

## Budget Notes and Justifications

1. This amount represents a 2% increase over last year's appropriation to allow for 6 month and annual merit wage increases and to cover temporary additional hours for part-time employees to accommodate higher summer activity/business levels.
2. The only allowance in the library budget is for the Director's use of his personal automobile, and expense accounted for in full-time salaries.
3. This expenditure covers Trustee membership in the Iowa Library Association and partial membership costs for full-time employees.
4. The request for an increase over last year's appropriation for subscriptions is based on database and periodical prices increases of 3-6% that outpace inflation. Last year's flat appropriation combine with price increases to put us further behind despite cancellations. The databases must be subscribed to as packages, individual databases cannot be declined. Without an increase on this line we'll have to cut newspapers and magazines. Due to their expense, the former are the more likely target. Even this increase will mean some cancellations or cuts in spending for other library materials.
5. The reduction in this request represents the assignment of maintenance contracts to other lines. This is still a large amount, needed because of the continuing deteriorating condition of the building. In addition to routine maintenance we anticipate more break/fix issues. Commencement of the building project and a possible move to temporary quarters will have a significant but difficult to predict impact on this budget item.
6. The Parks Dept. provides for library grounds repair and maintenance.
7. Managed IT services were formerly assigned to this line. The majority of library equipment that needs repair is IT equipment.
8. This expenditure covers the cost of an annual contract with CeMar Janitorial services. It was formerly assigned to 6310, Building Maintenance and Repair.
9. Our only office equipment contract is with Ricoh for printer/copier service. The increase in this line anticipates increased printing due to implementation of mobile wireless printing service. Much of this cost is recovered through public printing fees.
10. This expenditure is for shared integrated library services (catalog and circulation systems), van delivery service, and e-content provided by Cedar Rapids Public Library (CRPL) as a part of our participation in the Metro Library Network (MLN).
11. See IT services worksheet – Terrell Hunter. The main source of the increase for this item is the increased cost of IT managed services. It is offset at least some by a decrease in the cost of CRPL provided library services (6413 - Payments to Agencies). Webhosting and website maintenance costs not identified before our meeting with Terrell are included (\$1,400). We have some concerns about the method for assigning IT managed service costs which I will outline separately and copy Terrell.
12. This is the cost of HVAC system maintenance provided by TMI. The service includes routine maintenance, special on-call service, and in-effect insurance coverage for some parts and labor.
13. This service is provided by the Parks Dept.
14. This expense is for building security and fire protection (ADT), and fines and material recovery – collections (Unique Management). The latter generates some compensating revenue.
15. This expense covers the cost of printing moved from 6414. The increase is due to increased level of production for public information regarding library services and the building project.
16. \$7,350.00 to be shown in Equipment Reserve budget. This expense covers the cost of replacement of 4-5 year old staff computers and monitors. Ordinarily these items would be

identified in the asset replacement schedule but the continuing unresolved and tentative status of the building project has made it difficult to do adequate asset replacement planning.

17. This figure represents a 2% increase in the library materials budget. Even though we now have a steady-state collection given space constraints we are witness increased loss of media and have a need to replace missing items. The increase is to cover price increases and loss.
18. I provided the same figure last year to cover break/fix situations and the need to replace IT. This year IT replacement costs have been assigned to 6726 Computer Hardware, capital outlay. We replaced two boilers this year for a cost \$16,160 covered by current and carryover equipment reserve. The remaining boilers are at or nearing the end of their useful life and may need to be replaced next year.