

# Proposed Community Library Budget, 2022-2023

## February 23, 2022

### Assumptions:

1. City provided target reduction of \$689,200 to meet Budget Level Allocation (BLA).
2. Wage increases of 2% are known for CSEA, salary for AFSCME and APT unknown (undistributed).
3. City administration will accept a combination of capital reductions/deferments and use of fund balance to achieve BLA. Fund balance utilization cannot be bulk of savings with current operating and projected capital commitments (\$560,000 FY22 for operating, \$500-\$800,000 for Rundel HVAC)
4. Branch Administration will continue to tweak operating hours post-pandemic, any changes of which will be brought for Board consideration at subsequent meetings.

### Process:

1. Senior Management worked with branch supervisors in evaluating staffing, hours of operation, and materials expenses to provide operating and capital budget recommendations.
2. Branch administration operations and activities was focus of evaluation, with goals of budget process to limit public operations impact from City's target reduction.
3. Capital projects were evaluated for deferral or scope reductions; the need to begin Maplewood design given ARPA/Federal deadlines leads to recommendation to incorporate remaining design costs as ARPA funds (\$350,000).
4. City and Library Equity and Inclusion initiatives from internal teams with City support incorporates increment requests to restore former full-time titles for branch support staff. There are no current FT support staff in branch libraries.

### Proposal:

1. A full-time position previously shared with Central is transferred entirely to Central (\$48,800).
2. Professional service cost reductions (\$18,000) and Central chargeback changes (\$20,000) provide savings based on activity changes with minimal operating impact.
3. Several adjustments to part-time support and various maintenance and service lines are made based on historic cost and justification from branch site managers. See attached 'Savings' summary.
4. FY22 revenue projections include increase in State Aid (2% based on Governor's proposed budget), as well as minor increases to reflect average income changes for endowments.
5. The FFRPL Annual Campaign proceeds are proposed to be split more equitably between Central and Branch operations, with a 60/40 split for FY23 based roughly on operating budget ratios. Safe to be Smart support is reduced with changes to supervision structure.
6. Minor reductions in annual capital allocations (Central) and proposed shift of design funding from cash capital to ARPA reduces capital by \$390,000.
7. Given the substantial reduction request from the City, and the *available* fund balance (\$665,000), we are proposing use of \$175,000 in RPL fund balance to reduce impact of budget cuts on operations.
8. While the budget does not anticipate any future RCSD support for summer employment and literacy initiatives, we are aggressively pursuing funds to support K-3 reading tutoring at select branch locations as well as grants to support expanded ENL and citizenship classes.