

Proposed Community Library Budget, 2023-2024

February 9, 2023

Assumptions:

1. City provided no reduction request to meet Budget Level Allocation (BLA); however, we continue to reduce revenue targets for Safe to Be Smart support and fine/fee charges.
2. Salary/wage increases of 3.25% are known for AFSCME; assumed for APT and CSEA (undistributed).
3. City administration will accept a combination of capital reductions/deferments and use of fund balance to achieve BLA. Fund balance utilization may be necessary in future for capital projects (Rundel HVAC, BLB HVAC, Rundel elevator upgrades) given the current inflationary environment.
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, programming and materials expenses to provide operating and capital budget recommendations.
2. Branch administration operations and activities was focus of evaluation, with goals of optimizing branch performance with minor changes in operating allocations (programs, materials).
3. Capital projects were evaluated for deferral or scope reductions; Maplewood contingency costs as advocated by City Architecture was removed to meet CIP target reductions (\$520,000). Final CIP submissions and changes will be reviewed by the Board in spring.

Proposal:

1. Revenue reductions of \$45,000 are assumed for Safe to Be Smart support and fine/fee collections based on actual FY22 and FY23 projections.
2. Professional service cost reductions (\$10,900) and the transition of PT Lib I vacancy to fund a PT Security Guard (net \$9,100) provide savings for revenue reductions with minimal operating impact.
3. We are proposing Branch Security Guards be transferred under the support of Citywide Security based on current expansion and training across City facilities including Recreation locations. Other minor adjustments are proposed; see attached 'Savings' summary.
4. FY24 revenue projections include flat State Aid (assumed restoration based on Governor's proposed budget cut of 3.5%) based on legislative advocacy feedback.
5. Given the changes in revenue and the *available* fund balance (\$1M), we propose use of \$50,000 in RPL fund balance to reduce impact of revenue reductions on operations as well as minor adjustments.
6. While the budget does not anticipate any future RCSD support for summer employment and literacy initiatives, we are planning for continuation of RochesterWorks program for summer literacy aides (funding provided to and paid directly by the agency).