Proposed 2020 Materials Budget rev 1/7/2020

Total		$895,000.00
CLEF/Netlender*	$45,000.00	$850,000.00
BFE (Blood)*	$35,000.00	$815,000.00
Early Literacy**	$0.00	$815,000.00
Materials		$815,000.00
Periodicals	$50,000.00	$765,000.00
Bindery	$3,000.00	$762,000.00
Databases	$45,000.00	$717,000.00
Add'l Databases	$11,000.00	$706,000.00
E-Materials	$100,000.00	$606,000.00
Best Seller Fund	$35,000.00	$571,000.00
Diversity Focused Orders	$7,000.00	$564,000.00
Streaming Service	$0.00	$564,000.00

Branch Circulation [will the item be checked out]

	2019 YTD	Rank by Circ	
CE	302,145	SOD	18.7%
CT	207,004	KYV	17.7%
HD	184,814	CE	17.3%
KYV	308,587	SYR**	12.8%
NOD* 2018	191,806	CTV	11.9%
SOD	326,750	NOD**	11.0%
SYR* 2018	223,026	HD	10.6%
System	1,744,132		100%

*SYR closed for construction October 2018-October 31, 2019

**SYR 2018 YTD 223,026 NOD 2018 YTD 191,806

Branch Collection size [is there room to shelve the item]

	2019 YTD	Holding YTD	Rank by Collection Size
CE		109,954	SOD
CT		70,248	CE
HD		80,107	KYV
KYV		80,602	HD
NOD*		72,409	NOD
SOD		121,325	SYR
SYR		71,514	CTV

*NOD collection being reduced to 50,000 items

565,000/7 = 80,714 or 14.3% each-20,000= 60,714

System Totals		
Print	$396,999.60	$396,999.60
AV	$167,000.40	$167,000.40
Total	$564,000.00	$3,000.00
		$50,000.00
		$56,000.00
		$100,000.00
		$673,000.00

* These are "place marks" for actual amounts may vary significantly

** Early literacy has been moved to the programming budget

d7u

		System	CE	CTV	HD	KYV	NOD	NOD2	SOD	SYR	Totals	Avg per title	Avg # titles	Avg $ per wk	Avg $ per month
Breakdown by area		$564,000.00	14.500%	14.000%	14.000%	14.250%	10.95%	3.546%	14.500%	14.250%					
A_F	13.80%	$77,832.00	$11,285.64	$10,896.48	$10,896.48	$11,091.06	$8,525.64	$2,760.00	$11,285.64	$11,091.06	$77,832.00	$14.75	5277	$1,692.00	$7,075.64
BCD_A	13.10%	$73,884.00	$10,713.18	$10,343.76	$10,343.76	$10,528.47	$8,093.18	$2,620.00	$10,713.18	$10,528.47	$73,884.00	$30.00	2463	$1,606.17	$6,716.73
A_NF	12.07%	$68,074.80	$9,870.85	$9,530.47	$9,530.47	$9,700.66	$7,456.85	$2,414.00	$9,870.85	$9,700.66	$68,074.80	$17.50	3890	$1,479.89	$6,188.62
XX	8.00%	$45,120.00	$6,542.40	$6,316.80	$6,316.80	$6,429.60	$4,942.40	$1,600.00	$6,542.40	$6,429.60	$45,120.00	$13.00	3471	$980.87	$4,101.82
X_NF	6.60%	$37,224.00	$5,397.48	$5,211.36	$5,211.36	$5,304.42	$4,077.48	$1,320.00	$5,397.48	$5,304.42	$37,224.00	$12.50	2978	$809.22	$3,384.00
YA_F	5.40%	$30,456.00	$4,416.12	$4,263.84	$4,263.84	$4,339.98	$3,336.12	$1,080.00	$4,416.12	$4,339.98	$30,456.00	$12.25	2486	$662.09	$2,768.73
X_F	5.40%	$30,456.00	$4,416.12	$4,263.84	$4,263.84	$4,339.98	$3,336.12	$1,080.00	$4,416.12	$4,339.98	$30,456.00	$10.25	2971	$662.09	$2,768.73
DVD_A	5.03%	$28,369.20	$4,113.53	$3,971.69	$3,971.69	$4,042.61	$3,107.53	$1,006.00	$4,113.53	$4,042.61	$28,369.20	$15.75	1801	$616.72	$2,579.02
GN*	4.30%	$24,252.00	$3,516.54	$3,395.28	$3,395.28	$3,455.91	$2,656.54	$860.00	$3,516.54	$3,455.91	$24,252.00	$11.20	2165	$527.22	$2,204.73
XX_ER	3.35%	$18,894.00	$2,739.63	$2,645.16	$2,645.16	$2,692.40	$2,069.63	$670.00	$2,739.63	$2,692.40	$18,894.00	$12.75	1482	$410.74	$1,717.64
BCD_YA	3.13%	$17,664.48	$2,561.35	$2,473.03	$2,473.03	$2,517.19	$1,934.95	$626.40	$2,561.35	$2,517.19	$17,664.48	$38.75	456	$384.01	$1,605.86
DVD_X/YA	2.98%	$16,779.00	$2,432.96	$2,349.06	$2,349.06	$2,391.01	$1,837.95	$595.00	$2,432.96	$2,391.01	$16,779.00	$14.50	1157	$364.76	$1,525.36
BCD_X	2.87%	$16,192.44	$2,347.90	$2,266.94	$2,266.94	$2,307.42	$1,773.70	$574.20	$2,347.90	$2,307.42	$16,192.44	$29.00	558	$352.01	$1,472.04
XX_B	2.78%	$15,679.20	$2,273.48	$2,195.09	$2,195.09	$2,234.29	$1,717.48	$556.00	$2,273.48	$2,234.29	$15,679.20	$7.00	2240	$340.85	$1,425.38
A_PB	2.44%	$13,761.60	$1,995.43	$1,926.62	$1,926.62	$1,961.03	$1,507.43	$488.00	$1,995.43	$1,961.03	$13,761.60	$5.25	2621	$299.17	$1,251.05
X_PB	1.98%	$11,167.20	$1,619.24	$1,563.41	$1,563.41	$1,591.33	$1,223.24	$396.00	$1,619.24	$1,591.33	$11,167.20	$4.75	2351	$242.77	$1,015.20
YA_PB	1.80%	$10,152.00	$1,472.04	$1,421.28	$1,421.28	$1,446.66	$1,112.04	$360.00	$1,472.04	$1,446.66	$10,152.00	$8.00	1269	$220.70	$922.91
LP_A_F	1.44%	$8,121.60	$1,177.63	$1,137.02	$1,137.02	$1,157.33	$889.63	$288.00	$1,177.63	$1,157.33	$8,121.60	$27.50	295	$176.56	$738.33
CD_A	1.27%	$7,157.16	$1,037.79	$1,002.00	$1,002.00	$1,019.90	$783.99	$253.80	$1,037.79	$1,019.90	$7,157.16	$12.00	596	$155.59	$650.65
X_RA	0.63%	$3,553.20	$515.21	$497.45	$497.45	$506.33	$389.21	$126.00	$515.21	$506.33	$3,553.20	$4.75	748	$77.24	$323.02
YA_NF	0.63%	$3,553.20	$515.21	$497.45	$497.45	$506.33	$389.21	$126.00	$515.21	$506.33	$3,553.20	$16.00	222	$77.24	$323.02
CD_X	0.60%	$3,400.92	$493.13	$476.13	$476.13	$484.63	$372.53	$120.60	$493.13	$484.63	$3,400.92	$12.75	267	$73.93	$309.17
A/Y Spanish*	0.23%	$1,297.20	$188.09	$181.61	$181.61	$184.85	$142.09	$46.00	$188.09	$184.85	$1,297.20	$12.00	108	$28.20	$117.93
X Spanish*	0.17%	$958.80	$139.03	$134.23	$134.23	$136.63	$105.03	$34.00	$139.03	$136.63	$958.80	$13.10	73	$20.84	$87.16
	100.00%	$564,000.00	$81,780.00	$78,960.00	$78,960.00	$80,370.00	$61,780.00	$20,000.00	$81,780.00	$80,370.00	$564,000.00				

*These combined funds are lower in workflows to account for the NOD budget adjustments.

E1

Proposed 2020 Materials Budget

Total		$895,000.00
CLEF/Netlender*	$45,000.00	$850,000.00
BFE (Blood)*	$35,000.00	$815,000.00
Early Literacy**	$0.00	$815,000.00
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Periodicals	$50,000.00	$765,000.00
Bindery	$3,000.00	$762,000.00
Databases	$45,000.00	$717,000.00
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E-Materials	$100,000.00	$606,000.00
Best Seller Fund	$35,000.00	$571,000.00
Diversity Focused Orders	$7,000.00	$564,000.00
Streaming Service	$0.00	$564,000.00

2020 Library Information Systems Plan - Line Item Budget - Amended 8/13/2019

Item	Quantity	Unit Price	Totals	Notes
23 4580 643 (Hardware)				
PC replacements	25	$1,600	$40,000.00	Replacemnts figured at a bit longer than a 6 yr rotation with approximately 30 PCs per year. More PCs will be replaced during years when funding allows. (This year, the replacment PCs is less because we are purchashing more Surface docking stations, which offsets the number of PC replacements.
Laptop Replacements	4	$1,900	$7,600.00	In 2018, we will have replaced all of our remaining SAM/reference desk laptops and moved to general branch use. The laptops for branch use are still quite old, so we will continue this pattern until those are updated, moving the older laptop to general branch use and surplussing the very old branch use laptops. Once all laptops are updated, Laptop replacement will come at a slower pace and laptops will continue to cycle from SAM use to branch use, then surplus.
B/W Laser Printer Replacements (public internets and offices)	3	$1,100	$3,300.00	We are downsizing the number of library printers as we can, but regular replacement of aging printers remains a necessary annual expendure. We will start with 3 more replacements in 2020; once we finish downsizing, we will create a replacement schedule.
Epson thermal receipt printer replacements	3	$300	$900.00	Now that these printers are nearly 4 years old, we are beginning scheduled replacment so that we don't need to replace them all at once. With 5 replacements per year, this puts it at a rotation of approximately 10 years - we're starting slow to make sure we still get good use out of printers that haven't failed, we will increase the rotation once printers begin failing more regularly.
Touch Screen Monitor replacement	1	$650	$650.00	This is budgeted to replace an aging self-checkout monitor in the event it fails.
Surface w/ Docking station, pen, mouse, keyboard, external DVD drive	5	$2,100	$10,500.00	These are to replace desktop PC in for each Branch Manager with a Surface Pro and docking station to increase the flexibility of what and where work can be done. PCs formerly used by Branch Managers will be surplussed (if the time has come) or used to replace outdated PCs elsewhere in the library system - which makes this project part of the PC replacement process. This setup will mirror the setup we have tested with the Library Director, Deputy Directors, and Collections Manager in offices at Headquarters.
PCs used to manage mobile/centralized printing	7	$1,600	$11,200.00	These will be used with software (listed below) that will allow mobile printing and streamline staff involvement in patron printing initial research indicates the possibility that this process will require a dedicated PC at each branch to run a centralized print area.
Barcode Scanners	4	$500	$2,000.00	Barcode scanners have traditionally had long life. We depleted our current reserve supply and need to build it back up.
AV Adapters: Apple Lightening adapter to HDMI adapter	3	$55	$165.00	For branches with newer PA systems (HD, KYV, SYR). Price budgeted is approximate based on Amazon.com search. Related equipment was previously purchased on Amazon.com.
Replacement cordless, lavalier mic for Headquarters/Farmington room 131B	1	$110	$110.00	The cordless, lavalier mic in 131B needs to be replaced; it is no longer reliable.
Wireless Lapel mic for all branch portable PA systems	7	$110	$770.00	To be used in addition to other microphone options. Price budgeted is approximate based on Amazon.com search. Previous equipment was purchased on Amazon.com.
Contingency			$5,500.00	
23 4580 643 (Hardware) Total			**$82,695.00**	
23 4580 743 (Computer Equipment)				
Staff Copy Machine Replacement	2	$8,000	$16,000.00	This is part of an effort to replace outdated fax machines with color copy/fax machines at all locations (This option is currently available at HD, KYV & CE) and will be available soon to SYR & NOD via capital construction. We began adding staff copy machines to locations not immediately slated for capital construction in 2018 (SOD) and in 2020 we will add a staff copy machine (CTV) and replace the HD copy machine according to the regular schedule - leaving only one location without a staff copy machine until capital construction is complete (NOD).
23 4580 743 (Computer Equipment)			**$16,000.00**	
23 4580 265 (Software)				
Photoshop Adobe subscription fees	2	$410	$820.00	Currently, these are assigned to jwright & kvaleika. We are billed monthly for these.
Illustrator Adobe subscription fees	2	$410	$820.00	Currently, these are assigned to jwright & kvaleika. We are billed monthly for these.
Adobe Acrobat pro subscription fees	1	$410	$410.00	Ongoing cost of Adobe Acrobat Pro for use with document scanner purchased in 2018.
Microsoft Office 10 Licenses - Public Internet	10	$370	$3,700.00	This estimate is high, assuming a bit less than half of PC replacements are for public Internet PCs and that all of them need a new license.
Microsoft Office 10 Licenses - Staff	1	$370	$370.00	This is for instances where staff need Microsoft Office in the course of their work. This will be rare, most staff will be using Google products.
Comprise (SAM)	1	$3,400	$3,400.00	
TechLogic (Self Checkout)	1	$3,200	$3,200.00	This contract remains the same each year unless we set up additional stations.
SirsiDynix (ILS & OPAC)	1	$95,000	$95,000.00	This contract includes a 2.9% yearly increase until end of contract in December 2020. It also includes a $9,000 increase in cost due to increase in circulation when the library implemented auto-renewals.
Contingency			$2,000.00	
23 4580 265 (Software) Total			**$109,720.00**	
23 4580 691 (Software)				
New Software for Mobile Printing & Print	1	$10,000	$10,000.00	This is intended to fund software that will allow mobile printing and streamline staff involvement in patron printing. This figure is based on an initial quote from a current vendor. The Library will involve Information Systems as they continue further research and, per instructions from Purchasing Manager, additional quotes will be needed prior to acquiring software.
23 4580 691 (Software) Total			**$10,000.00**	
		Grand Total	$218,415.00	

2021 Library Information Systems Plan - Line Item Budget

Item	Quantity	Unit Price	Totals	Notes
23 4580 643 (Hardware)				
PC replacements	30	$1,600	$48,000.00	Replacements figured at a bit longer than a 7 yr rotation with approximately 30 PCs per year. More PCs will be replaced during years when funding allows. We realize that this is not an optimum replacement schedule and will shorten rotation time period as funds allow.
Laptop Replacements	2	$1,900	$3,800.00	Now that we have completed the multi-year project of updating SAM laptops and spare laptops at each location, replacements will come at a slower pace - 2 per year at a rotation of approximately every 3-4 years for SAM laptops. When replaced, SAM laptops replace older spare laptops for 3-4 addtional years. Once a spare laptop is replaced it becomes surplus.
B/W Laser Printer Replacements (public internets and offices)	3	$900	$2,700.00	We continue to replace B/W Laser printers at 3 per year. We are downsizing the number of library printers as we can, but regular replacement of aging printers remains a necessary annual expendure.
Epson thermal receipt printer replacements	6	$350	$2,100.00	This number includes a new receipt printer as well as 5 replacements. Now that these printers are nearly 5 years old, we are beginning scheduled replacment so that we don't need to replace them all at once. 5 replacements per year, puts them at a rotation of approximately 10 years - we're starting slow to make sure we still get good use out of printers that haven't failed, we will increase the rotation once printers begin failing more regularly.
Zebra Thermal Transfer Label Printer	1	$450	$450.00	Additional thermal transfer printer needed for spine labels on library materials.
Touch Screen Monitor replacement	1	$650	$650.00	This is budgeted to replace an aging self-checkout monitor in the event it fails.
Barcode Scanners	1	$200	$200.00	Because we built up our current reserve last year and these have traditionally had long life, we only need one this year.
Portable Pojector for programming	1	$5,000	$5,000.00	This is a placeholder only. We apologize for not having cost estimates. The projector would also be used by the Library Board for monthly Board Meetings.
Contingency			$2,500.00	
23 4580 643 (Hardware) Total			**$65,400.00**	
23 4580 743 (Computer Equipment)				
Public Copy Machine Replacement	1	$4,000	$4,000.00	These are generally replaced 2 per year on a regular rotation, however - in 2021 we'll replace one public copier, location will be determined by library as demand for photocopying seems to be steadily decreasing. With the North Branch rebuild in 2021, we will complete a multi-year project to have a staff copy/fax/scanning machine in every library location. Copy machines purchased for North Branch are capital expenditures.
23 4580 743 (Computer Equipment)			**$4,000.00**	
23 4580 743 (Software)				
No specific software request for 2021				There is no specific software request for 2021
23 4580 743 (Software)				
23 4580 265 (Software Maintenence)				
Photoshop Adobe subscription fees	2	$415	$830.00	Currently, these are assigned to jwright & kvaleika. We are billed monthly for these.
Illustrator Adobe subscription fees	2	$415	$830.00	Currently, these are assigned to jwright & kvaleika. We are billed monthly for these.
Adobe Acrobat pro subscription fees	1	$250	$250.00	Ongoing cost of Adobe Acrobat Pro for use with document scanner purchased in 2018.
Microsoft Office Licenses - Public Internet	10	$300	$3,000.00	This estimate is high, assuming 1/3 of PC replacements are for public Internet PCs and that all of them need a new license.
Microsoft Office Licenses - Staff	1	$300	$300.00	This is for instances where staff need Microsoft Office in the course of their work. This will be rare, most staff will be using Google products.
Comprise (SAM)	1	$3,800	$3,800.00	This contract varies depending on if we add public Internet PCs.
TechLogic (Self Checkout)	1	$3,200	$3,200.00	This contract remains the same each year unless we set up additional stations.
SirsiDynix (ILS & OPAC)	1	$95,000	$95,000.00	This contract includes a 2.9% yearly increase until end of contract in December 2020.
Contingency			$2,500.00	
23 4580 265 (Software) Total			**$109,710.00**	
		Grand Total	**$179,110.00**	

8/1/2020

Estimated Facilities Costs 2020

Month	Maint Salaries/Ben.	Custodial Costs	B&G Expenses	Utilities	Total
Jan	$23,379.12	$12,089.94	$10,367.60	$5,878.94	$51,715.60
Feb	$26,075.89	$10,891.27	$4,112.78	$11,058.99	$52,138.93
Mar	$27,917.34	$20,958.31	$4,957.74	$15,710.17	$69,543.56
Apr	$23,338.44	$5,803.16	$5,887.72	$11,247.49	$46,276.81
May	$21,570.39	$20,340.00	$8,387.37	$13,411.35	$63,709.11
Jun	$30,900.70	$306.99	$6,742.64	$14,793.47	$52,743.80
Jul	$25,530.31	$11,731.61	$6,742.64	$12,016.74	$56,021.30
Aug	$25,530.31	$11,731.61	$6,742.64	$12,016.74	$56,021.30
Sep	$25,530.31	$11,731.61	$6,742.64	$12,016.74	$56,021.30
Oct	$25,530.31	$11,731.61	$6,742.64	$12,016.74	$56,021.30
Nov	$25,530.31	$11,731.61	$6,742.64	$12,016.74	$56,021.30
Dec	$25,530.31	$11,731.61	$6,742.64	$12,016.74	$56,021.30
	$306,363.74	$140,779.33	$80,911.69	$144,200.85	$672,255.61

estimated costs for August - Dec based upon average of Jan-Jun 2020

Facilities Cost Projections 2021

2020 inc by 8%	2020 est inc by 6%	No Change	2020 inc by 6%
$330,873.00	**$149,226.09**	**$80,000.00**	**$152,852.90**

B&G projects & Bldg improvements noted in fund 48

	$ 712,951.99
Round to	**$715,000.00**

9-11-2020 cs/lm/jr