**District Budget 2020-2021 Narrative**

**Administrative fee**: In prior years, the DLC was allowed to claim a 5% administrative fee without any requirement for itemizing costs. Administrative costs must now be itemized in the budget, if claimed.

**Salaries/Wages/Benefits**: Separate from the DLC’s overall staffing requirements, District Funds can fairly be used to compensate the DLC for the amount of time individual employees spend directly on District services. The state provides the Staff Detail Sheet template.

From ‘**Guidelines for Negotiating Agreements for District Library Center Services'**: “Each DLC sets the salaries and benefits for personnel employed by the DLC who provide district services. The pay schedule and individual staff responsibilities of district library center personnel are not to be included in district negotiations."

* APL Benefits: Medical: Library cost: $762.27/month for individual - $26/month employee contribution = $736.27 (as of March, 2019) ; Dental and Vision: 100% paid for by employee ; Pension: state mandates employer contribution rate of 34.51% of employee's gross salary for FY 2020-2021, but currently reimburses the library for 50% of costs ; Employer FICA Social Security tax rate = 6.2% of employee's salary ; Employer FICA Medicare tax rate = 1.45% of a component of the employee's salary.
* Philip Holderith and Nancy Horwath are scheduled for regular hours providing ILL service for all libraries.
* The library does not ask reference questioners, whether live or by phone, what library they belong to, making it impossible to ascertain daily assistance given to outside patrons.
* Youth Services Department Head has been allotted a nominal percentage of her total hours. Quarterly District Youth Services meetings are to be part of the Department Head's responsibilities per the Negotiated Agreement.
* Delivery drivers: total driver hours have been budgeted at 30 hrs. per week, which includes sorting time, for 6 days per week.
* The Salaries/Wages/Benefits section is budgeted based on 100% attendance of ILL and delivery employees. A proper accounting for all District employee expenses should be verified through payroll reports.

**District Development**:

* Travel: a nominal amount has been added to account for travel to state mandated meetings for District Administrator and Consultant.
* Technology Support/Training: a maximum of $3,600 has been set aside to compensate a designated staff member (currently Natalie Arnold) for management of consortium databases and technical assistance above and beyond their normal work hours. This represents a $2/hr. increase ($240 annual increase) over previous years for 10 hrs. of billed work per month.
* Continuing Ed./Prof. Development: $1000 allocated to Continuing Ed/Prof Development, which could include expenses for outside presenters at District wide CE events for employees and trustees
* Marketing/PR: $1000 allocated for PR and marketing initiatives, including reimbursement of staff costs, that reach the maximum number of residents possible, in accordance with decisions by a majority of the District Executive Committee
* Office Expense for District Development: $13,555 in unallocated funds have been preliminarily earmarked for 3 mobile hotspots per library ($10,305) and extra e-content ($3,250), contingent on full funding from OCL

**District Resources**:

Included in ‘Collection Development’: $500 for purchase of materials for professional collection for use by all District libraries.

Included in ‘Electronic Resources/Databases/Online Services’:

Ancestry (Proquest) $25,886

Zinio $15,000

Overdrive $12,000

Brainfuse $10,000

Rosetta Stone (Ebsco) $10,000

Morning Call (Newsbank) $8,012

NoveList Plus (Ebsco) $13,567

Movie Licensing USA $4,489

Law Depot (RB) $5,000

Total: $103,954

**Interlibrary Loan costs:**

* IDS: $11,881 includes $1,214 for Affiliate Fees for District libraries for the Interlibrary Delivery Service (IDS) and $10,667 IDS Member Fee for mailing 4001-5000 packages per year.
* Delivery Within District/Other Delivery Methods: $17,292:

$17,192 for mileage costs for daily District deliveries (600 miles per week X 26 weeks X 2020 federal rate of 57.5 cents per mile for Jun-Dec 2020) minus 9 scheduled holidays ($57.50/day = $518) + (600 miles per week X 26 weeks X 2020 rate of 57.5 cents per mile for Jan-Jun 2021) minus 4 scheduled holidays ($57.50/day = $230). Note the 2021 federal mileage rate will not be released until December, 2020.

$100 for extra USPS and other postage

* Shipping Supplies: $250
* OCLC: $1,482.84 for annual WorldShare ILL subscription, allowing District to borrow through OCLC. $123.57 per month.
* Access Pennsylvania Fees: $3,540 for annual AccessPA fees for all District libraries - $295 each.