**District Budget 2023-2024 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: $875.60/month for individual - $26/month employee contribution = $849.60 (as of 11/1/22) ; Dental and Vision: 100% paid for by employee ; Pension: state mandates employer contribution rate of 34.00% of employee's gross salary for FY 2023-2024, but currently reimburses the library for 50% of costs ; Employer FICA Social Security tax rate for 2023 = 6.2% of employee's salary ; Employer FICA Medicare tax rate for 2023 = 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. Deductions have been made for 14 APL holidays.
* 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: $18,505 allocated for District-wide PR and marketing initiatives, including a maximum of $3,600 to compensate a designated staff member (currently Maria Sterner) for District marketing assistance above and beyond their normal work hours for 10 hrs. of billed work per month, $7,349 for material costs, and an estimated $7,556 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 + $6,435 allocated for purchase of museum pass subscriptions for all libraries @ $495/library
* Included in ‘Electronic Resources/Databases/Online Services’:

Ancestry & Heritage Quest (Proquest) $29,852

Overdrive e-magazines $17,500

Overdrive e-books $12,000

Overdrive MARC records $375

Overdrive collection $19,000

Brainfuse $15,500

Morning Call (Newsbank) $9,485

Swank Movie Licensing $4,955

AtoZ Databases $1,500

WebDewey $1,393

Total: $111,560

A 5% increase has been factored in for Ancestry & Heritage Quest and Swank Movie Licensing. A 3% increase has been factored in for Newsbank.

* Included in ‘Other Resource Expense’: $6,600 for hotspot subscriptions ($120/yr. x 55 total units)

**Interlibrary Loan costs:**

* IDS: $22,407 includes $2,208 for 11 Affiliate Fees for District libraries for the Interlibrary Delivery Service (IDS) and $20,199 IDS Member Fee for mailing 4501-5000 packages per year, which factors in a 5% increase
* Delivery Within District/Other Delivery Methods: $

 $20,107 for mileage costs for daily District deliveries (615 miles per week X 26 weeks X January 2023 federal rate of 65.5 cents per mile) minus 10 scheduled holidays ($67.14/day = $671.37) + (615 miles per week X 26 weeks X Jan 2023 federal rate of 65.5 cents per mile) minus 4 scheduled holidays ($67.14/day = $268.55). **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: $1,635.86 for annual WorldShare ILL subscription, allowing District to borrow through OCLC @ $136.32 per month (rate 7/1/22-6/30/23).
* Access Pennsylvania Fees: $3,900 for annual AccessPA fees for all District libraries @ $325 each