | 16.3% |
| Utilities—Garbage | 33,907 | 35,380 | 35,380 | 35,380 | 0 | 0.0% |
| Utilities—Telecommunications | 100,480 | 106,840 | 106,840 | 124,000 | 17,160 | 16.1% |
| SUBTOTAL | 1,647,858 | 1,944,640 | 1,944,640 | 1,873,295 | (71,345) | -3.7% |

| GENERAL FUND EXPENDITURES | FY20 Actual | FY21 Budget | FY21 Projected | FY22 Budget | FY22 to FY21 Budget Diff. | Percentage Difference |
|-------------------------------------|----------------|----------------|-------------------|----------------|------------------------------|--------------------------|
| Continued | | | | | | |
| SERVICES | | | | | | |
| Professional & Technical Services | 530,279 | 265,400 | 436,295 | 197,750 | (67,650) | -25.5% |
| Security Contracts | 120,918 | 28,200 | 28,200 | 28,200 | 0 | 0.0% |
| Technology Contracts | 319,431 | 348,220 | 348,220 | 314,145 | (34,075) | -9.8% |
| City Administrative Charges | 24,153 | 35,500 | 35,500 | 35,500 | 0 | 0.0% |
| Cataloging Charges | 101,925 | 96,000 | 96,000 | 102,000 | 6,000 | 6.3% |
| Staff Training & Development | 23,538 | 110,000 | 110,000 | 37,500 | (72,500) | -65.9% |
| Programming | 178,788 | 306,485 | 306,485 | 295,530 | (10,955) | -3.6% |
| Board Development | 3,902 | 9,000 | 9,000 | 7,000 | (2,000) | -22.2% |
| Interlibrary Loans | 757 | 1,000 | 1,000 | 1,000 | 0 | 0.0% |
| SUBTOTAL | 1,303,691 | 1,199,805 | 1,370,700 | 1,018,625 | (181,180) | 15.1% |
| OTHER CHARGES | | | | | | |
| Insurance | 292,828 | 296,070 | 296,070 | 381,810 | 85,740 | 29.0% |
| Sundry Expense | 16,372 | 34,950 | 34,950 | 25,600 | (9,350) | -26.8% |
| Executive Discretion | 16,200 | 15,000 | 15,000 | 10,000 | (5,000) | -33.3% |
| Staff Innovation | 0 | 5,000 | 5,000 | 2,500 | (2,500) | -50.0% |
| SUBTOTAL | 325,400 | 351,020 | 351,020 | 419,910 | 68,890 | 19.6% |
| COLLECTIONS & OTHER CAPITAL OUTLAYS | | | | | | |
| Buildings | 10,506 | 0 | 30,000 | 0 | 0 | — |
| Improvements | 5,048 | 0 | 0 | 0 | 0 | — |
| Furniture | 7,817 | 0 | 0 | 0 | 0 | — |
| Print Materials | 527,797 | 602,500 | 602,500 | 559,000 | (43,500) | -7.2% |
| Audio Materials | 56,990 | 70,000 | 70,000 | 55,000 | (15,000) | -21.4% |
| Visual Materials | 239,662 | 327,000 | 327,000 | 350,000 | 23,000 | 7.0% |
| Databases | 230,112 | 251,000 | 251,000 | 235,000 | (16,000) | -6.4% |
| eBooks & Audio | 678,648 | 576,000 | 576,000 | 690,000 | 114,000 | 19.8% |
| Newspapers & Magazines | 100,273 | 104,000 | 104,000 | 100,000 | (4,000) | -3.8% |
| SUBTOTAL | 1,856,853 | 1,930,500 | 1,960,500 | 1,989,000 | 58,500 | 3.0% |
| TRANSFERS, GRANTS, & DONATIONS | | | | | | |
| Transfer To Capital Project Fund | 2,922,895 | 3,725,200 | 3,725,200 | 1,813,500 | (1,911,700) | -51.3% |
| Transfer to Debt Service Fund | 918,030 | 1,036,950 | 1,036,950 | 1,039,700 | 2,750 | 0.3% |
| Grants—Federal | 0 | 0 | 420,000 | 65,000 | 65,000 | — |
| Grants—State | 44,643 | 115,020 | 115,020 | 47,000 | (68,020) | -59.1% |
| Donations | 6,586 | 18,500 | 18,500 | 8,500 | (10,000) | -54.1% |
| SUBTOTAL | 3,892,154 | 4,895,670 | 5,315,670 | 2,973,700 | (1,921,970) | -39.3% |
| TOTAL EXPENDITURES | 22,371,866 | 26,399,210 | 27,020,105 | 24,548,760 | (1,850,450) | -7.0% |
| REVENUES OVER EXPENDITURES | 1,602,499 | — | — | — | — | — |

GENERAL FUND EXPENDITURES

PERSONNEL

| PERSONNEL | FY20 Actual | FY21 Budget | FY21 Projected | FY22 Budget | FY22 to FY21 Budget Diff. | Percentage Difference |
|-----------|----------------|----------------|-------------------|----------------|------------------------------|--------------------------|
| SUBTOTAL | 12,719,109 | 15,175,340 | 15,175,340 | 15,438,895 | 263,555 | 1.7% |

PERSONNEL OVERVIEW

In FY22, personnel expenditures account for approximately 71% of the Library’s overall operating budget (General Fund less transfers to Capital and Debt Service), which is commensurate to previous fiscal years (70% in FY21, 68% in FY20, 65% in FY19 and 63% in FY18).

The FY22 budget proposes a 3.3% salary increase, a 1.8% increase for COLA and an additional 1.5% increase to move employees through the Library’s pay scale.

The City Library will continue to offer a High Deductible Health Plan with a Health Savings Account contribution. The FY22 budget reflects FY21 actual employee plan coverage selections with a projected 4.4% increase in premiums. The City Library covers 100% of employee and 90% of couple and family insurance premiums. In addition, The City Library contributes to HSAs as follows: \$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 | FY20 Actual | FY21 Budget | FY21 Projected | FY22 Budget | FY22 to FY21 Budget Diff. | Percentage Difference |
|----------------------|----------------|----------------|-------------------|----------------|------------------------------|--------------------------|
| SUBTOTAL | 626,801 | 902,235 | 902,235 | 835,335 | (66,900) | -7.4% |

MATERIALS & SUPPLIES OVERVIEW

Due to uncertainty of the pandemic and its impact on the Library’s services and budget, funding for Library publicity was reduced.

GENERAL FUND EXPENDITURES

BUILDINGS, GROUNDS, & EQUIPMENT

| BUILDINGS, GROUNDS, & EQUIPMENT | FY20 Actual | FY21 Budget | FY21 Projected | FY22 Budget | FY22 to FY21 Budget Diff. | Percentage Difference |
|---------------------------------|----------------|----------------|-------------------|----------------|------------------------------|--------------------------|
| SUBTOTAL | 1,647,858 | 1,944,640 | 1,944,640 | 1,873,295 | (71,345) | -3.7% |

BUILDINGS, GROUNDS, & EQUIPMENT OVERVIEW

The Building & Grounds proposed budget reflects a decrease due to a reduction in the frequency of window washing and carpet cleaning. The need for these services and for restroom attendants is anticipated to be lower because of restricted use of Library spaces.

GENERAL FUND EXPENDITURES

SERVICES

| SERVICES | FY20 Actual | FY21 Budget | FY21 Projected | FY22 Budget | FY22 to FY21 Budget Diff. | Percentage Difference |
|----------|----------------|----------------|-------------------|----------------|------------------------------|--------------------------|
| SUBTOTAL | 1,303,691 | 1,199,805 | 1,370,700 | 1,018,625 | (181,180) | -15.1% |

SERVICES

Funding for staff surveys, IT consultants, and leadership training have been reduced or eliminated based on FY22 needs.



Express Services Glendale



Harvesting at The Plot



Teen Accessing the New York Times

GENERAL FUND EXPENDITURES

OTHER CHARGES

| OTHER CHARGES | FY20 Actual | FY21 Budget | FY21 Projected | FY22 Budget | FY22 to FY21 Budget Diff. | Percentage Difference |
|---------------|----------------|----------------|-------------------|----------------|------------------------------|--------------------------|
| SUBTOTAL | 325,400 | 351,020 | 351,020 | 419,910 | 68,890 | 19.6% |

OTHER CHARGES

The Library's property and liability insurance saw a significant increase in FY21 and is anticipated to increase similarly in FY22.

GENERAL FUND EXPENDITURES

COLLECTIONS & OTHER CAPITAL OUTLAYS

| COLLECTIONS, & OTHER CAPITAL OUTLAYS | FY20 Actual | FY21 Budget | FY21 Projected | FY22 Budget | FY22 to FY21 Budget Diff. | Percentage Difference |
|--------------------------------------|----------------|----------------|-------------------|----------------|------------------------------|--------------------------|
| SUBTOTAL | 1,856,853 | 1,930,500 | 1,960,500 | 1,989,000 | 58,500 | 3.0% |

CAPITAL REPAIRS & REPLACEMENT

The collections budget is proposed to increase due to eBook and online resource costs and increased demand.

GENERAL FUND EXPENDITURES

TRANSFERS, GRANTS, & DONATIONS

| TRANSFERS, GRANTS, & DONATIONS | FY20 Actual | FY21 Budget | FY21 Projected | FY22 Budget | FY22 to FY21 Budget Diff. | Percentage Difference |
|--------------------------------|----------------|----------------|-------------------|----------------|------------------------------|--------------------------|
| SUBTOTAL | 3,892,154 | 4,895,670 | 5,315,670 | 2,973,700 | (1,921,970) | -39.3% |

TRANSFERS, GRANTS, & DONATIONS

The transfer to the Capital Projects fund reflects an annual transfer of \$1,500,000 designated for facilities and technology and \$313,500 for other capital projects. The FY22 transfer is much lower than the FY21 transfer due to the Main roof replacement contained in the FY21 budget.

DEBT SERVICE

FUND BUDGET

| REVENUES | FY20 Actual | FY21 Budget | FY21 Projected | FY22 Budget | FY22 to FY21 Budget Diff. | Percentage Difference |
|----------------|----------------|----------------|-------------------|----------------|------------------------------|--------------------------|
| Interest | (1,738) | 0 | 0 | 0 | 0 | — |
| Transfers | 918,030 | 1,036,950 | 1,036,950 | 1,039,700 | 2,750 | 0.3% |
| Donations | 114,845 | 0 | 0 | 0 | 0 | — |
| TOTAL REVENUES | 1,031,137 | 1,036,950 | 1,036,950 | 1,039,700 | 2,750 | 0.3% |

| EXPENDITURES | FY20 Actual | FY21 Budget | FY21 Projected | FY22 Budget | FY22 to FY21 Budget Diff. | Percentage Difference |
|-----------------------------|----------------|----------------|-------------------|----------------|------------------------------|--------------------------|
| Interest Payments | 472,350 | 455,475 | 455,475 | 430,950 | (24,525) | -5.4% |
| Principal Payments | 560,000 | 575,000 | 575,000 | 600,000 | 25,000 | 4.3% |
| Administration Fees | 2,400 | 6,000 | 6,000 | 6,000 | 0 | 0.0% |
| Fund Balance-Unappropriated | 0 | 475 | 475 | 2,750 | 2,275 | 478.9% |
| TOTAL EXPENDITURES | 1,034,750 | 1,036,950 | 1,036,950 | 1,039,700 | 2,750 | 0.3% |
| REVENUES OVER EXPENDITURES | (3,613) | 0 | 0 | 0 | 0 | |

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 payments is then transferred to the Debt Service fund

with excess amounts going toward the operating costs of the two branches. The City Library transfers funding to the Debt Service fund in the fiscal year prior to the payment year — the FY22 transfer will cover the payments for FY23.



Alt Press Fest Mailers



Mural by Clever Octopus at Anderson-Foothill



Holds To-Go at Anderson-Foothill Branch

CAPITAL PROJECT

FUND BUDGET

| REVENUES | FY20 Actual | FY21 Budget | FY21 Projected | FY22 Budget | FY22 to FY21 Budget Diff. | Percentage Difference |
|----------------------------|------------------|------------------|-------------------|------------------|------------------------------|--------------------------|
| Grants | 0 | 200,000 | 200,000 | 0 | (200,000) | -100.0% |
| Interest | 114,140 | 130,000 | 130,000 | 40,000 | (90,000) | -69.2% |
| Transfer from General Fund | 2,922,895 | 3,725,200 | 3,725,200 | 1,813,500 | (1,911,700) | -51.3% |
| Fund Balance-Appropriated | 0 | 0 | 2,695,540 | 0 | 0 | — |
| TOTAL REVENUES | 3,037,035 | 4,055,200 | 6,750,740 | 1,853,500 | (2,201,700) | -54.3% |

REVENUES OVERVIEW

Funding for capital projects accounted for in the Capital Project 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 unspent 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.

| EXPENDITURES | FY20 Actual | FY21 Budget | FY21 Projected | FY22 Budget | FY22 to FY21 Budget Diff. | Percentage Difference |
|---------------------------------------|------------------|------------------|-------------------|------------------|------------------------------|--------------------------|
| Cap Outlay—Buildings | 3,390,473 | 2,226,000 | 4,869,000 | 838,000 | (1,388,000) | -62.4% |
| Cap Outlay—Improvements | 159,698 | 102,000 | 212,000 | 107,500 | 5,500 | 5.4% |
| Cap Outlay—Equipment | 46,647 | 108,000 | 190,110 | 20,000 | (88,000) | -81.5% |
| Cap Outlay—Furniture | 27,657 | 215,400 | 328,990 | 104,000 | (111,400) | -51.7% |
| Cap Outlay—Technology | 350,951 | 909,000 | 931,140 | 720,950 | (188,050) | -20.7 |
| Cap Outlay—Sprague Flood Remediation | (150) | 0 | 0 | 0 | 0 | — |
| Cap Outlay—Foothill Branch Restricted | 32,337 | 0 | 19,500 | 5,500 | 5,500 | — |
| Grants | 0 | 200,000 | 200,000 | 0 | (200,000) | -100.0% |
| Transfers | 0 | 0 | 0 | 0 | 0 | — |
| Fund Balance-Unappropriated | 0 | 294,800 | 0 | 57,550 | (237,250) | -80.5% |
| TOTAL EXPENDITURES | 4,007,613 | 4,055,200 | 6,750,740 | 1,853,500 | (2,201,700) | -54.3% |
| REVENUES OVER EXPENDITURES | (970,578) | 0 | 0 | 0 | 0 | |

EXPENDITURES OVERVIEW

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

Capital projects anticipated for FY22 include:

- Providing additional power to the outdoor amphitheatre at Main.
 - Remodeling and reinforcing security protections of the server room.
 - Adding ventilation to the Creative Lab.
- Improving accessibility to the outdoor amphitheatre at the Anderson-Foothill Branch .
 - Removing large trees outside the Chapman Branch.
 - Adding exterior pathway lighting at the Day-Riverside Branch.
 - Improving ADA access from the emergency exits at the Day-Riverside Branch.
- Adding acoustic panels to the multipurpose room at the Marmalade Branch.
 - Adding secure public charging stations systemwide.
 - Repairing the Urban Room ceiling at Main.
 - Initiating a site assessment of the Anderson-Foothill Branch



Phone-a-Story Program



Hot Spots



Halloween Display at Sweet Branch



Lit Loot Box for Teens

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