**District Budget 2022-2023 Narrative**

Revised 083022

**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: $834.46/month for individual - $26/month employee contribution = $808.46 (as of 11/1/21?) ; Dental and Vision: 100% paid for by employee ; Pension: state mandates employer contribution rate of 35.26% of employee's gross salary for FY 2022-2023, 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 the employee's salary.
* Philip Holderith and Nancy Horwath are scheduled for regular hours providing ILL service for all libraries.
* 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 a maximum of 36 hrs. per week, which includes sorting time, for 6 days per week, and includes the Dimmick-Penn Kidder run done 3 times per week by driver #3. Deductions have been made for 20 days’ delivery done by District Consultant + 2 days of no delivery during July and August 2022.
* The Salaries/Wages/Benefits section is budgeted based on 100% attendance of ILL and delivery employees. **A proper accounting for all District employee expenses must 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 for 10 hrs. of billed work per month.
* Continuing Ed./Prof. Development: $1,000 allocated to Continuing Ed/Prof Development, which could include expenses for outside presenters at District wide CE events for employees and trustees
* Marketing/PR: $29,854 allocated for District-wide PR and marketing initiatives, including reimbursement of staff costs and estimated $8886 for email marketing program subscriptions, that reach the maximum number of residents possible, in accordance with decisions by a majority of the District Executive Committee
* Programming/Outreach Services: $4,624 for Summer Reading Program software

**District Resources**:

* Included in ‘Collection Development’: $500 for purchase of materials for professional collection for use by all District libraries + $6500 allocated for purchase of museum pass subscriptions for all libraries @ $500/library.
* Included in ‘Electronic Resources/Databases/Online Services’: (Note, $5,000 needs to be budgeted for 2023-2024 for Brainfuse JobNow. This was pre-paid for 2022-2023)

Ancestry (Proquest) $15,047

Heritage Quest (Proquest) $12,081

Overdrive e-mags $17,500

Overdrive e-books $32,000

Overdrive MARC records $375

Brainfuse (HelpNow) $10,500

Morning Call (Newsbank) $9,209

Swank Movie Licensing $4,719

AtoZ Databases $1,500

WebDewey $1,393

Total: $104,324

* Included in ‘Other Resource Expense’: $10,940 for hotspot subscriptions (4 per library) and a supply of “My first library card” cards

**Interlibrary Loan costs:**

* IDS: $10,710 includes $1,656 for 11 Affiliate Fees for District libraries for the Interlibrary Delivery Service (IDS) and $9,054 IDS Member Fee for mailing 5001-6000 packages per year.
* Delivery Within District/Other Delivery Methods: $22,525

$22,425 for mileage costs for daily District deliveries (690 miles per week X 52 weeks X June 2022 federal rate of 62.5 cents per mile) minus 14 scheduled holidays ($59.47/day = $594.70) Deductions have been made for no DML-PKB run by driver #3, and 2 days of no delivery in July and August 2022. **This number is for budgeting purposes only. Records of actual mileage must be kept by DLC.**

$100 for extra USPS and other postage

* Shipping Supplies: $250
* OCLC: $1,569.12 for annual WorldShare ILL subscription, allowing District to borrow through OCLC @ $130.76 per month (rate 7/1/21-6/30/22).
* Access Pennsylvania Fees: $3,900 for annual AccessPA fees for all District libraries @ $325 each