

2024 Annual Budget & Work Program

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Fayetteville Public Library, Arkansas

2024 ANNUAL BUDGET & WORK PROGRAM

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David Johnson, Executive Director

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Tamika Ball, Finance & Human Resources Director

Benée Eddins, Accountant

Katie Von Rembow, Accountant



FAYETTEVILLE PUBLIC LIBRARY

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OUR MISSION is to strengthen our community and empower our citizens through free and public access to knowledge.

OUR VISION is to be powerfully relevant and completely accessible.

OUR 2023 ACCOMPLISHMENTS

Mission Driven Priorities

1. Drive awareness to programs & services
2. Increase sustainable funding
3. Maintain fiscal responsibility



Launched an online merchandise store selling t-shirts and tote bags that has raised nearly

\$3,000

for the FPL Foundation.



Successfully deployed a new hyperconverged computing cluster and migrated existing servers to it in order to increase processing speed and serve as a storage space for all internal server resources.

FPL on Wheels launched at the 2023 Summer Reading Club Kickoff, and began biweekly routes that visit four of Fayetteville's public housing developments, as well as regular stops at Fayetteville's Tyson Foods plant and Walker Park.



Created **four skills development programs**

with ARPA funding designed to upskill and re-skill patrons. The Level Up Skills Development Programs offer training in heavy equipment operation, skilled trades, information technology, and culinary arts.

Outreach attendance grew by a staggering

400%,

bringing library services to an estimated

12,500 people

outside of the building.



Installed infrastructure and technology for a **successful deployment of FPL+**.



Deployed **new accessibility stations** for adult and youth patrons that have physical, vision, and auditory related disabilities.

Expanded **marketing reach**

by advertising with new partners such as Northwest Arkansas Regional Airport, Ozark Regional Transit, and iHeartMedia.



BUDGET HIGHLIGHTS

\$12,517,894

Consolidated Library Revenue

\$14,001,855

Consolidated Library Expenditures

\$9,053,894

Library Operations Revenue

\$9,053,662

Library Operations Expenditures

\$375,000

Events Revenue

\$280,000

Food Services Revenue



LIBRARY OPERATION REVENUE BY SOURCE

\$5,734,097

Library Millage

\$161,246

Designated Gifts

\$2,618,401

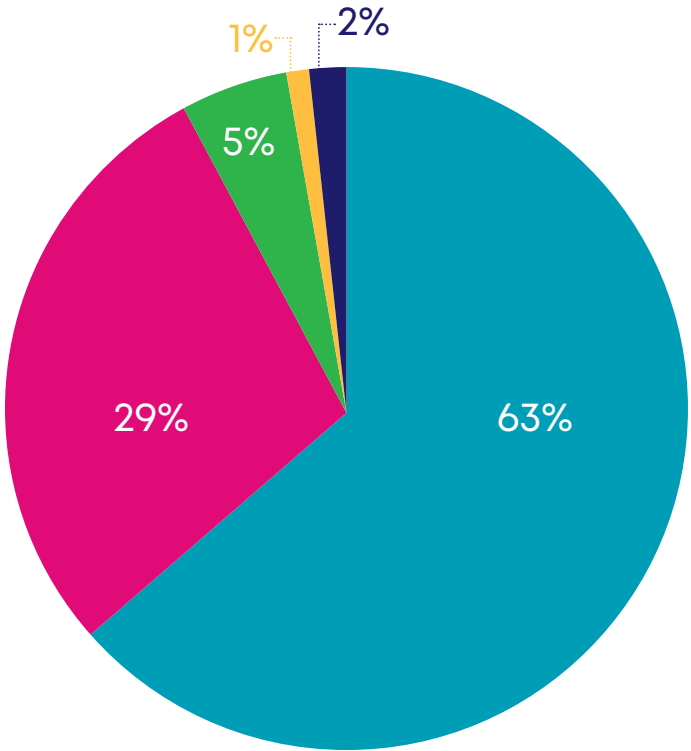
City Transfers

\$446,150

State & Federal Grants

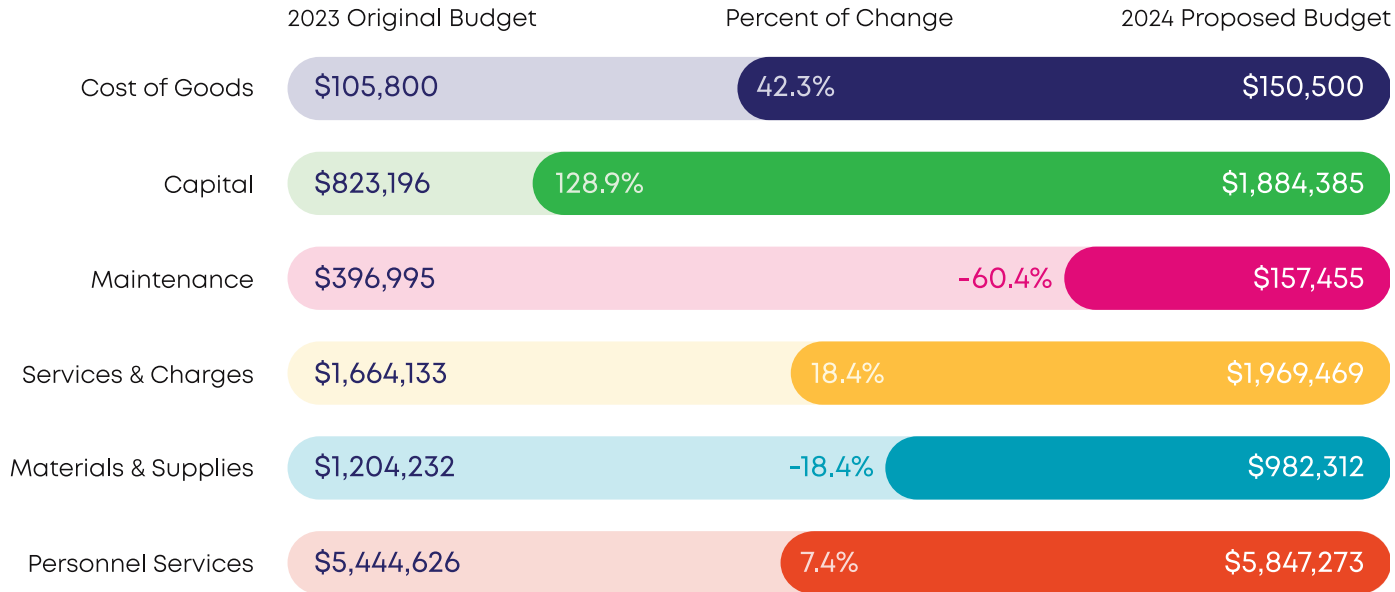
\$94,000

Charges for Services



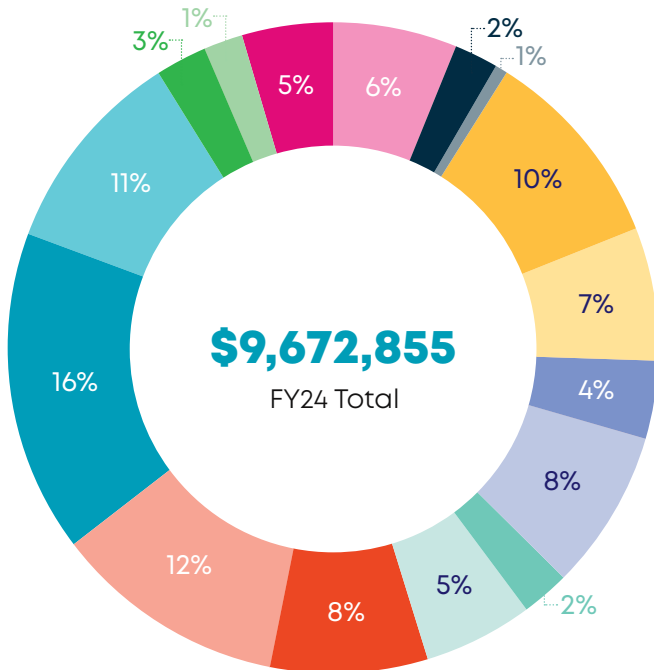
EXPENDITURES BY CATEGORY

Excludes transfers



EXPENDITURES BY DEPARTMENT

Excludes transfers



Library Materials – Circulating	\$596,947
Library Materials – Subscriptions & Online Databases	\$204,678
Events	\$139,774
Circulation	\$634,985
Information Technology	\$1,035,785
Youth & Teen Services	\$767,401
Community Engagement	\$228,977
Adult & Reference Services	\$971,462
Center for Innovation	\$523,222
Administration	\$750,478
Facilities	\$1,539,845
Shared Programming Services	\$61,960
Marketing	\$248,166
Finance & Human Resources	\$1,114,045
Technical Services	\$375,712
Food Services	\$479,419
	\$9,672,855

LIBRARY OPERATION BUDGET BREAKDOWN

Materials Acquisition

Parenting Kits	\$2,000
Printed Books	\$376,996
eBooks	\$138,491
Periodicals	\$7,500
Film & DVDs	\$40,260
Audio	\$10,300
Music	\$1,800
Gaming Supplies	\$2,500
Subscriptions, Publications & Dues	\$94,678
	\$674,525

Technology

Software Expense (<i>Capitalized</i>)	\$547,485
Computer Hardware Supplies	\$53,500
Equipment Maintenance	\$95,455
Software Maintenance	\$1,000
Telecommunications	\$52,000
	\$749,440

Marketing

Signage	\$13,340
Advertising	\$16,970
	\$30,310

Contingency Fund

Salary Contingency	\$100,353
Operating Contingency	\$120,000
	\$220,353

Capital Projects

Computer & Technology Equipment

Library Operation	\$5,400
Information Technology Reserve	\$260,000
Event Services	\$1,500

Furniture & Equipment (>\$5,000)

Facility Reserve	\$1,060,000
Furniture & Equipment Reserve	-
Event Services	\$10,000
	\$1,336,900

Programs & Events

Program Materials & Supplies	\$112,470
Programming Services	\$205,744
Food & Catering for Events	\$8,465
	\$326,679





OUR PERSONNEL



Administration
3 FTE | 3 Employees



Marketing
3 FTE | 3 Employees



Technical Services
5.15 FTE | 6 Employees



Finance & Human Resources
4 FTE | 4 Employees
2024 Proposed +0.5 FTE



Facilities
12.5 FTE | 14 Employees
2024 Proposed +1 FTE



Community Engagement
3 FTE | 4 Employees



Center for Innovation
6.5 FTE | 7 Employees



Food Services
5 FTE | 7 Employees



Youth & Teen Services
11.75 FTE | 16 Employees
2024 Proposed +0.75 FTE



Adult & Reference
14.5 FTE | 18 Employees
2024 Proposed +0.5 FTE



Information Technology
7 FTE | 7 Employees
2024 Proposed +1 FTE



Circulation
13.5 FTE | 16 Employees



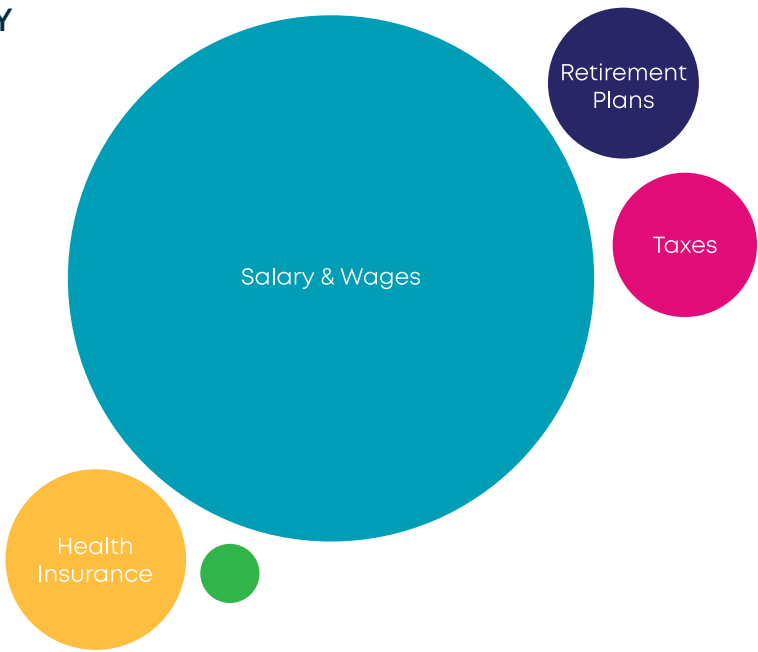
Events
2 FTE | 2 Employees

51.5%

FTE increase
since 2017

PERSONNEL EXPENSES BY CATEGORY

● Salary & Wages	\$4,494,288
● Taxes	\$343,813
● Health Insurance	\$533,226
● Retirement Plans	\$365,569
● Other Fringe Benefits	\$58,583
	\$5,795,480



OUR 2023 IMPACT

8,686

New cardholders

65% ↑

Increase program attendants

1,115,994

Total checkouts

86,537

Library cardholders

427,573

Total collection items

509,600

Library visits

OUR 2024 INITIATIVES

Koha/Aspen Migration

In early 2023, FPL determined that our current Integrated Library System (ILS) was not serving our patrons or staff well. After completing a rigorous RFP process, FPL elected Koha/Aspen managed by ByWater due to high ratings in functionality, customer service, and cost. Migrating systems is a major undertaking, and will involve two data migrations, identifying and updating all the settings in the new system, extensive multi-day staff training, thorough testing, integrating with over twenty other third-party vendors, patron communications, and ongoing troubleshooting as settings are refined after launching. Work on this migration is currently underway with a go-live date of March 4, 2024.

Increase Visits through Library Programming

In 2024, programming focuses will include the Summer Reading Club Kickoff and Summer Reading Club (June – July), where we anticipate reaching 2,500 library patrons through the reading contest and 28,000 patrons through attendance at programs. Weekday story times provide our youngest patrons and families with a place to connect with people and library materials, play, and engage; we anticipate reaching over 19,000 young children and families through weekday morning programming. Our True Lit Festival (October) is anticipated to reach 5,000 individuals through author talks, writer events, and school visits. Adults are further encouraged to explore programs such as our art and movement classes, genealogy and technology classes, and book clubs, as well as showcase events like Gathering of the Groups, Indie Lens film discussions, and Mountain Street Stage and SoNA Beyond concerts which are designed to enrich, educate, and entertain with an anticipated reach of 12,300 community members in 2024.

Increase circulation by 10%

Library circulation is trending upward and, in 2024, the Library Services team will be intentional about growing this number. With special focus on high demand titles, holds ratios, and patron requests, selectors of library materials will remain diligent with consistent monthly ordering; the Technical Services department will focus on workflows that shorten the time it takes from when a new material arrives in the building to when it is shelved; the Circulation Department will shorten the time from when materials are returned to when they are put on the shelf; and librarians will highlight the library collections at programs, on book displays, and through topical booklists.

Increase FPL on Wheels Bookmobile stops by 50%

By June 2024, FPL on Wheels will add six additional bookmobile stops, serving at least 350 community members per month. Of those served, 75% will be new or renewed users who may be experiencing barriers to access due to service awareness, transportation, digital literacy, and/or economic hardship, with at least 25% of those users' utilizing materials or services on a recurring monthly basis. This will be accomplished by curating collections specific to the residents and community of each bookmobile stop; adjusting the bookmobile schedule; cultivating partnerships with established community members who have trusted relationships with the communities we seek to reach; and evaluating outreach processes to ensure we are providing ongoing, relevant, and accessible services.

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The purpose of this section is to present the policies that the Fayetteville Public Library (FPL) follows in managing its financial, budgetary and purchasing affairs. These are general statements of policies, which represent long-standing principles, traditions, and practices that have guided FPL in maintaining financial stability.

REVENUE POLICY

FPL will strive to maintain a broad and diversified revenue base that will protect FPL from short-term fluctuations in any one revenue source.

FPL will maintain timely collection systems and implement necessary enforcement strategies to collect revenues from available sources.

FPL will project revenues on a conservative basis so that actual revenues will consistently meet or exceed budgeted revenues.

FPL will maintain a budgetary control system and will prepare reports that compare actual revenues to budgeted amounts.

FPL will limit the designation of the Operating Fund revenues for specified purposes to maximize flexibility in budgeting and revenue utilization.

EXPENDITURE POLICY

Basic and essential services provided by FPL will receive first priority for funding.

FPL will strive to adopt a balanced budget, by fund, for all funds maintained by FPL, in which total anticipated revenues must equal or exceed the budgeted expenditures for each fund. However, if this cannot be attained, FPL will utilize unallocated fund reserves, which have been carried forward from prior years.

FPL will maintain a budgetary control system to ensure adherence to the adopted budget and will prepare reports that compare actual expenditures to budgeted amounts.

FPL will attempt to refrain from budgeting non-recurring or one-time revenue for ongoing expenses.

FPL will provide access to medical, dental, life, and long-term disability insurance for its employees. The cost for medical benefits will be a shared responsibility between FPL and eligible employees.

FPL will provide access to appropriate retirement plans for its employees. FPL will make contributions for eligible employees at the percentage defined for the retirement plan.

INVESTMENT AND CASH MANAGEMENT POLICY

FPL will deposit all receipts on a timely basis.

FPL will strive to maximize the return on its investment portfolio without jeopardizing principal amounts.

FPL will limit its investments to the types of securities provided for by Arkansas statutes.

FPL will diversify its investments by maturity date to protect against market fluctuations.

FPL will purchase securities from qualified institutions based on competitive bids in an effort to obtain the highest available rates.

CASH AND INVESTMENT RESERVE POLICY

FPL will strive to maintain five (5) months operations and maintenance expenses in cash and investment reserves between the Operating Investments and Long Term Investments.

FPL shall maintain designated investments to provide cash needed to replace and/or repair the facility, furniture and equipment, and information technology infrastructure in the event of a catastrophic event.

CAPITAL IMPROVEMENT POLICY

FPL will prepare and update, as needed, a five-year Capital Improvements Program (CIP), which will provide for the orderly maintenance, replacement, and expansion of capital assets.

The CIP will identify long-range capital projects and capital improvements of all types, which will be coordinated with the annual operating budget to maintain full utilization of available revenue sources.

When preparing the CIP, FPL will seek to identify all viable capital projects and capital improvements required during the subsequent five-year period. These projects and improvements will be prioritized by year and by funding source. Every attempt will be made to match projects and improvements with available funding sources. Future operating costs associated with a project or an improvement will also be given consideration in the establishment of priorities.

FPL will seek Federal, State, and other funding to assist in financing capital projects and capital improvements.

FPL will seek input from the public by holding public hearings in relation to the establishment of major projects and major project priorities.

FPL will incorporate the reasonable findings and recommendations of the FPL Board appointed committees and citizen task forces as they relate to capital projects and improvements.

FINANCIAL REPORTING POLICY

FPL's accounting system will maintain records in accordance with accounting standards and principles outlined by the Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and the State of Arkansas.

FPL will employ an independent accounting firm to perform an annual audit of FPL's finances and make the annual audit available to all required and interested parties. The audit shall be completed and submitted to the State of Arkansas within 210 days of the close of the fiscal year.

FPL will produce monthly and quarterly financial statements reporting the current periods' activity for all funds maintained by FPL.

FPL will prepare an annual budget document that provides a basic understanding of FPL's planned financial operations for the coming fiscal year. Copies of the proposed and final budget will be made available to all interested parties and opportunities will be provided for citizen input prior to final decisions on the budget.

BUDGET PREPARATION, AMENDMENTS, and ADJUSTMENTS

PURPOSE: The purpose of this policy is to identify responsibilities for budget preparation, amendments, and adjustments.

POLICY: The Library staff will create, as much as is possible, a budget which will accurately account for the Library's operations for the coming fiscal year on a budget category and department level. Managers are responsible for all aspects of their budgets and for adhering to all deadlines set forth in the process. All Managers are responsible for staying within their adopted budget(s) as amended.

A budget amendment is defined as an increase to a Board of Trustees (BOT) approved expenditure budget.

A budget adjustment is defined as a change in line items within a departmental budget. Adjustments do not increase spending.

BUDGET AMENDMENTS:

Amendments of \$10,000 or more to a BOT approved departmental budget: These must be approved by the Board of Trustees. It is the responsibility of the Department Director/Manager in coordination with the Chief Financial Officer to prepare a budget amendment for consideration by the Executive Director as an agenda item. It is the responsibility of the Executive Director to place the amendment on the next agenda of the Library Board of Trustees and advise the Board of any consequences.

Amendments of less than \$10,000 to a BOT approved departmental budget: These may be authorized by the Executive Director. This type of amendment shall be initiated by a Department Director/Manager and by the Chief Financial Officer. It is the responsibility of the Department Director/Manager in coordination with the Chief Financial Officer to prepare the budget amendment.

Amendments that reflect a restricted revenue and a related expenditure: The Department Director/Manager and Chief Financial Officer will prepare the budget amendment and supporting documentation for the Executive Director. The Executive Director may approve the budget amendment or may refer the amendment to the Board of Trustees for approval/disapproval.

BUDGET ADJUSTMENTS:

Adjustments reallocate previously approved funding from one expenditure category to another expenditure category within the same department. Adjustments do NOT authorize increased spending. Department Directors/Managers are authorized to reallocate funding within their departments, except for personnel services, with the approval of the Executive Director.

PURCHASING POLICY

The Executive Director is authorized to execute all purchases as long as the Board of Trustees adopted budget, as adjusted or amended, contains the appropriation for the purchase. Bids and quotations where the budget must be amended more than \$10,000 shall be submitted to the Board of Trustees for approval.

For purchases under \$1,000, an informal quote is needed; for purchases between \$1,000 and \$2,500 three (3) informal quotes are required, and for purchases between \$2,500 and \$19,999 require three (3) written/internet quotes unless available through a negotiated contract or sole source.

Formal bids and quotations will be solicited for purchases with an estimated cost over \$20,000. These will be obtained in compliance with state purchasing law and FPL Board of Trustees policies,

The Executive Director or designee may authorize emergency purchases in cases where human life or health, library property, or functional capability of the library is endangered.

The Executive Director is authorized to award bids, quotations, and execute contracts for purchases in excess of \$20,000 subject to a budget line, as adjusted, containing the funding for the bid or quoted item or service.

A purchase order shall be issued for all purchases that encompass multiple fiscal years and require formal bids. Exceptions to this requirement are:

- Utility payments;
- Inter-fund payments;
- Government agency payments;
- Payroll and benefit plan payments;
- Insurance claims/legal settlements.



Budget Financials

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**Fayetteville Public Library
Annual Budget & Work Program
Calendar Year - 2024**

	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Fund 10 - Library Operations - Blair				
Beginning Cash & Investments	\$2,474,101	\$2,474,101	\$2,474,101	\$2,427,510
Revenues				
State & Federal Grants	555,260	1,851,045	1,851,195	446,150
Library Millage	5,270,074	5,257,237	5,257,237	5,734,097
Transfer From City of Fayetteville - Operations	1,777,401	1,812,401	1,812,401	1,812,401
Transfer for Books - City of Fayetteville	581,000	602,000	602,000	654,000
Transfer for Computers - City of Fayetteville	101,000	117,000	117,000	152,000
Transfer for Capital Improvement - City of Fayetteville	300,000	750,000	750,000	-
Transfer from Library Expansion	400,000	400,000	400,000	-
Transfer from Expansion Operating Reserve	1,080,832	-	-	-
Transfer from Facility Reserve	-	12,000	12,000	-
Transfer from IT Reserve	62,998	30,500	30,500	-
Charges for Services	99,726	98,100	77,566	94,000
Designated Gifts				
Transfer from Foundation	149,544	122,707	-	118,246
Other	42,605	-	83,751	43,000
Miscellaneous Revenue	25,552	-	7,567	-
Investment Earnings	4,337	-	16,772	-
Total Revenues	10,450,329	11,052,990	11,017,989	9,053,894
Operations and Maintenance Expenditures				
Library Materials - Circulating	1,249,025	714,613	714,613	596,947
Library Materials - Circulating Subscription and Online Databases	181,262	207,803	207,803	204,678
Shared Programming	22,822	77,593	77,593	61,960
Adult & Reference Services	917,059	976,363	934,974	971,462
Circulation Services	634,338	609,026	625,995	634,985
Technical Services	318,429	383,103	366,572	375,712
Youth & Teen Services	724,406	709,323	748,723	767,401
Community Engagement	229,692	298,612	286,394	228,977
Center for Innovation Services	318,175	1,133,584	957,770	523,222
Administration	2,277,874	703,127	645,972	570,654
Insurance - Building & Equipment	140,421	-	-	-
Equipment Lease/Rental	372,000	233,000	233,000	179,824
Finance & Human Resources	343,056	572,528	536,155	857,145
Insurance - Building & Equipment	-	212,700	202,919	256,900
Facilities Services	1,315,792	2,978,026	2,935,946	1,539,845
Information Technology Services	870,993	1,205,971	1,030,517	1,035,785
Marketing Services	262,386	265,016	230,135	248,166

**Fayetteville Public Library
Annual Budget & Work Program
Calendar Year - 2024**

	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Fund 10 - Library Operations - Blair				
Transfers				
Transfer to Furniture & Equipment	12,500	-	12,500	-
Transfer to Facility Reserve	34,000	30,000	30,000	-
Transfer to Events	-	150,000	150,000	-
Transfer to Food Services	56,750	12,000	12,000	-
Transfer to IT Reserve	35,000	50,000	50,000	-
Transfer to Foundation	3,000	-	75,000	-
Total Expenditures	10,318,979	11,522,388	11,064,581	9,053,662
Net Surplus/(Deficit)	131,350	(469,398)	(46,591)	232
Ending Cash & Investments	\$2,474,101	\$2,004,703	\$2,427,510	\$2,427,742

Fund 10 - Library Operations**Revenue Detail**

			Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Fund	Acct	Dept				
State & Federal Grants						
10	4010	77	\$ 161,354	\$ 141,150	\$ 141,150	\$ 141,150
10	4055	77	388,481	1,674,045	1,674,045	305,000
10	4055	77	-	35,850	35,850	-
10	4110	77	5,425	-	150	-
		Total State & Federal Grants	555,260	1,851,045	1,851,195	446,150
Local Government Grants						
10	4880	77	1,777,401	1,812,401	1,812,401	1,812,401
10	4882	77	5,270,074	5,257,237	5,257,237	5,734,097
10	4884	77	581,000	602,000	602,000	654,000
10	4886	77	101,000	117,000	117,000	152,000
10	4887	77	300,000	750,000	750,000	-
10	6010	77	1,080,832	-	-	-
10	6010	77	400,000	400,000	400,000	-
10	6010	77	-	12,000	12,000	-
10	6010	77	62,998	30,500	30,500	-
		Total Local Government Grants	9,573,305	8,981,138	8,981,138	8,352,498
Library Charges						
10	4202	77	10,500	12,000	12,000	12,000
10	4202	77	20,195	20,000	16,825	16,500
10	4203	77	-	-	419	-
10	4205	77	4,680	3,000	3,636	3,000
10	4220	77	1,033	400	682	-
10	4240	77	(372)	-	(1,220)	-
10	4302	77	63,690	62,700	45,224	62,500
		Total Library Charges	99,726	98,100	77,566	94,000
Designated Gifts						
10	4020	77	-	-	5,000	-
10	4650	77	1,461	-	269	-
10	4660	77	33,417	-	58,353	4,000
10	4662	77	3,209	-	19,034	-
10	4664	77	4,518	-	1,095	-
10	4899	77	149,544	122,707	-	118,246
10	4999	77	-	-	-	39,000
		Total Designated Gifts	192,149	122,707	83,751	161,246
Miscellaneous Revenue						
10	4990	77	23	-	-	-
10	4992	77	25,529	-	7,567	-
		Total Miscellaneous Revenue	25,552	-	7,567	-
Investment Earnings						
10	4701	77	4,332	-	16,772	-
10	4770	77	5	-	-	-
		Total Investment Earnings	4,337	-	16,772	-
10 - Library Operations Total Revenue			\$ 10,450,329	\$ 11,052,990	\$ 11,017,989	\$ 9,053,894

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**Fayetteville Public Library
Annual Budget & Work Program
Calendar Year - 2024**

	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Fund 15 - Expansion Operating Reserve				
Beginning Cash & Investments	\$986,276	\$594,319	\$594,319	\$608,419
Revenues				
Investment Earnings	8,043	-	14,100	-
Total Revenues	8,043	-	14,100	-
Operations and Maintenance Expenditures				
Transfer to Operating	400,000	400,000	-	-
Total Expenditures	400,000	400,000	-	-
Net Surplus/(Deficit)	(391,957)	(400,000)	14,100	-
Ending Cash & Investments	\$594,319	\$194,319	\$608,419	\$608,419

**Fayetteville Public Library
Annual Budget & Work Program
Calendar Year - 2024**

Fund 15 - Expansion Operating Reserve			Actual	Budgeted	Estimated	Budgeted
Revenue Detail			2022	2023	2023	2024
<u>Fund</u>	<u>Acct</u>	<u>Dept</u>				
Investment Earnings						
15	4701	77 Investment Income	\$8,042	\$ -	\$14,100	\$ -
15	4770	77 Gain/Loss On Investment - Realized	1	-	-	-
Total Investment Earnings			8,043	-	14,100	-
Fund 15 - Expansion Operating Reserve Total Revenue			\$8,043	\$ -	\$14,100	\$ -

**Fayetteville Public Library
Annual Budget & Work Program
Calendar Year - 2024**

	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Fund 20 - Long Term Reserve				
Beginning Cash & Investments	\$1,647,457	\$1,635,414	\$1,635,414	\$1,664,080
Revenues				
Investment Earnings	(12,043)	-	28,666	-
Total Revenues	(12,043)	-	28,666	-
Net Surplus/(Deficit)	(12,043)	-	28,666	-
Ending Cash & Investments	\$1,635,414	\$1,635,414	\$1,664,080	\$1,664,080

**Fayetteville Public Library
Annual Budget & Work Program
Calendar Year - 2024**

Fund 20 - Long Term Reserve				Actual	Budgeted	Estimated	Budgeted
Revenue Detail				2022	2023	2023	2024
<u>Fund</u>	<u>Acct</u>	<u>Dept</u>					
Investment Earnings							
20	4701	77	Investment Income	\$23,022	\$ -	\$22,986	\$ -
20	4772	77	Gain/Loss On Investment - Unrealized	(30,956)	-	8,763	-
20	5397	77	Investment Management Fees	(4,109)	-	(3,083)	-
Total Investment Earnings				(12,043)	-	28,666	-
Fund 20 - Long Term Reserve Total Revenue				(\$12,043)	\$ -	\$28,666	\$ -

**Fayetteville Public Library
Annual Budget & Work Program
Calendar Year - 2024**

	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Fund 30 - Facility Reserve				
Beginning Cash & Investments	\$508,886	\$531,607	\$531,607	\$1,331,779
Revenues				
Transfers	34,000	30,000	780,000	-
Investment Earnings	(11,279)	-	20,172	-
Total Revenues	22,721	30,000	800,172	-
Operations and Maintenance Expenditures				
Capital	-	12,000	-	1,060,000
Total Expenditures	-	12,000	-	1,060,000
Net Surplus/(Deficit)	22,721	18,000	800,172	(1,060,000)
Ending Cash & Investments	\$531,607	\$549,607	\$1,331,779	\$271,779

**Fayetteville Public Library
Annual Budget & Work Program
Calendar Year - 2024**

Fund 30 - Facility Reserve				Actual	Budgeted	Estimated	Budgeted
Revenue Detail				2022	2023	2023	2024
<u>Fund Acct</u>	<u>Dept</u>						
Transfers							
30	6010	77	Int. Transfer In	\$34,000	\$30,000	\$780,000	\$ -
			Total Transfers	34,000	30,000	780,000	-
Investment Earnings							
30	4701	77	Investment Income	8,113	-	9,978	-
30	4772	77	Gain/Loss On Investment - UnRealized	(18,123)	-	11,903	-
30	5397	77	Investment Management Fees	(1,269)	-	(1,709)	-
			Total Investment Earnings	(11,279)	-	20,172	-
Fund 30 - Facility Reserve Total Revenue				\$22,721	\$30,000	\$800,172	\$ -

**Fayetteville Public Library
Annual Budget & Work Program
Calendar Year - 2024**

	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Fund 40 - Furniture & Equipment Reserve				
Beginning Cash & Investments	\$249,255	\$260,018	\$260,018	\$264,923
Revenues				
Transfers	12,500	-	-	-
Investment Earnings	(1,737)	400	4,905	-
Total Revenues	10,763	400	4,905	-
Operations and Maintenance Expenditures				
Capital	-	-	-	-
Total Expenditures	-	-	-	-
Net Surplus/(Deficit)	10,763	400	4,905	-
Ending Cash & Investments	\$260,018	\$260,418	\$264,923	\$264,923

**Fayetteville Public Library
Annual Budget & Work Program
Calendar Year - 2024**

Fund 40 - Furniture & Equipment Reserve

Revenue Detail

				Actual	Budgeted	Estimated	Budgeted
				2022	2023	2023	2024
<u>Fund</u>	<u>Acct</u>	<u>Dept</u>					
Transfers							
40	6010	77	Int. Transfer In	\$12,500	\$ -	-	\$ -
			Total Transfers	12,500	-	-	-
Investment Earnings							
40	4701	77	Investment Income	2,836	1,000	5,091	-
40	4772	77	Gain/Loss On Investment - UnRealized	(3,944)	-	304	-
40	5397	77	Investment Management Fees	(629)	(600)	(490)	-
			Total Investment Earnings	(1,737)	400	4,905	-
Fund 40 - Furniture & Equipment Reserve Total Revenue				\$10,763	\$400	\$4,905	\$ -

**Fayetteville Public Library
Annual Budget & Work Program
Calendar Year - 2024**

	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Fund 50 - Information Technology Reserve				
Beginning Cash & Investments	\$277,113	\$245,556	\$245,556	\$298,215
Revenues				
Transfers	35,000	50,000	50,000	-
Investment Earnings	(3,559)	600	8,584	-
Total Revenues	31,441	50,600	58,584	-
Operations and Maintenance Expenditures				
Capital	-	47,502	5,925	260,000
Transfer to Operating	62,998	-	-	-
Total Expenditures	62,998	47,502	5,925	260,000
Net Surplus/(Deficit)	(31,557)	3,098	52,659	(260,000)
Ending Cash & Investments	\$245,556	\$248,654	\$298,215	\$38,215

**Fayetteville Public Library
Annual Budget & Work Program
Calendar Year - 2024**

Fund 50 - Information Technology Reserve

Revenue Detail			Actual	Budgeted	Estimated	Budgeted
Fund	Acct	Dept	2022	2023	2023	2024
<hr/>						
Transfers						
50	6010	77 Int. Transfer In	\$35,000	\$50,000	\$ 50,000	\$ -
		Total Transfers	35,000	50,000	50,000	-
<hr/>						
Investment Earnings						
50	4701	77 Investment Income	3,593	1,200	5,736	-
50	4772	77 Gain/Loss On Investment - UnRealized	(6,456)	-	3,539	-
50	5397	77 Investment Management Fees	(696)	(600)	(691)	-
		Total Investment Earnings	(3,559)	600	8,584	-
<hr/>						
Fund 50 - Information Technology Reserve Total Revenue			\$31,441	\$50,600	\$58,584	\$ -
<hr/>						

**Fayetteville Public Library
Annual Budget & Work Program
Calendar Year - 2024**

	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Fund 60 - Library Expansion				
Beginning Cash & Investments	\$4	\$4	\$4	\$4
Operations and Maintenance Expenditures				
Transfers	1,080,832	-	-	-
Total Expenditures	1,080,832	-	-	-
Net Surplus/(Deficit)	(1,080,832)	-	-	-
Ending Cash & Investments	\$4	\$4	\$4	\$4

**Fayetteville Public Library
Annual Budget & Work Program
Calendar Year - 2024**

Fund 60 - Library Expansion

Revenue Detail			Actual	Budgeted	Estimated	Budgeted
<u>Fund</u>	<u>Acct</u>	<u>Dept</u>	<u>2022</u>	<u>2023</u>	<u>2023</u>	<u>2024</u>
Fund 60 - Library Expansion Total Revenue			\$ -	\$ -	\$ -	\$ -

**Fayetteville Public Library
Annual Budget & Work Program
Calendar Year - 2024**

	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Fund 70 - Library Bond Fund				
Beginning Cash & Investments	\$ -	\$ 285,579	\$ 285,579	\$ 285,579
Revenues				
Transfer for Debt Service	2,441,772	2,424,000	2,424,000	2,809,000
Total Revenues	2,441,772	2,424,000	2,424,000	2,809,000
Operations and Maintenance Expenditures				
Transfer to City of Fayetteville	2,156,193	2,424,000	2,424,000	2,809,000
Total Expenditures	2,156,193	2,424,000	2,424,000	2,809,000
Net Surplus/(Deficit)	285,579	-	-	-
Ending Cash & Investments	\$ 285,579	\$ 285,579	\$ 285,579	\$ 285,579

**Fayetteville Public Library
Annual Budget & Work Program
Calendar Year - 2024**

Fund 70 - Library Bond Fund

Revenue Detail

<u>Fund</u>	<u>Acct</u>	<u>Dept</u>	<u>Actual 2022</u>	<u>Budgeted 2023</u>	<u>Estimated 2023</u>	<u>Budgeted 2024</u>
Transfers						
70	4883	77 Ext. Transfer from City - Debt Service	\$2,441,772	\$2,424,000	\$2,424,000	\$ 2,809,000
Total Transfers			2,441,772	2,424,000	2,424,000	2,809,000
Fund 70 - Library Bond Fund Total Revenue			\$2,441,772	\$2,424,000	\$2,424,000	\$ 2,809,000

**Fayetteville Public Library
Annual Budget & Work Program
Calendar Year - 2023**

	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Fund 80 - Food Services				
Beginning Cash & Investments	\$ 16,412	\$ (28,117)	\$ (28,117)	\$ (404,636)
Revenues				
Grant	-	-	13,977	-
Rental Income	1,837	-	1,354	2,000
Deli Sales	147,873	209,000	225,420	211,000
Catering	66,355	125,000	44,905	67,000
Transfer from Operating	56,750	12,000	12,000	-
Transfer from Events	-	-	-	200,000
Miscellaneous	863	-	536	-
Total Revenues	273,678	346,000	298,192	480,000
Operating & Maintenance Expenditures				
Personnel Services	157,793	223,879	216,126	255,979
Materials and Supplies	17,071	292,400	270,528	17,000
Services and Charges	12,419	41,740	40,848	51,740
Maintenance	12	-	-	-
Cost of Goods	130,911	105,800	147,209	150,500
Capital - Food Services	-	-	-	4,200
Total Expenditures	318,207	663,819	674,710	479,419
Net Surplus/(Deficit)	(44,529)	(317,819)	(376,518)	581
Ending Cash & Investments	\$ (28,117)	\$ (345,936)	\$ (404,636)	\$ (404,054)

**Fayetteville Public Library
Annual Budget & Work Program
Calendar Year - 2023**

Fund 80 - Food Services

Revenue Detail			Actual	Budgeted	Estimated	Budgeted
Fund	Acct	Dept	2022	2023	2023	2024
Charges for Services						
80	4055	77 Grant	\$ -	\$ -	\$ 13,977	\$ -
80	4202	77 Rental Income	1,837	-	1,354	2,000
80	4230	77 Sales - Non-Alcoholic Beverage	19,503	-	15,842	24,000
80	4235	77 Sales - Food	130,954	209,000	210,681	188,500
80	4238	77 Sales - Catering	61,569	125,000	44,905	67,000
80	4239	77 Sales - Internal Catering	4,786	-	-	-
80	4240	77 Discounts	(2,546)	-	(762)	(1,000)
80	4245	77 Comps	(38)	-	(341)	(500)
Total Charges for Services			<u>216,065</u>	<u>334,000</u>	<u>285,656</u>	<u>280,000</u>
Local Government Transfers						
80	6010	77 Int. Transfer In (Library Operating)	56,750	12,000	12,000	-
80	6010	77 Int. Transfer In (Events)	-	-	-	200,000
Total Local Government Transfers			<u>56,750</u>	<u>12,000</u>	<u>12,000</u>	<u>200,000</u>
Investment Earnings						
80	4701	77 Investment Income	214	-	108	-
Total Investment Earnings			<u>214</u>	<u>-</u>	<u>108</u>	<u>-</u>
Miscellaneous Revenue						
80	4992	77 Misc. Revenue	649	-	428	-
Total Miscellaneous Revenue			<u>649</u>	<u>-</u>	<u>428</u>	<u>-</u>
Fund 80 - Food Services Total Revenue			<u>\$ 273,678</u>	<u>\$ 346,000</u>	<u>\$ 298,192</u>	<u>\$ 480,000</u>

**Fayetteville Public Library
Annual Budget & Work Program
Calendar Year - 2023**

	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Fund 85 - Events				
Beginning Fund Balance	\$ -	\$ 99,981	\$ 99,981	\$ 229,236
Revenues				
Charges for Services	186,329	166,000	264,086	225,000
Transfer from Operating	-	150,000	150,000	-
Gifts and Contributions	8	-	-	-
Miscellaneous Revenue	15	-	242	150,000
Total Revenues	186,352	316,000	414,328	375,000
Operating & Maintenance Expenditures				
Personnel Services	73,822	71,858	93,211	101,024
Materials and Supplies	2,166	5,450	4,738	3,000
Services and Charges	10,383	48,500	19,123	22,000
Capital - Events	-	40,000	18,000	13,750
Transfers	-	150,000	150,000	200,000
Total Expenditures	86,371	315,808	285,073	339,774
Net Surplus/(Deficit)	99,981	192	129,255	35,226
Ending Fund Balance	\$ 99,981	\$ 100,173	\$ 229,236	\$ 264,462

**Fayetteville Public Library
Annual Budget & Work Program
Calendar Year - 2023**

Fund 85 - Events

Revenue Detail				Actual	Budgeted	Estimated	Budgeted
<u>Fund</u>	<u>Acct</u>	<u>Dept</u>		2022	2023	2023	2024
Charges for Services							
85	4202	77	Rental Income	\$ 203,607	\$ 166,000	\$ 300,000	\$ 266,750
85	4203	77	Nontaxable Rental Fees	-	-	120	200
85	4230	77	Sales - Non-Alcoholic Beverage	-	-	16	50
85	4233	77	Sales - Alcoholic Beverage	-	-	6,518	8,000
85	4240	77	Discounts	(17,278)	-	(42,568)	(50,000)
Total Charges for Services				186,329	166,000	264,086	225,000
Local Government Transfers							
85	6010	77	Int. Transfer In (Library Operating)	-	150,000	150,000	-
Total Local Government Transfers				-	150,000	150,000	-
Gifts and Contributions							
85	4650	77	Contributions	8	-	-	-
Total Gifts and Contributions				8	-	-	-
Miscellaneous Revenue							
85	4992	77	Misc. Revenue	15	-	242	-
85	4999	77	Use of Reserves	-	-	-	150,000
Total Miscellaneous Revenue				15	-	242	150,000
Fund 85 - Events Total Revenue				\$ 186,352	\$ 316,000	\$ 414,328	\$ 375,000

Library Services Library Materials - Circulating

Program Description, Goals, and Objectives:

One of the primary goals of the Fayetteville Public Library is the development and maintenance of an excellent materials collection. This includes the selection, acquisition, organization, circulation, and promotion of fiction, nonfiction, and audiovisual materials in a variety of formats for both youth and adults. The Library Materials Department ensures the Fayetteville Public Library's collections are developed and maintained to represent the varied interests and perspectives in Fayetteville's community. Youth collections emphasize materials that encourage and enforce literacy development including picture books, step-up-to-chapter books, graphic novels and manga, audiobooks, eBooks, and youth and teen fiction and nonfiction. Adult collection highlights include popular and award-winning fiction and nonfiction books; e-audiobooks and eBooks; popular, foreign, and documentary films; a burgeoning world languages collection; and a robust genealogy collection. Each year librarians add depth to the collections with infusions that bolster holdings in interest or in under-represented/outdated areas.

Downloadable resource collections assist patrons who prefer digital reading or who require after-hours access to materials, as the digital resources remain available 24/7. E-audiobooks and eBooks continue see high demand.

All collections are provided to meet the individual's need for information; to help the individual pursue life-long learning and cultural growth; to provide the means for thoughtful and productive participation by individuals and groups in the affairs of the community, the nation and the world; to support the educational, governmental, cultural, recreational, and economic activities within the community; to foster diversity; and to accommodate the library needs of a changing and dynamic community.

In 2024, Library Materials goals are the following:

1. Maintain balanced, diverse, and relevant collections in print, media, reference, and downloadable resources with special attention to assessing and balancing e-content collections.
2. Maintain holds ratios of 5 (holds): 1 (copy).
3. Increase ebook/audiobook collections.

Program Expenditures	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Materials and Supplies	\$ 19,918	\$ 714,613	\$ 714,613	\$ 579,847
Services and Charges	1,229,107	-	-	-
Capital - Library Operations	-	-	-	17,100
Total Library Services	<u>\$ 1,249,025</u>	<u>\$ 714,613</u>	<u>\$ 714,613</u>	<u>\$ 596,947</u>

Performance Measures

Demand/Workload	Actual 2022	Planned 2023	Estimated 2023	Planned 2024
1. Collection Size	369,757	370,000	375,000	382,500
a. Physical	301,674	315,000	322,000	328,000
b. eBook - FPL Exclusive	27,371	27,400	27,400	30,000
c. eBook - Includes Consortia	40,712	41,000	41,000	41,000
2. Total Circulation	991,223	1,000,000	1,115,994	1,227,600
a. Physical	748,714	750,000	831,082	914,200
b. eBook	242,509	245,000	284,912	313,400
3. Holds Filled	59,605	60,000	58,000	61,000

Library Services
Library Materials - Circulating
Line Item Detail

Fund	Acct	Dept	Account Name	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Materials and Supplies							
10	5251	43	Programming Materials & Supplies	82	-	-	-
10	5255	43	Circulating Equipment	-	-	128	-
10	5258	43	Parenting Kit	-	2,000	2,000	2,000
10	5260	43	Print Books	-	484,096	483,448	376,996
10	5265	43	E-Book	-	138,491	138,491	138,491
10	5270	43	E-Book - Consortium	6,000	6,000	6,000	-
10	5272	43	E-Book Platform	6,553	3,300	3,276	-
10	5280	43	Periodicals	4,072	7,500	8,044	7,500
10	5285	43	Film/DVD	-	57,346	57,346	40,260
10	5287	43	Audio	-	11,180	11,180	10,300
10	5290	43	Music	1,712	2,200	2,200	1,800
10	5295	43	Gaming Supplies	1,499	2,500	2,500	2,500
Total Materials and Supplies				19,918	714,613	714,613	579,847
Services and Charges							
10	5990	43	Depreciation Expense	829,107	-	-	-
15	6020	43	Int. Transfer Out	400,000	-	-	-
Total Services and Charges				1,229,107	-	-	-
Capital							
10	5828	43	Software Expense (Capitalized)	-	-	-	17,100
Total Capital				-	-	-	17,100
Total Library Materials - Circulating				1,249,025	714,613	714,613	596,947

Library Services
Library Materials - Circulating
Explanation of Accounts

Fund	Acct	Dept	Restriction	Project	Account Name	Additional Description	Budgeted 2024
10	5258	43	U	20000	Parenting Kit	Parenting Kit	2,000
					Total Parenting Kit		2,000
10	5260	43	U	20000	Print Books	Adult & Reference	219,485
10	5260	43	U	20000	Print Books	Juvenile	87,444
10	5260	43	U	20000	Print Books	Teen	35,076
10	5260	43	U	20000	Print Books	Bookmobile	9,999
10	5260	43	U	20000	Print Books	Header Charges	24,992
					Total Print Books		376,996
10	5265	43	U	20000	E-Book	Adult & Reference	82,567
10	5265	43	U	20000	E-Book	Juvenile	27,962
10	5265	43	U	20000	E-Book	Teen	27,962
					Total E-Book		138,491
10	5280	43	U	20000	Periodicals	Magazines, Newspaper, etc.	7,500
					Total Periodicals		7,500
10	5285	43	U	20000	Film/DVD	Adult	24,520
10	5285	43	U	20000	Film/DVD	Juvenile	13,020
10	5285	43	U	20000	Film/DVD	Teen	2,720
					Total Film/DVD		40,260
10	5287	43	U	20000	Audio	Adult	7,725
10	5287	43	U	20000	Audio	Juvenile	2,575
					Total Audio		10,300
10	5290	43	U	20000	Music	Adult	1,800
					Total Music		1,800
10	5295	43	U	20000	Gaming Supplies	Games, Controllers, etc.	1,500
10	5295	43	E	40008_E	Gaming Supplies	Play Station Platform & Starter Collection	1,000
					Total Gaming Supplies		2,500
10	5828	43	U	20000	Software Expense (Capitalized)	E-Book Consortium - Agreement Materials	13,800
10	5828	43	U	20000	Software Expense (Capitalized)	E-Book Platform - Overdrive	3,300
					Total Software Expense (Capitalized)		17,100
					Total Budgeted for 2024		596,947

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Library Services Circulating Subscription and Online Databases

Program Description, Goals, and Objectives:

The Subscription Circulating Materials and Online Databases Department extends the scope of library collections and is available to library patrons instantly and 24/7. Hoopla and Kanopy provide instant access to digital ebooks, eaudiobooks, digital comics, movies and music. Over twenty online databases provide homework help, language learning, legal forms, and resources for small businesses, nonprofits, and personal development. The online databases support education from preschool through adult lifelong learning. The library's digital resources are made available to all Fayetteville students through the i-card program, and have become an important component to digital education curriculums.

In 2024, Subscription Circulating Materials and Online Databases goals are the following:

1. Continue to assess database usage for renewal decisions.
2. Stay current with emerging online databases and subscription services and evaluate new services for future subscriptions.
3. Promote online databases among targeted patron groups and within the schools.
4. Evaluate Hoopla and Kanopy usage and budget accordingly.

<u>Program Expenditures</u>	<u>Actual 2022</u>	<u>Budgeted 2023</u>	<u>Estimated 2023</u>	<u>Budgeted 2024</u>
Materials and Supplies	\$ 94,478	\$ 123,125	\$ 123,125	\$ -
Services and Charges	86,784	84,678	84,678	94,678
Capital - Library Operations	-	-	-	110,000
Total Circulating Subscription	\$ <u>181,262</u>	\$ <u>207,803</u>	\$ <u>207,803</u>	\$ <u>204,678</u>

Performance Measures

<u>Demand/Workload</u>	<u>Actual 2022</u>	<u>Planned 2023</u>	<u>Estimated 2023</u>	<u>Planned 2024</u>
1. Hoopla and Kanopy Checkouts	50,459	50,000	50,000	50,000
2. Searches Conducted on Databases	194,279	150,000	147,620	150,000

Library Services
Circulating Subscription and Online Databases
Line Item Detail

Fund	Acct	Dept	Account Name	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
On-line Databases							
10	5250	44	On-line Database	94,478	123,125	123,125	-
			Total On-line Database	94,478	123,125	123,125	-
Services and Charges							
10	5303	44	Subscriptions, Publications and Dues	86,784	84,678	84,678	94,678
			Total Services and Charges	86,784	84,678	84,678	94,678
Capital							
10	5828	44	Software Expense (Capitalized)	-	-	-	110,000
			Total Capital	-	-	-	110,000
			Total Circulating Subscription	181,262	207,803	207,803	204,678

Library Services
Circulating Subscription and Online Databases
Explanation of Accounts

Fund	Acct	Dept	Restriction	Project	Account Name	Additional Description	Budgeted 2024
10	5303	44	U	20000	Subscriptions, Publications and Dues	Hoopla & Kanopy	94,678
					Total Subscriptions, Publications and Dues		<u>94,678</u>
10	5828	44	U	20000	Software Expense (Capitalized)	Various Media	110,000
					Total Software Expense (Capitalized)		<u>110,000</u>
					Total Budgeted for 2024		<u><u>204,678</u></u>

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Library Services Shared Programming

Program Description, Goals, and Objectives:

Interdepartmental, large-scale events present a need for a shared programming department. This department mainly supports True Lit: Fayetteville's Literary Festival, the visiting artist program, licensing fees for public performances, and unpredictable yet timely opportunity programming that reach audiences of all ages.

Shared programming goals are to offer inspiring and relevant programs and services that engage the community's curiosity, provide opportunities for education and self-improvement, and serve as the gateway to the Library by addressing the needs and interests of the community. Designed to respond to community demand, these programs foster cross-department and partnership collaborations.

In 2024, Shared Programming goals are the following:

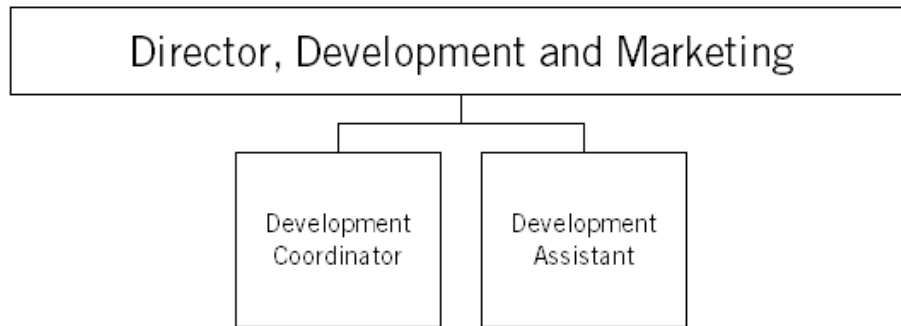
1. Increase awareness of FPL events and services through hosting notable authors, providing impactful opportunities for writers, and coordinating with community partners to host True Lit Fayetteville Literary Festival.
2. Host high quality events that are timely and responsive to community interest using strategic partnership cost shares.
3. Support adult and youth programming collaborations.
4. Support the local art community and attract people to the library for access to art education and art exhibitions through Visiting Artist program.

<u>Program Expenditures</u>	<u>Actual 2022</u>	<u>Budgeted 2023</u>	<u>Estimated 2023</u>	<u>Budgeted 2024</u>
Materials and Supplies	\$ 3,748	\$ 1,200	\$ 1,200	\$ 1,200
Services and Charges	19,074	76,393	76,393	60,010
Capital - Library Operations	-	-	-	750
Total Shared Programming	\$ <u>22,822</u>	\$ <u>77,593</u>	\$ <u>77,593</u>	\$ <u>61,960</u>

Library Services Shared Programming

Performance Measures

Demand/Workload	Actual 2022	Planned 2023	Estimated 2023	Planned 2024
1. True Lit Programming Attendance	Postponed	4,000	5,000	4,000
2. Attendee Feedback as Very Good or Higher		98%	100%	98%
3. Visiting Artist Attendance	210	100	128	100



**Library Services
Shared Programming
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Materials and Supplies							
10	5200	55	Office Supplies & Printing	324	-	-	-
10	5235	55	Signage	273	-	-	-
10	5251	55	Programming Materials & Supplies	3,152	1,200	1,200	1,200
			Total Materials and Supplies	3,748	1,200	1,200	1,200
Services and Charges							
10	5301	55	Advertisement	500	-	-	-
10	5303	55	Subscriptions, Dues and Publications	2,465	2,516	2,516	2,516
10	5350	55	Programming Services	16,109	73,877	73,877	57,494
			Total Services and Charges	19,074	76,393	76,393	60,010
Capital							
10	5828	55	Software Expense (Capitalized)	-	-	-	750
			Total Capital	-	-	-	750
			Total Shared Programming	22,822	77,593	77,593	61,960

**Library Services
Shared Programming
Explanation of Accounts**

Fund	Acct	Dept	Restriction	Project	Account Name	Additional Description	Budgeted 2024
10	5251	55	U	20000	Programming Materials & Supplies	Visiting Artist Program Supplies	1,200
					Total Programming Materials & Supplies		1,200
10	5303	55	U	20000	Subscriptions, Publications and Dues	Licensing: Movie Licensing USA	1,700
10	5303	55	U	20000	Subscriptions, Publications and Dues	Licensing: ASCAP	250
10	5303	55	U	20000	Subscriptions, Publications and Dues	Licensing: SESAC	350
10	5303	55	U	20000	Subscriptions, Publications and Dues	Licensing: BMI	216
					Total Subscriptions, Publications and Dues		2,516
10	5350	55	U	10002	Programming Services	True Lit: Keynote for Fall	52,994
10	5350	55	U	20000	Programming Services	Visiting Artist Stipends	4,500
					Total Programming Services		57,494
10	5828	55	U	20000	Software Expense (Capitalized)	PandaDoc	750
					Total Software Expense (Capitalized)		750
					Total Budgeted for 2024		61,960

Library Services Adult & Reference Services

Program Description, Goals, and Objectives:

Program Description:

Our team provides customer service to patrons, offering quick reference and detailed research guidance, database and technology demonstrations, interlibrary loan services, test proctoring, computer/printing assistance, faxing/scanning help, reader's advisory and genealogy services. Our selectors develop and maintain adult reference, fiction, nonfiction, graphic novels, film, music, audiobooks, and electronic collections that are balanced and diverse, as well as educational and entertaining in order to represent the viewpoints and interests of the community. This team regularly evaluates and decommisions outdated and low circulating materials, ensuring that the collections reflect current and diverse information. Additionally, selectors develop specialized collections for genealogy, world languages and the nonprofit/small business community.

Our team is also responsible for planning over 450 adult programs annually, showcasing a wide variety of community interests featuring author talks, concerts, yoga/dance sessions, arts and craft classes, writing workshops, computer classes, cooking instruction, genealogy seminars, monthly book clubs, and a wide variety of themed lectures. This team develops programs such as True Lit, Gathering of the Groups, SoNA Beyond, Mountain Street Stage, and the adult Summer Reading Club. Programming is offered in-person, as well as through livestreaming and virtual platforms.

2024 planning, Adult and Reference Services goals are designed to actively support FPL's organizational goals of driving awareness of collections, programs, and services; maintaining fiscal responsibility; and increasing sustainable funding. **Department Goals:** (1) Maintain excellent and consistent customer service for patrons by providing quality reference and genealogy research while promoting library resources, memberships, and services. (2) Maintain balanced and diverse physical/digital collections, ordering materials at an even pace while managing patron demands on high interest titles. (3) Maintain consistent weeding of outdated materials to ensure collection vitality. (4) Continue developing informative and entertaining adult programming representing the wider community interests and audiences to increase attendance. (5) Connect programming with library resources by developing pathfinders and other incentives to increase utilization of collections, spaces, and deli options. (6) Expand marketing of collections, programming, and services to increase usage and attendance. (7) Explore new ways to publicly thank donors and program sponsors to entice additional financial support. (8) Explore grant opportunities that support departmental activities.

Objectives:

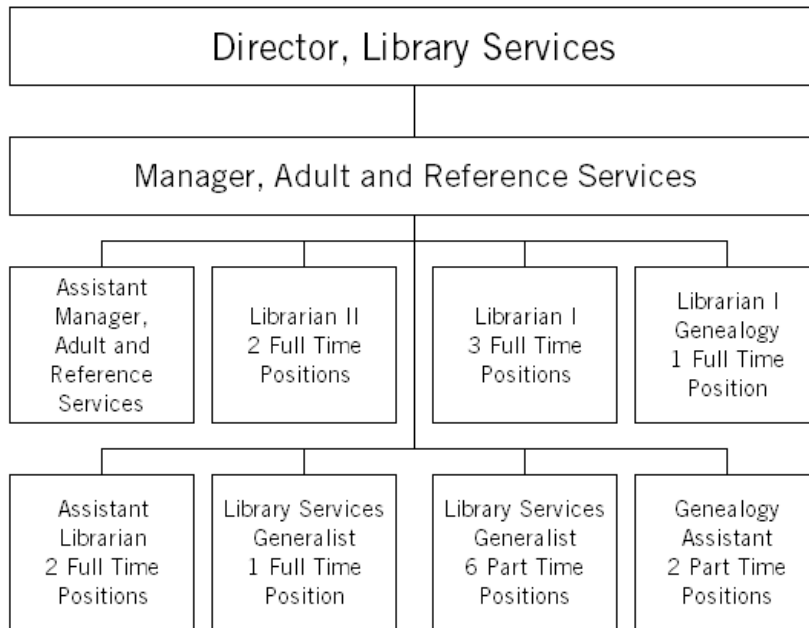
1. Ensure adult collection ordering pace is approximately 8% of allotted budgets per month while maintaining holds ratio on high demand items and maintaining weeding pace to ensure sufficient growth space in stacks.
2. Increase adult physical and digital collection circulation by 10%.
3. Include at least one promo, pathfinder, hand bill, event calendar, or deli component at every adult event in 2024 to highlight additional collections, services, or upcoming programs.
4. Increase adult program attendance by 3%.
5. Include more visible opportunities to increase financial support of library programs or collections at every adult event in 2024 by marketing at least one Foundation brochure, "donors like you" acknowledgement, or memorial gift opportunity.
6. Increase adult service desk transactions by 3%.

Program Expenditures	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services	\$ 866,313	\$ 876,912	\$ 872,616	\$ 877,963
Materials and Supplies	15,735	23,475	20,362	22,150
Services and Charges	35,011	75,976	41,995	70,870
Capital - Library Operations	-	-	-	479
Total Adult & Reference Services	\$ <u>917,059</u>	\$ <u>976,363</u>	\$ <u>934,974</u>	\$ <u>971,462</u>

**Library Services
Adult & Reference Services**

Performance Measures

Demand/Workload	Actual 2022	Planned 2023	Estimated 2023	Planned 2024
1. Reference & Genealogy Query Transactions	21,202	21,700	21,902	22,550
2. Reference & Genealogy Directional Transactions	22,564	22,000	20,636	21,250
3. ILL Loaned / Requested	1438/111	1300 / 100	1453 / 111	1400 / 100
4. Total Ref/Gen Consultations	444	700	261	350
5. Total Circulation Rates	953,359	1,024,127	1,259,753	1,259,753
6. Adult Circulation Rates	315,758	347,562	347,562	382,318
7. Digital Circulation Rates	261,412	284,912	284,912	313,400
8. Adult Programs Offered	558	475	741	750
9. Adult Program Attendance	10,488	8,100	12,017	12,377
10. Total Physical Items Added	25,562	27,100	31,577	31,577



**Library Services
Adult and Reference Services
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services							
10	5100	10	Salaries	470,176	265,687	315,262	268,466
10	5102	10	Hourly Wages	136,925	418,267	418,700	417,882
10	5103	10	Overtime	1,473	-	595	-
10	5105	10	Vacation Pay	32,697	-	19,620	-
10	5106	10	Sick Pay	17,849	-	12,901	-
10	5112	10	Holiday Pay	21,606	-	9,597	-
			Total Salaries & Wages	680,727	683,954	776,675	686,348
10	5109	10	LT Disability	-	1,764	-	1,865
10	5113	10	Social Security Taxes	47,938	52,322	23,582	52,506
10	5115	10	Unemployment	573	-	638	-
10	5120	10	Health Insurance	72,132	83,328	38,979	75,168
10	5121	10	Health Savings Account	5,946	-	2,769	6,389
10	5122	10	Life Insurance	3,288	1,656	1,659	1,831
10	5125	10	AD&D	348	336	173	305
10	5135	10	Retirement Saving Plan	55,363	53,552	28,140	53,551
			Total Personnel Services	866,313	876,912	872,616	877,963
Materials and Supplies							
10	5200	10	Office Supplies & Printing	9,070	9,900	8,457	9,900
10	5210	10	Food & Catering for Events	532	3,450	2,290	3,050
10	5226	10	Merchandise for Resale	232	-	-	-
10	5251	10	Programming Materials & Supplies	5,900	10,125	9,615	9,200
			Total Materials and Supplies	15,735	23,475	20,362	22,150
Services and Charges							
10	5301	10	Advertisement	-	100	-	370
10	5303	10	Subscriptions, Publications and E	153	400	328	300
10	5350	10	Programming Services	34,438	74,526	41,268	66,650
10	5360	10	Mileage Reimbursement	-	-	-	100
10	5361	10	Training & Development	170	950	400	2,575
10	5362	10	Travel	250	-	-	875
			Total Services and Charges	35,011	75,976	41,995	70,870
Capital							
10	5828	10	Software Expense (Capitalized)	-	-	-	479
			Total Capital	-	-	-	479
			Total Adult & Reference Services	917,059	976,363	934,974	971,462

Library Services
Adult and Reference Services
Explanation of Accounts

Fund	Acct	Dept	Restriction	Project	Account Name	Additional Description	Budgeted 2024
10	5200	10	U	20000	Office Supplies & Printing	Copier Paper - Reference Use	1,000
10	5200	10	U	20000	Office Supplies & Printing	Copier Maintenance Charges	5,800
10	5200	10	U	20000	Office Supplies & Printing	Special Printing Paper - Ref/Gen Use	200
10	5200	10	U	20000	Office Supplies & Printing	Reference Supplies	1,100
10	5200	10	U	20000	Office Supplies & Printing	ILL / Weeding Supplies	600
10	5200	10	U	20000	Office Supplies & Printing	Business Cards/Name Tags/Thank You Cards	200
10	5200	10	U	20000	Office Supplies & Printing	Genealogy Supplies	1,000
Total Office Supplies & Printing							<u>9,900</u>
10	5210	10	U	20000	Food & Catering for Events	Genealogy Keynote Coffee/Cookies (spring/fall)	400
10	5210	10	U	20000	Food & Catering for Events	Meet the Funders (Coffee/Cookies)	250
10	5210	10	U	20000	Food & Catering for Events	Banned Book Week Art Reception (Cookies/Beverage)	200
10	5210	10	U	20000	Food & Catering for Events	Opportunity Program (Light Refreshments)	200
10	5210	10	U	20000	Food & Catering for Events	Gathering of the Groups (Light Dinner)	2,000
Total Food & Catering for Events							<u>3,050</u>
10	5251	10	U	10001	Programming Materials & Supplies	SRC Prizes - Weekly and Grand	3,000
10	5251	10	U	10001	Programming Materials & Supplies	SRC Workshops	200
Restore funds for SoNA artist supplies, Gathering of the Groups, kitchen ingredients for classes, sewing, art to 2023 level							
10	5251	10	U	20000	Programming Materials & Supplies	Monthly Kitchen Series (Ingredients Cost Only)	2,000
10	5251	10	U	20000	Programming Materials & Supplies	Spanish Kitchen Series, Quarterly (Ingredients Cost)	1,200
10	5251	10	U	20000	Programming Materials & Supplies	Technology (Supplies)	700
10	5251	10	U	20000	Programming Materials & Supplies	Technology (Supplies)	200
10	5251	10	U	20000	Programming Materials & Supplies	Art (Supplies)	600
10	5251	10	U	20000	Programming Materials & Supplies	Sewing (Supplies)	400
10	5251	10	U	20000	Programming Materials & Supplies	Movement (Yoga Supplies)	100
10	5251	10	U	20000	Programming Materials & Supplies	Gathering of the Groups	300
10	5251	10	U	20000	Programming Materials & Supplies	Opportunity Program (Supplies)	500
Total Programming Materials & Supplies							<u>9,200</u>
10	5301	10	U	20000	Advertisement	Advertisement	370
Total Advertisement							<u>370</u>
10	5303	10	U	20000	Subscriptions, Publications and Dues ALA / ArLA Memberships		300
Total Subscriptions, Publications and Dues							<u>300</u>

**Library Services
Adult and Reference Services
Explanation of Accounts**

Fund	Acct	Dept	Restriction	Project	Account Name	Additional Description	Budgeted 2024
10	5350	10	U	10001	Programming Services	SRC Mountain Street Stage (Summer Series)	5,400
10	5350	10	U	10001	Programming Services	SRC Workshops	400
10	5350	10	U	10002	Programming Services	True Lit - Virtual Agent/Publisher Pitch Sessions (6)	1,800
10	5350	10	U	10002	Programming Services	True Lit - Workshops	400
10	5350	10	U	20000	Programming Services	Spanish language programming	800
10	5350	10	U	20000	Programming Services	SoNA Beyond (Spring poets & Fall artist tie-in)	1,200
10	5350	10	U	20000	Programming Services	Gathering of the Groups (Fee/Travel Expenses)	8,000
10	5350	10	U	20000	Programming Services	Genealogy Keynote (Fee/Travel Expenses)	1,700
10	5350	10	U	20000	Programming Services	UA English Dept Partnership Author	1,500
10	5350	10	U	20000	Programming Services	Kitchen (instructor fees)	1,600
10	5350	10	U	20000	Programming Services	Sewing	1,400
10	5350	10	U	20000	Programming Services	Movement	500
10	5350	10	U	20000	Programming Services	Dance	400
10	5350	10	U	20000	Programming Services	Art Class	400
10	5350	10	U	20000	Programming Services	Film	400
10	5350	10	U	20000	Programming Services	Writing Classes	300
10	5350	10	U	20000	Programming Services	Mountain Street Stage (Spring Series/Fall Series)	6,000
10	5350	10	U	20000	Programming Services	Opportunity Programs	3,450
10	5350	10	U	10006	Programming Services	Distinguished Author Fee	30,000
10	5350	10	U	20000	Programming Services	Restore opportunity program funds to 2023 level	1,000
Total Programming Services							<u>66,650</u>
10	5360	10	U	20000	Mileage Reimbursement	Mileage Reimbursement	100
Total Mileage Reimbursement							<u>100</u>
10	5361	10	U	20000	Training & Development	PLA Conference-Columbus (registration)	1,850
10	5361	10	U	20000	Training & Development	Staff Webinars/Trainings	200
10	5361	10	U	20000	Training & Development	ArLA (registration) one day for 2 team members	525
Total Training & Development							<u>2,575</u>
10	5362	10	U	20000	Travel	PLA Conference-Columbus (travel and lodging)	400
10	5362	10	U	20000	Travel	ArLA one day for 2 team members	475
Total Travel							<u>875</u>
10	5828	10	U	20000	Software Expense (Capitalized)	Virtual Program Expenses - Zoom Fees	479
Total Software Expense (Capitalized)							<u>479</u>
Total Budgeted for 2024							<u><u>93,499</u></u>

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Library Services Circulation Services

Program Description, Goals, and Objectives:

The Circulation Services Department's mission is to provide an excellent customer experience to all of the Fayetteville Public Library's patrons as they use the library's services and resources. We seek to streamline and improve our processes to create a pleasant and engaging experience for all library visitors. As a department, we provide service at the Welcome Desk, Level 200 Lobby Desk, and as needed throughout the library. We manage patron accounts which include creating accounts for new patrons and assisting patrons with checking materials in and out, placing holds, and requesting new collection materials. We answer patron questions in person, over the phone, and through email. We also help patrons find their way throughout the building and accept payments for fines, bookstore items, and meeting and event spaces. Circulation staff is responsible for the handling of physical items. We sort returned materials and items used in the library, and we review each for repair or withdrawal. We shelve returned materials for the next patron to find. We also retrieve and place requested items on hold for patrons.

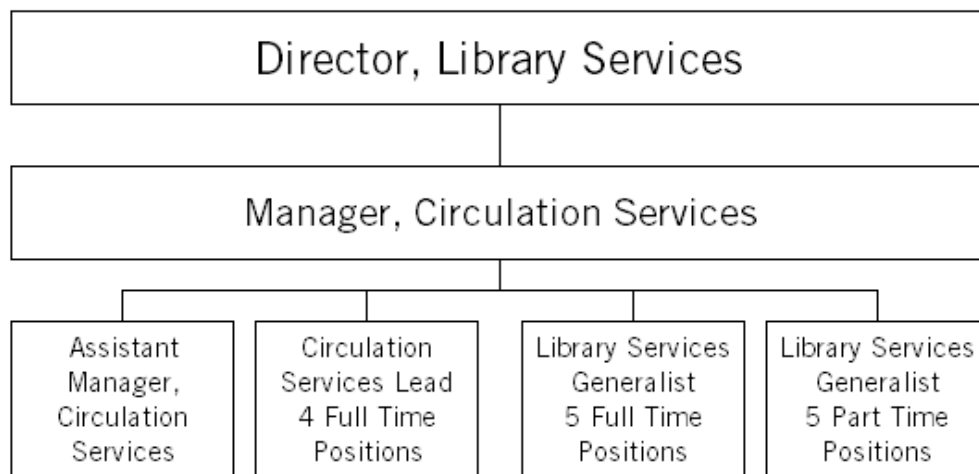
In 2024, Circulation Services goals are the following:

1. Provide outstanding customer service in person, online, via curbside, and via phone.
2. Strive for more convenient and efficient workflows for patrons and staff.
3. Promote library services and events.
4. Support the implementation of Koha by learning and seeking to refine workflows with a new ILS.

<u>Program Expenditures</u>	<u>Actual 2022</u>	<u>Budgeted 2023</u>	<u>Estimated 2023</u>	<u>Budgeted 2024</u>
Personnel Services	\$ 605,250	\$ 575,265	\$ 594,992	\$ 604,735
Materials and Supplies	15,262	13,511	8,597	11,400
Services and Charges	13,826	20,250	16,000	18,300
Capital - Library Operations	-	-	6,406	550
Total Circulation Services	<u>\$ 634,338</u>	<u>\$ 609,026</u>	<u>\$ 625,995</u>	<u>\$ 634,985</u>

Library Services Circulation Services

Demand/Workload	Performance Measures			
	Actual 2022	Planned 2023	Estimated 2023	Planned 2024
1. Check-Outs (Physical)	762,715	831,082	831,082	914,200
2. Physical Card Holders	75,893	68,224	68,224	71,000
3. New Card Registrations	8,609	8,686	8,686	9,120
4. i-Cards	15,863	15,974	15,974	16,000
5. Holds Processed	47,088	57,000	57,000	62,000
6. Remote Drop Returns	37,137	34,000	34,000	36,000



**Library Services
Circulation Services
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services							
10	5100	15	Salaries	318,308	122,421	140,752	125,861
10	5102	15	Hourly Wages	131,617	347,485	381,065	361,587
10	5103	15	Overtime	730	-	400	-
10	5105	15	Vacation Pay	29,599	-	12,682	-
10	5106	15	Sick Pay	11,844	-	4,409	-
10	5112	15	Holiday Pay	20,218	-	8,422	-
			Total Salaries & Wages	512,317	469,906	547,730	487,448
10	5109	15	LT Disability	-	1,035	-	1,389
10	5113	15	Social Security Taxes	38,720	37,112	18,294	37,290
10	5115	15	Unemployment	745	-	645	-
10	5120	15	Health Insurance	22,943	38,356	14,096	29,227
10	5121	15	Health Savings Account	4,536	-	2,974	5,947
10	5122	15	Life Insurance	1,645	1,016	1,083	1,364
10	5125	15	AD&D	179	169	121	227
10	5135	15	Retirement Saving Plan	24,165	27,671	10,050	41,844
			Total Personnel Services	605,250	575,265	594,992	604,735
Materials and Supplies							
10	5200	15	Office Supplies & Printing	8,574	4,662	3,907	6,250
10	5220	15	Tech Supplies	3,542	1,860	2,661	1,400
10	5226	15	Merchandise for Resale	216	4,064	300	500
10	5252	15	Repair Parts & Damaged Repairs	2,909	2,925	1,729	3,250
10	5255	15	Circulating Equipment	20	-	-	-
			Total Materials and Supplies	15,262	13,511	8,597	11,400
Services and Charges							
10	5344	15	Contract Services	540	1,000	600	200
10	5346	15	Drop Box Services	13,272	16,250	15,000	16,800
10	5361	15	Training & Development	-	3,000	300	1,000
10	5375	15	Employee Recognition	14	-	100	300
			Total Services and Charges	13,826	20,250	16,000	18,300

**Library Services
Circulation Services
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Capital							
10	5828	15	Software Expense (Capitalized)	-	-	-	550
10	5871	15	Furniture & Equipment (>5k)	-	-	6,406	-
			Total Capital	-	-	6,406	550
			Total Circulation Services	634,338	609,026	625,995	634,985

**Library Services
Circulation Services
Explanation of Accounts**

Fund	Acct	Dept	Restriction	Project	Account Name	Additional Description	Budgeted 2024
10	5200	15	U	20000	Office Supplies & Printing	Print and Apply Labels	3,000
10	5200	15	U	20000	Office Supplies & Printing	Receipt Paper	1,500
10	5200	15	U	20000	Office Supplies & Printing	Miscellaneous Office Supplies	1,750
					Total Office Supplies & Printing		6,250
10	5220	15	U	20000	Tech Supplies	Disc Repair Supplies	1,400
					Total Tech Supplies		1,400
10	5226	15	U	20000	Merchandise for Resale	Earbuds and USB Drives	500
					Total Merchandise for Resale		500
10	5252	15	U	20000	Repair Parts & Damaged Repairs	AV/Book Repair	3,250
					Total Repair Parts & Damaged Repairs		3,250
10	5344	15	U	20000	Contract Services	NCOA Project	200
					Total Contract Services		200
10	5346	15	U	20000	Drop Box Services	Remote Drop Pickup	16,800
					Total Drop Box Services		16,800
10	5361	15	U	20000	Training & Development	ARLA, ALL-IN, Opportunity Trainings	1,000
					Total Training & Development		1,000
10	5375	15	U	20000	Employee Recognition	Employee Recognition	300
					Total Employee Recognition		300
10	5828	15	U	20000	Software Expense (Capitalized)	WhentoWork	550
					Total Software Expense (Capitalized)		550
					Total Budgeted for 2024		30,250

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Library Services Technical Services

Program Description, Goals, and Objectives:

The Technical Services Department's main function is to provide access to newly acquired materials. Technical Services staff works closely with other departments to order, receive, and route new materials as quickly as possible. All aspects of acquisitions of new materials takes place in Technical Services. This includes placing orders by creating purchase orders, monitoring funds, receiving and paying invoices, resolving any issues, and maintaining the fiscal year and budget in the library's integrated library system. New materials are received and inspected for quality, and any damaged during shipping are returned expediently. Volunteers and staff cover books and prepare cases, boxes, and bags to prepare materials for circulation. Accurate and thorough physical processing using quality supplies aids the longevity of the collections. Staff catalog materials by acquiring or creating bibliographic records. Monthly database maintenance preserves the integrity of the online catalog. This includes deleting withdrawn materials and replacing inaccurate or obsolete records. Access to accurate bibliographic data allows patrons to easily identify and locate the materials needed. As part of a reciprocal borrowing agreement, staff also maintains its holdings with OCLC (Online Computer Library Center). This allows the Fayetteville Public Library and other libraries within the OCLC consortium to borrow and lend materials, providing even greater access to materials for patrons.

In 2024, Technical Services goals are the following:

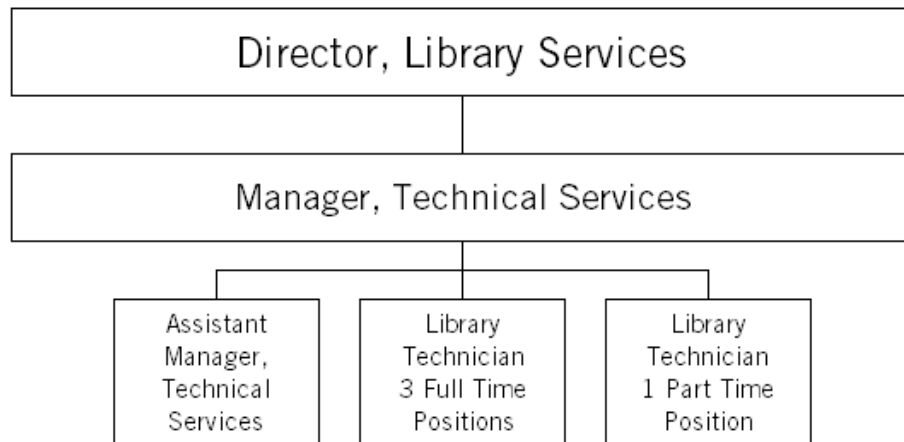
1. Complete migration of library records from OCLC Wise to Koha. Ensure that all technical services staff are trained in new acquisitions and cataloging processes for Koha.
2. Ensure that patrons are able to easily identify and access library materials in the new Aspen Discovery online catalog.
3. Maintain the data integrity of the catalog and collections.
4. Acquire new materials by placing orders, receiving and paying invoices, monitoring funds and fiscal year through OCLC Wise.
5. Process collections accurately and efficiently to ensure that patrons have timely access to new materials.

Program Expenditures	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services	\$ 293,821	\$ 346,703	\$ 330,172	\$ 336,312
Materials and Supplies	24,609	34,640	34,640	20,840
Services and Charges	-	1,760	1,759	4,760
Capital - Library Operations	-	-	-	13,800
Total Technical Services	<u>\$ 318,429</u>	<u>\$ 383,103</u>	<u>\$ 366,572</u>	<u>\$ 375,712</u>

Performance Measures

Demand/Workload	Actual 2022	Planned 2023	Estimated 2023	Planned 2024
1. Total Items Added	25,562	26,000	31,577	32,000
Average Number of Days from				
2. Invoice to Link	-	-	-	10

**Library Services
Technical Services**



**Library Services
Technical Services
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services							
10	5100	40	Salaries	162,979	127,102	144,363	126,818
10	5102	40	Hourly Wages	43,727	126,648	138,869	126,917
10	5103	40	Overtime	5,189	-	56	-
10	5105	40	Vacation Pay	12,002	-	4,479	-
10	5106	40	Sick Pay	5,335	-	2,108	-
10	5112	40	Holiday Pay	5,999	-	2,768	-
			Total Salaries & Wages	235,231	253,750	292,642	253,735
10	5109	40	LT Disability	-	759	-	780
10	5113	40	Social Security Taxes	17,150	19,405	8,457	19,411
10	5115	40	Unemployment	224	-	210	-
10	5120	40	Health Insurance	19,286	51,132	15,348	31,828
10	5121	40	Health Savings Account	3,579	-	3,009	6,019
10	5122	40	Life Insurance	1,160	745	759	766
10	5125	40	AD&D	129	124	82	128
10	5135	40	Retirement Saving Plan	17,062	20,788	9,665	23,645
			Total Personnel Services	293,821	346,703	330,172	336,312
Materials and Supplies							
10	5200	40	Office Supplies & Printing	4,114	3,960	3,960	3,960
10	5220	40	Tech Supplies	9,741	16,880	16,880	16,880
10	5233	40	Computer Software - Cataloging	10,753	13,800	13,800	-
			Total Materials and Supplies	24,609	34,640	34,640	20,840
Service and Charges							
10	5303	40	Subscriptions, Publications and Dues	-	360	360	360
10	5361	40	Training & Development	-	1,400	1,400	4,400
			Total Services and Charges	-	1,760	1,759	4,760
Capital							
10	5828	40	Software Expense (Capitalized)	-	-	-	13,800
			Total Capital	-	-	-	13,800
			Total Technical Services	318,429	383,103	366,572	375,712

**Library Services
Technical Services
Explanation of Accounts**

Fund	Acct	Dept	Restriction	Project	Account Name	Additional Description	Budgeted 2024
10	5200	40	U	20000	Office Supplies & Printing	Supplies/Copies/Printing	3,960
					Total Office Supplies & Printing		3,960
10	5220	40	U	20000	Tech Supplies	Physical Processing Supplies	16,880
					Total Tech Supplies		16,880
10	5303	40	U	20000	Subscriptions, Publications and Dues	ARLA, ALA, ALCTS, ALPS, IUG	360
					Total Subscriptions, Publications and Dues		360
10	5361	40	U	20000	Training & Development	Online Opportunities	1,400
10	5361	40	U	20000	Training & Development	Koha-US Annual Conference	3,000
					Total Training & Development		4,400
10	5828	40	U	20000	Software Expense (Capitalized)	OCLC	10,000
10	5828	40	U	20000	Software Expense (Capitalized)	Baker & Taylor TS360	3,500
10	5828	40	U	20000	Software Expense (Capitalized)	Ingram (Online Book Review)	300
					Total Software Expense (Capitalized)		13,800
					Total Budgeted for 2024		39,400

Library Services Community Engagement

Program Description, Goals, and Objectives:

The Community Engagement Department supports the library's commitment to providing free and public access to library services by working collaboratively with internal departments, volunteers, library patrons, community members and partner organizations. We promote diverse library patronage and involvement through volunteer opportunities and community outreach. Volunteers provide vital, weekly operational assistance to all departments and ensure special author events, programs and outreach activities are fully supported. Our outreach efforts serve youth to aging populations, address pre-kindergarten readiness, food insecurity, developing healthy habits and build confidence in reading. We cultivate relationships with and offer programming for our diverse community members and their needs. FPL On Wheels bookmobile visits are fun and engaging, bringing relevant and responsive library services, collections, information, and technology to members of our community who may face barriers to library access.

In 2024, Community Engagement goals are the following:

1. Continue to provide quality volunteers for daily operations, special events, and programs, with attention paid to identifying new and ongoing opportunities.
2. Further define and re-imagine the Books and Bites program to provide the most effective experience for program partners and students served.
3. Continue to expand access to library services, programs, information and technology with FPL on Wheels.
4. Continue to evaluate existing outreach programs and explore new opportunities including cultivating new community connections and implementing FPL's first Story Walk.
5. Continue to provide educational programming or resources and bookmobile visits or pop-up libraries geared toward multilingual audiences.

Program Expenditures	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services	\$ 151,007	\$ 174,895	\$ 167,658	\$ 178,977
Materials and Supplies	57,713	31,838	31,834	35,285
Services and Charges	20,972	37,295	32,319	9,515
Capital - Library Operations	-	54,584	54,584	5,200
Total Community Engagement	\$ 229,692	\$ 298,612	\$ 286,394	\$ 228,977

Performance Measures

Demand/Workload	Actual 2022	Planned 2023	Estimated 2023	Planned 2024
1. Number of Active Volunteers	250	250	250	250
2. Number of Volunteer Hours	2,881	12,000	10,000	12,500
3. Number of Outreach Programs	143	300	300	400
4. Number of Attendance	7231	10,000	12,000	15,000

**Library Services
Community Engagement**



**Library Services
Community Engagement
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services							
10	5100	45	Salaries	114,802	114,148	129,849	115,294
10	5102	45	Hourly Wages	6,438	16,182	22,523	30,160
10	5105	45	Vacation Pay	910	-	991	-
10	5106	45	Sick Pay	1,259	-	305	-
10	5112	45	Holiday Pay	600	-	485	-
			Total Salaries & Wages	124,008	130,330	154,153	145,454
10	5109	45	LT Disability	-	367	-	380
10	5113	45	Social Security Taxes	9,318	9,969	4,765	11,127
10	5115	45	Unemployment	97	-	105	-
10	5120	45	Health Insurance	6,451	22,394	4,027	8,350
10	5121	45	Health Savings Account	1,487	-	850	1,699
10	5122	45	Life Insurance	615	360	351	374
10	5125	45	AD&D	65	60	37	62
10	5135	45	Retirement Saving Plan	8,966	11,415	3,370	11,529
			Total Personnel Services	151,007	174,895	167,658	178,977
Materials and Supplies							
10	5200	45	Office Supplies & Printing	988	900	896	900
10	5210	45	Food & Catering for Events	7,326	2,500	2,500	2,250
10	5251	45	Programming Materials & Supplies	49,399	28,438	28,438	32,135
			Total Materials and Supplies	57,713	31,838	31,834	35,285
Services and Charges							
10	5303	45	Subscriptions, Publications and Dues	477	415	135	2,415
10	5344	45	Contract Services	1,314	2,500	993	-
10	5350	45	Programming Services	14,366	29,780	20,153	-
10	5360	45	Mileage Reimbursement	33	500	500	500
10	5361	45	Training & Development	1,084	600	600	1,075
10	5362	45	Travel	941	-	-	2,025
10	5385	45	Board & Volunteer Recognition	2,758	3,500	3,500	3,500
10	5422	45	Insurance - Liability	-	-	5,402	-
10	5500	45	Property Tax Expense	-	-	1,036	-
			Total Services and Charges	20,972	37,295	32,319	9,515
Capital							
10	5828	45	Software Expense (Capitalized)	-	27,100	27,100	5,200
10	5871	45	Furniture & Equipment (> \$5k)	-	6,500	6,500	-
10	5873	45	Vehicles	-	20,984	20,984	-
			Total Capital	-	54,584	54,584	5,200
			Total Community Engagement	229,692	298,612	286,394	228,977

**Library Services
Community Engagement
Explanation of Accounts**

Fund	Acct	Dept	Restriction	Project	Account Name	Additional Description	Budgeted 2024
10	5200	45	U	20000	Office Supplies & Printing	Office Supplies and Lanyards	900
					Total Office Supplies & Printing		900
10	5210	45	U	20000	Food & Catering for Events	Volunteer Holiday Party	2,250
					Total Food & Catering for Events		2,250
10	5251	45	U	20000	Programming Materials & Supplies	Outreach Materials	28,635
10	5251	45	U	20000	Programming Materials & Supplies	Storytime Mailer - Partnership with WRMC	2,500
10	5251	45	U	20000	Programming Materials & Supplies	StoryWalk - Books and Supplies	1,000
					Total Programming Materials & Supplies		32,135
10	5303	45	U	20000	Subscriptions, Publications and Dues	Tabling Costs for Community Outreach Events	2,415
					Total Subscriptions, Publications and Dues		2,415
10	5360	45	U	20000	Mileage Reimbursement	Mileage Reimbursement	500
					Total Mileage Reimbursement		500
10	5361	45	U	20000	Training & Development	Professional Development	600
10	5361	45	U	20000	Training & Development	ABOS Conference	475
					Total Training & Development		1,075
10	5362	45	U	20000	Travel	ABOS Conference	2,025
					Total Travel		2,025
10	5385	45	U	20000	Board & Volunteer Recognition	Gifts, Incentives, Miscellaneous	3,500
					Total Board & Volunteer Recognition		3,500
10	5828	45	U	20000	Software Expense (Capitalized)	Samaritan	5,200
					Total Software Expense (Capitalized)		5,200
					Total Budgeted for 2024		50,000

Library Services Youth & Teen Services

Program Description, Goals, and Objectives:

The Youth and Teen Services Department serves the community through programs, collections, and customer service. Programs: The Youth Services Department provides programming for children ages birth through 12th grade, as well as their families and caregivers. We strive to offer programs that entertain, educate, and enrich children and families. Weekly story times are a cornerstone of library programming. We offer weekly story times for babies, toddlers, and preschoolers. We offer a variety of creative programming for this age group including baby and toddler play time, play-doh parties, outdoor bubble story times, coding, and craft programs. We provide a number of outreach programs each year to schools or daycares by request; in addition, we welcome school groups of all ages to tour our library through a field trip in collaboration with Community Engagement.

We have a variety of school age programs we offer, including homework help, afterschool workshops, make and take programs, art programs, craft programs, science, and community engagement programs such as educational programs by the fire department or the Arkansas Game and Fish Nature Center.

Guest performers and special programs are a fun aspect of our programming and one of the central ways we welcome families to discover our library. We have large performances most Saturdays that feature presenters like magicians or musical acts. Special events—celebrations like Chinese New Year, St. Patrick's Day, and Halloween include large performances, crafts, and food.

The largest aspect of our programming is our Summer Reading Club, in which we encourage families to make the library a weekly part of their summer routine with events, challenges, programs, reading logs, and prizes. We want each family who encounters our library to find something great while here – either through a craft program, a favorite book, or a helpful staff interaction.

In all of our programming we strive to monitor trends, technology, diversity, and patron requests. We want all children and teens to find something engaging when they walk in the doors of FPL. Our spaces lend themselves to staying a while – we want our staff to support this and represent FPL through helpful customer interactions that promote our resources.

Collections: The Youth and Teen Services Department provides engagement, enrichment, and education through our collections. Our collections are meant to inspire children, teens and families to read more, to like what they see and be on a continual journey of discovering more books and exploring more interests. Our Youth and Teen Collections are divided in a way to meet the needs of the reader. As the reader grows from child to young adult, the collection grows with them. The collection, also, is a resource for parents. The parent who is supporting their child as they learn to read will find resources to match them where they are, from Easy Reader to Step-Up to Chapter. The Teen non fiction collection, for example, is there as a resource for teens figuring out everything from college choices to their personal style. E-Books are a vital part of our collection, providing reading material both on a device and in audio format. This collection in particular is used by Fayetteville Public Schools, with an I-Card that enables access.

Customer Service: The Youth and Teen Services Department supports our patrons by providing excellent and friendly customer service. Library patrons browsing our collections are not just using the library – they are actively making the library a community resource. We strive to engage patrons, support their reading interests, educate them on unknown resources, promote programs, provide computer help, provide research assistance for school projects, and answer a myriad of questions about books and resources. Our staff also strives to make FPL a friendly and welcoming place to be. We want all families to feel comfortable here and to view our spaces as a safe, clean, and welcoming spot for their family to spend an afternoon.

Library Services Youth & Teen Services

In 2024, Youth Services goals are the following:

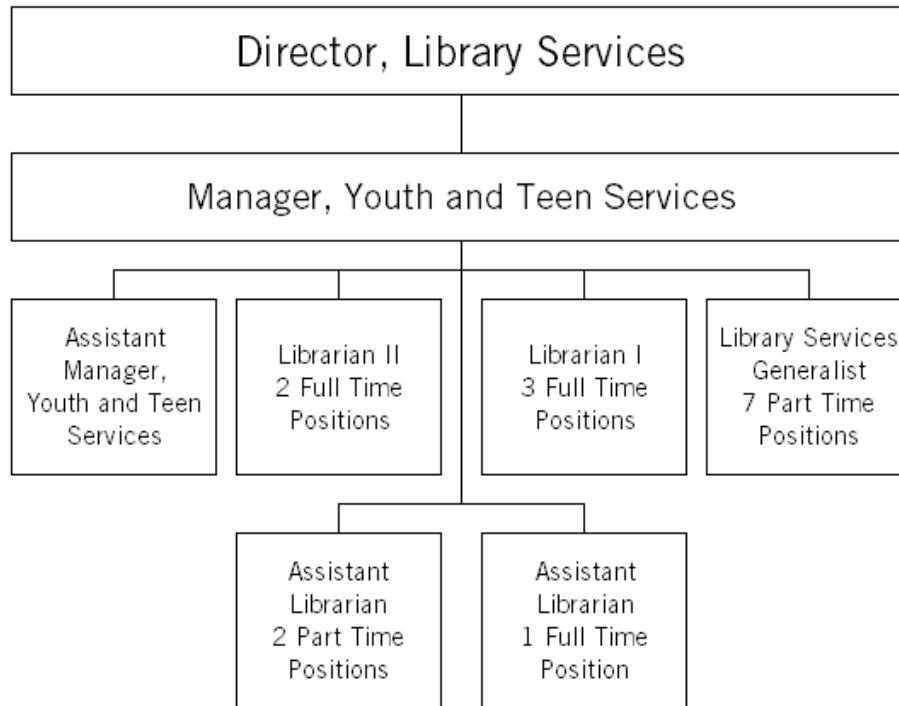
1. Continue all regular weekly and monthly programs and events for children, teens, and families; use programs as opportunities to promote library services including but not limited to the collection, library card registration, and the deli.
2. Provide consistent and helpful customer service at all points of service. Proactively seek to help and promote resources. Use patron interactions as opportunities to promote online resources, pathfinders, and library services such as study rooms, notary services, and programs.
3. Tie programs to collection resources and actively promote those; use programming incentives to encourage check outs such as for holidays or events.
4. Maintain collections. Evaluate, weed, and add resources to enrich the community and collection itself. Develop pathfinders and collection resources, including internal book lists, to help in reader's advisory and patron interactions.
5. Offer an engaging Summer Reading program for the community. Continue to promote through FPS and other schools. Ensure programs are offered at various times and represent all age groups; provide an outreach (field trip) time slot. Promote group SRC registration and offer incentives to camps and daycares who participate.
6. Record metrics for all programs by tracking programs offered, age groups, participants and a chance for customer feedback. Track metrics of SRC including registrants, participation, and minutes read.

Program Expenditures	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services	\$ 646,570	\$ 613,553	\$ 670,902	\$ 690,551
Materials and Supplies	40,364	58,980	54,154	45,425
Services and Charges	37,471	36,790	23,667	31,425
Total Youth & Teen Services	<u>\$ 724,406</u>	<u>\$ 709,323</u>	<u>\$ 748,723</u>	<u>\$ 767,401</u>

Library Services Youth & Teen Services

Performance Measures

Demand/Workload	Actual 2022	Planned 2023	Estimated 2023	Planned 2024
1. Number of Programs Offered	862	675	838	840
2. Program Attendance	43,367	16,500	45,000	47,000
3. Summer Reading Registrations	1,642	2,900	1,336	1,675
4. Summer Reading Programs	140	180	168	170
5. Summer Reading Program Attendance	17,315	5,000	19,937	20,000



**Library Services
Youth & Teen Services
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services							
10	5100	50	Salaries	385,975	232,273	276,136	242,757
10	5102	50	Hourly Wages	97,010	262,836	309,867	297,794
10	5103	50	Overtime	121	-	35	-
10	5105	50	Vacation Pay	23,145	-	13,275	-
10	5106	50	Sick Pay	9,536	-	4,556	-
10	5112	50	Holiday Pay	14,871	-	5,258	-
			Total Salaries & Wages	530,657	495,109	609,128	540,550
10	5109	50	LT Disability	-	1,243	-	1,470
10	5113	50	Social Security Taxes	38,453	37,871	19,322	41,352
10	5115	50	Unemployment	496	-	552	-
10	5120	50	Health Insurance	30,544	39,340	17,215	52,946
10	5121	50	Health Savings Account	5,838	-	2,919	8,008
10	5122	50	Life Insurance	2,451	1,220	1,269	1,443
10	5125	50	AD&D	263	203	135	241
10	5135	50	Retirement Saving Plan	37,868	38,567	20,361	44,541
			Total Personnel Services	646,570	613,553	670,902	690,551
Materials and Supplies							
10	5200	50	Office Supplies & Printing	5,586	7,500	7,372	6,100
10	5201	50	Small Tools & Equipment	658	-	-	-
10	5210	50	Food & Catering for Events	2,752	690	3,679	2,165
10	5235	50	Signage	182	-	-	-
10	5251	50	Programming Materials & Supplies	29,129	50,790	42,377	37,160
10	5258	50	Parenting Kit	2,057	-	726	-
			Total Materials and Supplies	40,364	58,980	54,154	45,425

**Library Services
Youth & Teen Services
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Services and Charges							
10	5303	50	Subscriptions, Publications and Dues	75	-	-	-
10	5344	50	Contract Services	1,300	-	-	-
10	5350	50	Programming Services	35,300	36,200	23,178	29,900
10	5358	50	Hospitality	180	-	200	200
10	5361	50	Training & Development	215	590	289	925
10	5362	50	Travel	401	-	-	-
10	5375	50	Employee Recognition	-	-	-	400
Total Services and Charges				37,471	36,790	23,667	31,425
Total Youth & Teen Services				724,406	709,323	748,723	767,401

**Library Services
Youth & Teen Services
Explanation of Accounts**

Fund	Acct	Dept	Restriction	Project	Account Name	Additional Description	Budgeted 2024
10	5200	50	U	20000	Office Supplies & Printing	Paper and Copier Charges	2,000
10	5200	50	U	20000	Office Supplies & Printing	SRCKO printing needs	2,100
10	5200	50	U	20000	Office Supplies & Printing	Other Office Supplies	2,000
					Total Office Supplies & Printing		<u>6,100</u>
10	5210	50	U	20000	Food & Catering for Events	Food & Catering for Events	2,165
					Total Food & Catering for Events		<u>2,165</u>
10	5251	50	U	20000	Programming Materials & Supplies	Be (A)ware Halloween Event	1,450
10	5251	50	U	20000	Programming Materials & Supplies	Chinese New Year Event	400
10	5251	50	U	20000	Programming Materials & Supplies	Teen Summer Reading	2,000
10	5251	50	U	20000	Programming Materials & Supplies	Teen School Year	2,500
10	5251	50	U	20000	Programming Materials & Supplies	WordPlay Writers Club, Zine	1,200
10	5251	50	U	20000	Programming Materials & Supplies	Teen Cuisine	700
10	5251	50	U	20000	Programming Materials & Supplies	Free Comic Book Day	1,700
10	5251	50	U	20000	Programming Materials & Supplies	Banned Book Programming	900
10	5251	50	U	20000	Programming Materials & Supplies	Boxed Book Society	1,550
10	5251	50	E	40009_A	Programming Materials & Supplies	1,000 Books before Kindergarten	3,000
10	5251	50	U	20000	Programming Materials & Supplies	Sweets with Santa	800
10	5251	50	U	20000	Programming Materials & Supplies	SRC - Kickoff	7,660
10	5251	50	U	10001	Programming Materials & Supplies	SRC - Incentives and Prizes	4,000
10	5251	50	U	10001	Programming Materials & Supplies	SRC - Programming Supplies	1,200
10	5251	50	U	20000	Programming Materials & Supplies	Mr. Mouse's Mail supplies & postcards	600
10	5251	50	U	20000	Programming Materials & Supplies	Holiday parade	600
10	5251	50	U	20000	Programming Materials & Supplies	Freedom to Read programming	400
10	5251	50	U	20000	Programming Materials & Supplies	School Year Weekly Programs & ASW	3,000
10	5251	50	U	20000	Programming Materials & Supplies	School Year program supplies	3,500
					Total Programming Materials & Supplies		<u>37,160</u>
10	5350	50	U	10001	Programming Services	SRCKO performers	5,000
10	5350	50	U	10001	Programming Services	SRC Wild for Wednesday	6,300
10	5350	50	U	10001	Programming Services	SRC Super Saturdays	6,000
10	5350	50	U	10001	Programming Services	SRC Performers, other	1,200
10	5350	50	U	20004	Programming Services	True Lit	600
10	5350	50	U	20000	Programming Services	Free Comic Book Day performer	800
10	5350	50	U	20000	Programming Services	School Year Super Saturdays	8,000
10	5350	50	U	20000	Programming Services	School Year Workshops & Presenters	2,000
					Total Programming Services		<u>29,900</u>
10	5358	50	U	20000	Hospitality	End of summer, staff shelf reading party	200
					Total Hospitality		<u>200</u>
10	5361	50	U	20000	Training & Development	Other Training	925
					Total Training & Development		<u>925</u>
10	5375	50	U	20000	Employee Recognition	YS Staff	400
					Total Employee Recognition		<u>400</u>
					Total Budgeted for 2024		<u><u>76,850</u></u>

Library Services Center for Innovation Services

Program Description, Goals, and Objectives:

The Center for Innovation, a department of Information Technology is a multifaceted technology center that engages patrons creativity and inspires personal and professional growth through a variety of programs and workforce development areas. The CFI houses a professional simulation lab and VR Studio designed to promote workforce and skills development, a Fabrication and Robotics lab with programs and resources designed to support local entrepreneurs and creatives, while the Audio, Video and Photography spaces allow users to develop creativity and foster the learning of new, marketable skills. The CFI also oversees the new IT and Computer Training Lab, offering access to industry recognized certifications through online platforms and in-person learning about coding, programming, and more. Rounding out the CFI a Computer Lab where patrons can learn new skills, explore coding, edit AV projects, or develop 3D models.

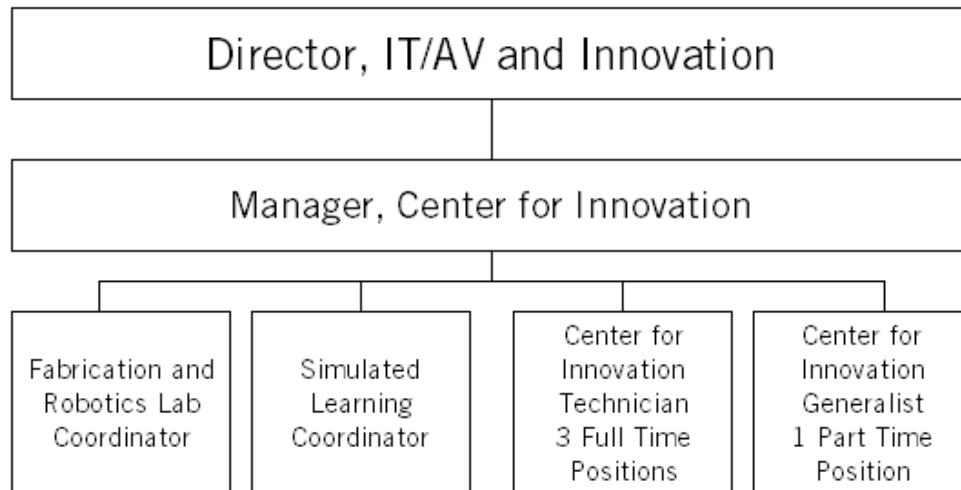
In 2024, Center for Innovation Services goals are the following:

1. Develop and offer more external classes and programming in audio visual technology.
2. Develop and offer more STEM related programs in the Fabrication and Robotics Lab.
3. Develop the local maker community by developing programming that engages and invites makers into the Center to create novel art and objects.
4. Develop the certification programs in the simulation lab to enhance patrons opportunities for workforce development and career advancement.
5. Develop and offer a micromanufacturing program to support local entrepreneurs and micro businesses.

Program Expenditures	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services	\$ 180,732	\$ 376,271	\$ 317,171	\$ 344,522
Materials and Supplies	42,901	300,045	264,859	54,775
Services and Charges	89,834	203,777	76,000	74,700
Maintenance	4,708	7,695	58,902	14,500
Capital - Library Operations	-	245,796	240,838	34,725
Total Center for Innovation Services	\$ <u>318,175</u>	\$ <u>1,133,584</u>	\$ <u>957,770</u>	\$ <u>523,222</u>

Performance Measures

Demand/Workload	Actual 2022	Planned 2023	Estimated 2023	Planned 2024
1. Number of Programs Offered	508	300	500	500
2. Program Attendance	2,586	3,000	5,000	5,000
3. Number of Suite Reservations	4,695	7,000	7,000	7,000



**Library Services
Center for Innovation Services
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services							
10	5100	9	Salaries	124,892	113,463	84,081	70,304
10	5102	9	Hourly Wages	18,951	167,363	200,679	203,819
10	5103	9	Overtime	-	-	798	-
10	5105	9	Vacation Pay	4,368	-	3,417	-
10	5106	9	Sick Pay	1,495	-	3,040	-
10	5112	9	Holiday Pay	1,487	-	2,154	-
			Total Salaries & Wages	151,193	280,826	294,169	274,123
10	5109	9	LT Disability	-	709	-	860
10	5113	9	Social Security Taxes	10,939	21,199	9,096	20,970
10	5115	9	Unemployment	138	-	277	-
10	5120	9	Health Insurance	9,289	61,377	6,543	19,519
10	5121	9	Health Savings Account	850	-	637	2,549
10	5122	9	Life Insurance	688	697	607	844
10	5125	9	AD&D	72	116	68	141
10	5135	9	Retirement Saving Plan	7,563	11,347	5,774	25,515
			Total Personnel Services	180,732	376,271	317,171	344,522
Materials and Supplies							
10	5200	9	Office Supplies & Printing	1,466	9,771	9,301	10,000
10	5201	9	Small Tools & Equipment	10,326	-	-	-
10	5230	9	Computer Hardware Supplies	8,209	268,000	236,847	12,000
10	5251	9	Programming Materials & Supplies	22,900	22,274	18,712	32,775
			Total Materials and Supplies	42,901	300,045	264,859	54,775
Services and Charges							
10	5344	9	Contract Services	48,780	138,777	11,000	23,000
10	5350	9	Programming Services	41,055	65,000	65,000	51,700
			Total Services and Charges	89,834	203,777	76,000	74,700
Maintenance							
10	5410	9	Equipment Maintenance	3,208	3,200	3,200	14,500
10	5415	9	Software Maintenance	1,500	4,495	55,702	-
			Total Maintenance	4,708	7,695	58,902	14,500
Capital							
10	5810	9	Computer & Technological Equipment	-	95,796	90,838	-
10	5828	9	Software Expense (Capitalized)	-	150,000	150,000	34,725
			Total Capital	-	245,796	240,838	34,725
			Total Center for Innovation Services	318,175	1,133,584	957,770	523,222

Library Services
Center for Innovation Services
Explanation of Accounts

Fund	Acct	Dept	Restriction	Project	Account Name	Additional Description	Budgeted 2024
10	5200	9	U	20000	Office Supplies & Printing	Printing Supplies (3d, vinyl, large format)	10,000
					Total Office Supplies & Printing		10,000
10	5230	9	U	20000	Computer Hardware Supplies	Center for Innovation Hardware	12,000
					Total Computer Hardware Supplies		12,000
10	5251	9	U	20000	Programming Materials & Supplies	CFI Program Materials	13,775
10	5251	9	E	40004	Programming Materials & Supplies	3D print filament	1,000
10	5251	9	E	40004	Programming Materials & Supplies	Sublimation ink and transfer	1,000
10	5251	9	E	40004	Programming Materials & Supplies	3D print resin	2,000
10	5251	9	E	40004	Programming Materials & Supplies	Consumable materials	1,000
10	5251	9	E	40004	Programming Materials & Supplies	Printer ink and vinyl	2,000
10	5251	9	E	40004	Programming Materials & Supplies	Materials stipends for Spring and Fall	12,000
					Total Programming Materials & Supplies		32,775
10	5344	9	E	40004	Contract Services	Marketing Consultant	7,500
10	5344	9	E	40004	Contract Services	Web Design/eCommerce workshops	5,000
10	5344	9	E	40004	Contract Services	Additional workshop presenters	10,500
					Total Contract Services		23,000
10	5350	9	U	20000	Programming Services	Innovative Speaker	20,000
10	5350	9	U	20000	Programming Services	Fab Lab	6,000
10	5350	9	U	20000	Programming Services	Workforce Development	2,400
10	5350	9	U	20000	Programming Services	Maker Faire	4,000
10	5350	9	U	20000	Programming Services	Advanced CFI Topics	4,600
10	5350	9	U	10001	Programming Services	Summer Reading in CFI	1,000
10	5350	9	U	20000	Programming Services	Visiting Artist/Maker	1,500
10	5350	9	U	20000	Programming Services	AV Programming	7,200
10	5350	9	E	40004	Programming Services	Maker Faire "from Maker to Marketplace" sponsor	5,000
					Total Programming Services		51,700
10	5410	9	U	20000	Equipment Maintenance	AV maintenance	3,000
10	5410	9	U	20000	Equipment Maintenance	Fab Lab maintenance	5,500
10	5410	9	E	40004	Equipment Maintenance	Maintenance- Laser filters	5,000
10	5410	9	E	40004	Equipment Maintenance	Maintenance- 3D printers	1,000
					Total Equipment Maintenance		14,500
10	5828	9	U	20000	Software Expense (Capitalized)	AVID ALP Program/Forklift License	1,500
10	5828	9	U	20000	Software Expense (Capitalized)	Forklift License	2,995
10	5828	9	U	20000	Software Expense (Capitalized)	Redbird	4,650
10	5828	9	U	20000	Software Expense (Capitalized)	CAT software	12,600
10	5828	9	U	20000	Software Expense (Capitalized)	Later.com	480
10	5828	9	U	20000	Software Expense (Capitalized)	CAD software	500
10	5828	9	E	40004	Software Expense (Capitalized)	Adobe CC licenses for Fab Lab	12,000
					Total Software Expense (Capitalized)		34,725
					Total Budgeted for 2024		178,700

Support Services Administration

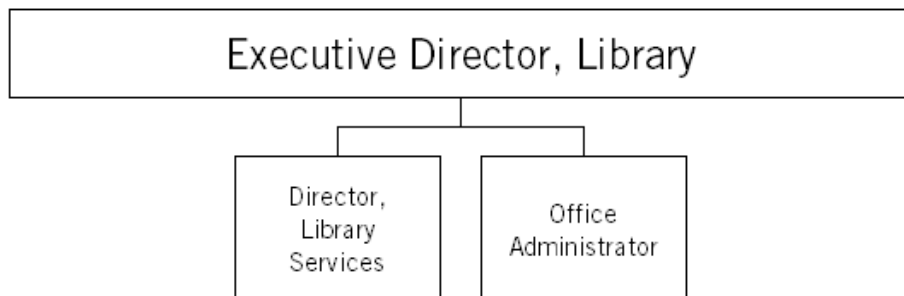
Program Description, Goals, and Objectives:

The Administration Department is responsible for implementing the library's strategic plan, supervising the library directors and managers, representing the Library in the community, directing all aspects of human resources activities, and establishing long-range, performance and budget goals. In 2023, the administrative team continues to hone expansion related operations, grow the staff, and develop everyone on the FPL team to contribute at optimum levels toward the success of the Library.

In 2024, the Administration Department's goals are the following:

1. Increase sustainable funding.
2. Maintain fiscal responsibility.
3. Drive awareness of programs, collections, and services.

Program Expenditures	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services	\$ 561,267	\$ 540,431	\$ 484,753	\$ 490,851
Materials and Supplies	30,643	39,000	39,184	36,000
Services and Charges	2,198,385	356,696	355,035	223,627
Administration Total Before Transfers	2,790,295	936,127	878,972	750,478
Transfers				
Transfer to Furniture & Equipment	12,500	-	12,500	-
Transfer to Facility Reserve	34,000	30,000	30,000	-
Transfer to Events	-	150,000	150,000	-
Transfer to Food Services	56,750	12,000	12,000	-
Transfer to IT Reserve	35,000	50,000	50,000	-
Transfer to Foundation	3,000	-	75,000	-
Total Transfers	141,250	242,000	329,500	-
Total Administration	\$ 2,931,545	\$ 1,178,127	\$ 1,208,472	\$ 750,478



**Support Services
Administration
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services							
10	5100	5	Salaries	374,921	351,811	348,092	260,541
10	5102	5	Hourly Wages	14,714	45,770	48,295	46,114
10	5103	5	Overtime	572	-	324	-
10	5105	5	Vacation Pay	18,511	-	8,165	-
10	5106	5	Sick Pay	11,520	-	359	-
10	5112	5	Holiday Pay	2,378	-	1,039	-
			Total Salaries & Wages	422,616	397,581	406,273	306,654
10	5109	5	LT Disability	-	1,308	-	1,012
10	5110	5	Salary Contingency	-	-	-	94,040
10	5113	5	Social Security Taxes	29,788	31,302	15,136	23,459
10	5115	5	Unemployment	120	7,130	140	-
10	5116	5	Workers Compensation	30,748	23,000	22,280	-
10	5120	5	Health Insurance	29,451	37,695	16,118	29,252
10	5121	5	Health Savings Account	5,459	-	2,730	4,609
10	5122	5	Life Insurance	2,301	1,284	1,175	994
10	5125	5	AD&D	224	214	114	166
10	5135	5	Retirement Saving Plan	40,560	40,917	20,787	30,665
			Total Personnel Services	561,267	540,431	484,753	490,851
Materials and Supplies							
10	5200	5	Office Supplies & Printing	30,310	36,000	36,000	36,000
10	5210	5	Food & Catering for Events	-	-	184	-
10	5236	5	Computer Software - Application	333	3,000	3,000	-
			Total Materials and Supplies	30,643	39,000	39,184	36,000
Services and Charges							
10	5301	5	Advertisement	2,824	2,600	2,600	1,800
10	5303	5	Subscriptions, Publications and Dues	1,634	1,453	1,453	1,453
10	5304	5	Licenses & Permits	2,635	-	3,333	-
10	5305	5	Postage	166	10,000	10,013	20,000
10	5421	5	Insurance - Building	125,922	-	-	-
10	5422	5	Insurance - Liability	14,499	-	-	-
10	5424	5	Equipment Lease/Rental	372,000	233,000	233,000	179,824
10	5341	5	Legal	2,504	8,000	8,000	-
10	5344	5	Contract Services	40,737	28,000	31,753	2,200
10	5358	5	Hospitality	65	1,200	1,200	1,200
10	5360	5	Mileage Reimbursement	71	500	500	500
10	5361	5	Training & Development	4,827	29,274	29,274	5,850
10	5362	5	Travel	69,003	2,869	2,869	10,300
10	5375	5	Employee Recognition	9,093	6,500	6,500	-
10	5385	5	Board & Volunteer Recognition	817	500	500	500
10	5136	5	Retirement & Benefit Admin Fees	11,555	32,800	24,040	-
10	5900	5	Miscellaneous Expense	255	-	-	-
10	5990	5	Depreciation Expense	1,539,777	-	-	-
			Total Services and Charges	2,198,385	356,696	355,035	223,627

**Support Services
Administration
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Transfers							
10	6020	5	Int. Transfer Out (Transfer to Furniture & Equip	12,500	-	12,500	-
10	6020	5	Int. Transfer Out (Transfer to Facility Reserve)	34,000	30,000	30,000	-
10	6020	5	Int. Transfer Out (Transfer to Events)	-	150,000	150,000	-
10	6020	5	Int. Transfer Out (Transfer to Food Services)	56,750	12,000	12,000	-
10	6020	5	Int. Transfer Out (Transfer to IT Reserve)	35,000	50,000	50,000	-
10	6500	5	Ext. Transfer Out (Transfer to Foundation)	3,000	-	75,000	-
Total Transfers				141,250	242,000	329,500	-
Total Administration				2,931,545	1,178,127	1,208,472	750,478

**Support Services
Administration
Explanation of Accounts**

Fund	Acct	Dept	Restriction	Project	Account Name	Additional Description	Budgeted 2024
10	5200	5	U	20006	Office Supplies & Printing	Copier Charges (Public machines)	20,000
10	5200	5	U	20000	Office Supplies & Printing	Copier Charges	16,000
					Total Office Supplies & Printing		36,000
10	5301	5	U	20000	Advertisement	General Notice Ads	1,800
					Total Advertisement		1,800
10	5303	5	U	20000	Subscriptions, Publications and Dues	Dues to ALA, etc.	1,453
					Total Subscriptions, Publications and Dues		1,453
10	5305	5	U	20000	Postage	Postage for Vendor Payments	20,000
					Total Postage		20,000
10	5424	5	U	20000	Equipment Lease/Rental	Equipment Lease/Rental	179,824
					Total Equipment Lease/Rental		179,824
10	5344	5	U	20000	Contract Services	Board Retreat	1,000
10	5344	5	U	20000	Contract Services	Shred-It	1,200
					Total Contract Services		2,200
10	5358	5	U	20000	Hospitality	Miscellaneous Business Meals	1,200
					Total Hospitality		1,200
10	5360	5	U	20000	Mileage Reimbursement	Reimbursement for Personal Vehicle	500
					Total Mileage Reimbursement		500
10	5361	5	U	20000	Training & Development	Opportunity Trainings	4,650
10	5361	5	U	20000	Training & Development	ALA	400
10	5361	5	U	20000	Training & Development	PLA	800
					Total Training & Development		5,850
10	5362	5	U	20000	Travel	ALA	2,600
10	5362	5	U	20000	Travel	PLA	5,200
10	5362	5	U	20000	Travel	University of TN	2,500
					Total Travel		10,300
10	5385	5	U	20000	Board & Volunteer Recognition	Service Plaques	500
					Total Board & Volunteer Recognition		500
					Total Budgeted for 2024		259,627

Support Services Finance & Human Resources

Program Description, Goals, and Objectives:

The Finance & Human Resources Department manages the financial affairs of the Fayetteville Public Library through the execution of sound financial and operational policies and procedures. The Department provides financial controls for departments to help ensure proper stewardship of public funds, as well as services that support management decisions through timely and accurate processing and reporting. The functions within the department include annual budget preparation and monitoring, financial reporting, internal controls, treasury/investments, purchasing, accounts payable, accounts receivable, payroll, regulatory compliance, asset management, maintenance of grant records, and audits.

The Department also develops and manages a full range of human resource programs designed to maximize employee performance in service of the Library objectives. The Department is concerned with the management of employees, focusing on policies and on systems including employee relations dealing with concerns of employees and policy violations, such as harassment or discrimination, and family leave programs. HR undertakes a number of activities, including employee benefit design, employee recruitment, training and development, performance appraisal, employee wellness, worker's compensation and managing pay and benefit systems. Additionally, the Department concerns itself with organizational change and employee relations.

In 2024, the Finance & Human Resources Department's goals are the following:

1. Accurate and timely financial reporting.
2. Ensure Library obligated payments, via checks and electronic transfers, are complete, accurate, and timely
3. Provide assistance to Library staff in the purchase of commodities and services while ensuring inclusivity in the procurement process through fair and open competition.
4. Safeguard assets through strong financial management
5. Improve operational efficiencies with HRIS system and Accounting System
6. Improve efficiencies by implementing dashboards and reports, converting official personnel folders and paper records to digital format.

Program Expenditures	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services	\$ 256,311	\$ 387,922	\$ 353,065	\$ 466,135
Materials and Supplies	14,829	51,110	55,196	3,850
Services and Charges	62,941	346,196	330,813	560,040
Maintenance	8,975	-	-	-
Capital - Library Operations	-	-	-	84,020
Total Finance & Accounting	<u>\$ 343,056</u>	<u>\$ 785,228</u>	<u>\$ 739,074</u>	<u>\$ 1,114,045</u>

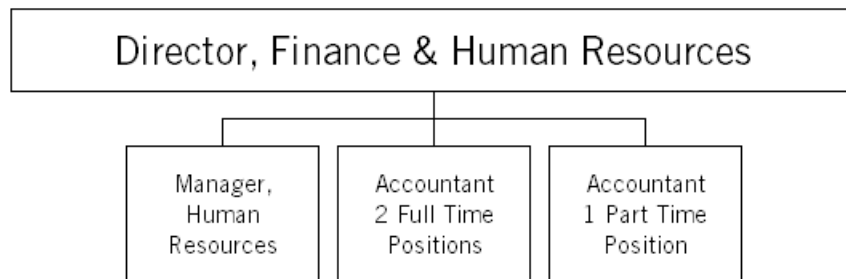
Support Services Finance & Human Resources

Performance Measures

Demand/Workload	Actual 2022	Planned 2023	Estimated 2023	Planned 2024
1. Purchase Request Transactions*	N / A	N / A	N / A	200
2. Percent of purchase orders processed within 10 days*	N / A	N / A	N / A	85.0%
3. Total number of vendor payments Issued		1,395	1,749	1,800
4. Percent of vendor payments made electronically*	N / A	N / A		30.0%
5. Percent of payments issued by due date*			77.6%	93.0%
6. Percent of accounts receivable over 90*				7.0%
7. Percent of bank account reconciled within 30 days*			0.0%	100.0%
8. "Clean" Audit Opinion for Prior Fiscal Year		1	1	1
9. Percent of employees who complete their probationary period				1
10. Turnover Rate				14.0%
11. Worker's Compensation incidents/claims (lost time and/or med exp)				5
12. Average Days to Hire (Time of job opening to start date)				30

(1) Requires coordination with departments to ensure Accounts Payable receive invoices timely.

* New performance measure FY 2024



**Support Services
Finance & Human Resources
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services							
10	5100	7	Salaries	195,122	238,494	244,638	252,264
10	5102	7	Hourly Wages	-	-	70,092	97,094
10	5103	7	Overtime	-	25,000	-	-
10	5105	7	Vacation Pay	13,136	-	6,198	-
10	5106	7	Sick Pay	2,368	-	2,780	-
10	5112	7	Holiday Pay	-	-	973	-
Total Salaries & Wages				210,626	263,494	324,681	349,358
10	5109	7	LT Disability	-	766	-	1,083
10	5110	7	Salary Contingency	-	43,561	-	-
10	5113	7	Social Security Taxes	14,390	18,242	7,904	26,726
10	5115	7	Unemployment	90	-	105	7,130
10	5116	7	Workers Compensation	-	-	-	23,000
10	5120	7	Health Insurance	9,847	18,737	6,710	24,466
10	5121	7	Health Savings Account	2,440	-	1,590	5,620
10	5122	7	Life Insurance	1,421	752	730	1,063
10	5125	7	AD&D	142	125	73	177
10	5135	7	Retirement Saving Plan	17,355	23,845	11,272	27,512
10	5136	7	Retirement & Benefit Admin Fees	-	18,400	-	-
Total Personnel Services				256,311	387,922	353,065	466,135
Materials and Supplies							
10	5200	7	Office Supplies & Printing	1,981	3,030	3,005	3,850
10	5201	7	Small Tools & Equipment	3,194	-	-	-
10	5236	7	Computer Software - Application	9,654	48,080	52,192	-
Total Materials and Supplies				14,829	51,110	55,196	3,850

**Support Services
Finance & Human Resources
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Services and Charges							
10	5301	7	Advertisement	-	-	-	800
10	5303	7	Subscriptions, Publications and Dues	787	830	599	1,530
10	5340	7	Audit	43,750	49,000	49,000	62,400
10	5341	7	Legal	-	-	-	8,000
10	5344	7	Contract Services	4,065	-	380	6,500
10	5361	7	Training & Development	949	6,900	3,765	24,800
10	5362	7	Travel	1,466	-	-	10,800
10	5375	7	Employee Recognition	-	-	-	7,500
10	5394	7	Admin & Management Fees	-	-	-	32,800
10	5395	7	Bank Service Charges	11,924	24,709	22,113	28,010
10	5421	7	Insurance - Building	-	190,000	190,366	234,200
10	5422	7	Insurance - Liability	-	22,700	12,553	22,700
10	5900	7	Miscellaneous Expense	-	52,057	52,037	-
10	5905	7	Operating Contingency	-	-	-	120,000
Total Service and Charges				62,941	346,196	330,813	560,040
Maintenance							
10	5415	7	Software Maintenance	8,975	-	-	-
Total Maintenance				8,975	-	-	-
Capital							
10	5810	7	Computer & Technological Equipment	-	-	-	-
10	5828	7	Software Expense (Capitalized)	-	-	-	84,020
Total Capital				-	-	-	84,020
Total Finance & Accounting				343,056	785,228	739,074	1,114,045

**Support Services
Finance and Human Resources
Explanation of Accounts**

Fund	Acct	Dept	Restriction	Project	Account Name	Additional Description	Budgeted 2024
10	5115	7	U	20000	Unemployment	Librarywide	7,130
					Total Unemployment		7,130
10	5116	7	U	20000	Workers Compensation	Workers Compensation	23,000
					Total Workers Compensation		23,000
10	5200	7	U	20000	Office Supplies & Printing	Binders for Budgets	190
10	5200	7	U	20000	Office Supplies & Printing	Office Supplies	600
10	5200	7	U	20000	Office Supplies & Printing	Ink Cartridges for Printer	560
10	5200	7	U	20000	Office Supplies & Printing	Checks	1,000
10	5200	7	U	20000	Office Supplies & Printing	Check Envelopes	1,500
					Total Office Supplies & Printing		3,850
10	5301	7	U	20000	Advertisement	Employment Recruiting	800
					Total Advertisement		800
10	5303	7	U	20000	Subscriptions, Publications and Dues	Dues for GFOA - 2 Employees	500
10	5303	7	U	20000	Subscriptions, Publications and Dues	Dues for AGFOA - 2 Employees	530
10	5303	7	U	20001	Subscriptions, Publications and Dues	SHRM Membership - 2 Employees	500
					Total Subscriptions, Publications and Dues		1,530
10	5340	7	U	20000	Audit	Auditors (FORVIS)	52,400
10	5340	7	U	20000	Audit	Single Audit (FORVIS)	10,000
					Total Audit		62,400
10	5341	7	U	20000	Legal	Policy Amendment Review	2,000
10	5341	7	U	20000	Legal	Attorney Fees for HR and Admin	6,000
					Total Legal		8,000
10	5344	7	U	20000	Contract Services	Background Checks	1,500
10	5344	7	U	20000	Contract Services	Johanson Salary Market Survey	5,000
					Total Contract Services		6,500
10	5361	7	U	20000	Training & Development	Continuing Professional Education	6,000
10	5361	7	U	20000	Training & Development	Accounting Software Conference - 3	5,400
10	5361	7	U	20000	Training & Development	GFOA Conference - 3	2,100
10	5361	7	U	20000	Training & Development	AGFOA Conference - 3	650
10	5361	7	U	20000	Training & Development	In-Service Training for Staff	3,000
10	5361	7	U	20000	Training & Development	HR Training	7,650
					Total Training & Development		24,800
10	5362	7	U	20000	Travel	Sage Transform Conference (Las Vegas)	5,400
10	5362	7	U	20000	Travel	GFOA Conference (Florida)	5,400
					Total Travel		10,800
10	5375	7	U	20000	Employee Recognition	In-Year Misc. Morale Boosters	7,500
					Total Employee Recognition		7,500
10	5394	7	U	20000	Admin & Management Fees	Retirement Fund Bank Fees & Benefit Plan Fees	32,800
					Total Admin & Management Fees		32,800

**Support Services
Finance and Human Resources
Explanation of Accounts**

Fund	Acct	Dept	Restriction	Project	Account Name	Additional Description	Budgeted 2024
10	5395	7	U	20000	Bank Service Charges	Bank Service Charges	28,010
					Total Bank Service Charges		28,010
10	5421	7	U	20000	Insurance - Building	Insurance - Building	234,200
					Total Insurance - Building		234,200
10	5422	7	U	20000	Insurance - Liability	Insurance - Liability	21,900
10	5422	7	U	20000	Insurance - Liability	Volunteer	800
					Total Insurance - Liability		22,700
10	5828	7	U	20000	Software Expense (Capitalized)	Stampli	10,620
10	5828	7	U	20000	Software Expense (Capitalized)	Panda Doc	600
10	5828	7	U	20000	Software Expense (Capitalized)	Sage Intacct	45,800
10	5828	7	U	20000	Software Expense (Capitalized)	DB Squared	3,000
10	5828	7	U	20000	Software Expense (Capitalized)	HRIS (ADP)	24,000
					Total Software Expense - Capitalized		84,020
					Total Budgeted for 2024		558,040

Support Services Facilities Services

Program Description, Goals, and Objectives:

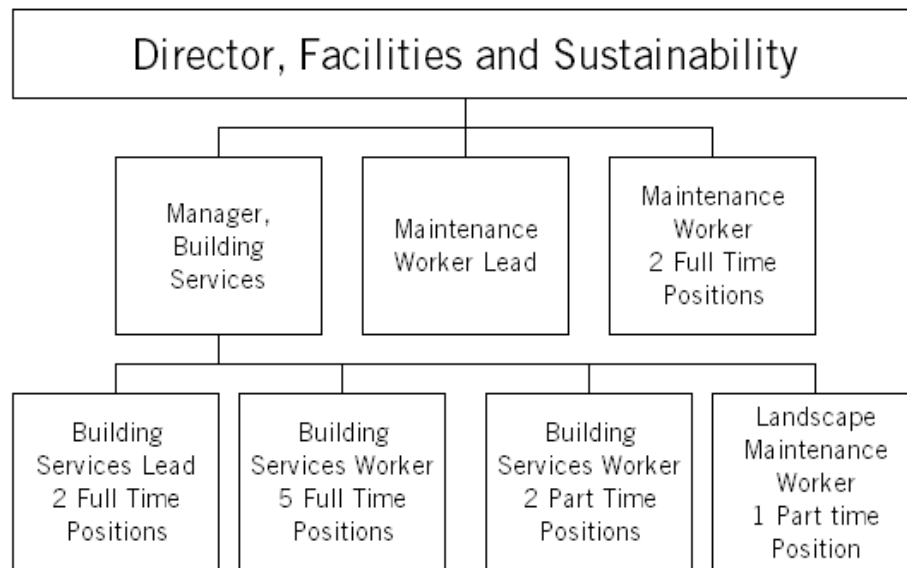
The Facilities Services Department maintains the building and grounds, In 2024 Facilities plans to complete several projects including- lighting in the event center, Green roof remodel, HVAC replacement on Blair building, furniture upholstery. Facilities also manages and oversees on a consistent basis the following:

1. Housekeeping and building maintenance on 180,000 square feet of heated and cooled space.
2. Furniture and equipment maintenance to minimize down time and ensure optimal use.
3. Landscape maintenance on approximately five (5) acre campus.
4. Monitoring of activities to ensure a safe space for library patrons and staff.
5. Oversight and implementation of all deli maintenance
6. Logistical, space, and food needs for large and small events.
7. Provide input to the Executive Director related to maintenance, building changes and additional building projects.
8. Assist in kitchen and catering production
9. Ensure kitchen maintenance and safety

Program Expenditures	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services	\$ 644,925	\$ 721,464	\$ 702,051	\$ 737,665
Materials and Supplies	83,534	120,873	107,584	90,500
Services and Charges	546,134	894,604	886,227	636,080
Maintenance	41,198	78,600	77,600	67,100
Capital - Library Operations	-	1,162,485	1,162,485	8,500
Facilities Total Before Capital Reserve	1,315,792	2,978,026	2,935,946	1,539,845
Capital Reserve Funds				
Facility	-	12,000	-	1,060,000
Total Capital Reserves	-	12,000	-	1,060,000
Total Facilities Services	\$ 1,315,792	\$ 2,990,026	\$ 2,935,946	\$ 2,599,845

Performance Measures

Demand/Workload	Actual 2022	Planned 2023	Estimated 2023	Planned 2024
1. Carpet Cleaning/Square Ft. Upholstery		75,000	75,000	125,000
2. Clean/Replacement		75	75	150
3. Storage Cleaning/Square Ft.		4,000	4,000	45,000
4. Maintenance Work Orders		3,500	3,500	4,500
5. Security - Annual Patrols		300	300	1,000
6. Furniture Reupholstered		20	20	75
Lighting Replacements or				
7. repairs		200	200	300
8. Expansion Hours		5,000	5,000	0
9. Boiler Inspection Hours		150	150	200
HVAC repairs and				
10. replacements		0	0	2,000
Events set up and tear down				
11. 10 event spaces 25		0	0	4,000
Assist in kitchen and				
12. catering		0	0	700
13. Shipping and Receiving				150



**Support Services
Facilities Services
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services							
10	5100	25	Salaries	320,518	154,634	185,548	156,499
10	5102	25	Hourly Wages	117,089	382,829	415,879	392,662
10	5103	25	Overtime	6,751	-	3,674	-
10	5105	25	Vacation Pay	21,223	-	9,654	-
10	5106	25	Sick Pay	18,394	-	6,731	-
10	5112	25	Holiday Pay	16,074	-	6,623	-
			Total Salaries & Wages	500,049	537,463	628,108	549,162
10	5109	25	LT Disability	-	1,529	-	1,668
10	5113	25	Social Security Taxes	35,603	41,109	18,317	42,011
10	5115	25	Unemployment	536	-	564	-
10	5120	25	Health Insurance	59,897	93,918	31,448	87,626
10	5121	25	Health Savings Account	6,340	-	3,418	10,737
10	5122	25	Life Insurance	2,595	250	1,373	1,637
10	5125	25	AD&D	290	1,501	153	273
10	5135	25	Retirement Saving Plan	39,616	45,694	18,670	44,552
			Total Personnel Services	644,925	721,464	702,051	737,665
Materials and Supplies							
10	5200	25	Office Supplies & Printing	954	6,000	2,139	1,000
10	5201	25	Small Tools & Equipment	12,996	19,800	19,056	16,500
10	5203	25	Medical Supplies	5,402	4,000	4,000	4,000
10	5210	25	Food & Catering for Events	605	2,500	-	-
10	5211	25	Kitchen Smallwares	2,712	-	-	-
10	5218	25	Cleaning Supplies	47,399	56,573	56,574	58,000
10	5224	25	Landscape Materials	12,281	19,500	19,500	10,000
10	5230	25	Computer Hardware Supplies	57	-	-	-
10	5233	25	Computer Software - Cataloging	-	-	807	-
10	5235	25	Signage	903	1,000	1,000	1,000
10	5236	25	Computer Software - Application	224	6,500	4,508	-
10	5251	25	Program Materials & Supplies	-	5,000	-	-
			Total Materials and Supplies	83,534	120,873	107,584	90,500

**Support Services
Facilities Services
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Services and Charges							
10	5303	25	Subscriptions, Publications and Dues	2,038	600	150	600
10	5312	25	Natural Gas	45,085	57,500	57,500	57,500
10	5314	25	Electricity	316,893	262,000	262,000	262,000
10	5316	25	Municipal Water	22,882	13,900	13,900	13,900
10	5344	25	Contract Services	138,756	510,698	510,698	254,280
10	5360	25	Mileage Reimbursement	964	1,000	1,000	1,000
10	5361	25	Training & Development	600	17,000	15,000	4,750
10	5362	25	Travel	-	4,106	1,868	14,250
10	5375	25	Employee Recognition	-	-	141	-
10	5390	25	Uniform Expense	4,530	12,600	9,526	12,600
10	5423	25	Other Rental	13,186	13,200	13,200	13,200
10	5424	25	Equipment Lease/Rental	1,200	2,000	1,244	2,000
Total Services and Charges				546,134	894,604	886,227	636,080
Maintenance							
10	5401	25	Building Maintenance	34,627	72,000	72,000	57,000
10	5405	25	Landscape Maintenance	112	500	500	4,000
10	5410	25	Equipment Maintenance	6,459	5,100	5,100	5,100
10	5415	25	Software Maintenance	-	1,000	-	1,000
Total Maintenance				41,198	78,600	77,600	67,100
Capital							
10	5804	25	Building Improvements	-	89,050	89,050	-
10	5810	25	Computer & Technological Equipment	-	2,000	2,000	2,000
10	5828	25	Software Expense (Capitalized)	-	-	-	6,500
10	5871	25	Furniture & Equipment (> \$5k)	-	1,071,435	1,071,435	-
30	5871	25	Furniture & Equipment (> \$5k)	-	12,000	-	1,060,000
Total Capital				-	1,174,485	1,162,485	1,068,500
Total Facilities Services				1,315,792	2,990,026	2,935,946	2,599,845

**Support Services
Facilities Services
Explanation of Accounts**

Fund	Acct	Dept	Restriction	Project	Account Name	Additional Description	Budgeted 2024
10	5200	25	U	20000	Office Supplies & Printing	Lanyards, Security Badges, Holders, etc.	1,000
					Total Office Supplies & Printing		1,000
10	5201	25	U	20000	Small Tools & Equipment	Hand Tools	10,000
10	5201	25	U	20000	Small Tools & Equipment	Meraki Cameras (6)	6,500
					Total Small Tools & Equipment		16,500
10	5203	25	U	20000	Medical Supplies	First Aid Supplies, Automatic External Defibrillator	4,000
					Total Medical Supplies		4,000
10	5218	25	U	20000	Cleaning Supplies	Janitorial	58,000
					Total Cleaning Supplies		58,000
10	5224	25	U	20000	Landscape Materials	Mulch, Plants, etc.	10,000
					Total Landscape Materials		10,000
10	5235	25	U	20000	Signage	SRC and Author Events	1,000
					Total Signage		1,000
10	5303	25	U	20000	Subscriptions, Publications & Dues	Green Council	500
10	5303	25	U	20000	Subscriptions, Publications & Dues	Bicycle Friendly Business	100
					Total Subscriptions, Publications & Dues		600
10	5312	25	U	20000	Natural Gas	Black Hills	57,500
					Total Natural Gas		57,500
10	5314	25	U	20000	Electricity	SWEPCO	262,000
					Total Electricity		262,000
10	5316	25	U	20000	Municipal Water	Building & Landscape	13,900
					Total Municipal Water		13,900

**Support Services
Facilities Services
Explanation of Accounts**

Fund	Acct	Dept	Restriction	Project	Account Name	Additional Description	Budgeted 2024
10	5344	25	U	20000	Contract Services	Piano Tuning	3,600
10	5344	25	U	20000	Contract Services	Conveyor	41,500
10	5344	25	U	20000	Contract Services	Elevators	40,000
10	5344	25	U	20000	Contract Services	Pest Control	16,800
10	5344	25	U	20000	Contract Services	Generator	8,000
10	5344	25	U	20000	Contract Services	Solar Panels	2,000
10	5344	25	U	20000	Contract Services	Carpet Cleaning	11,000
10	5344	25	U	20000	Contract Services	Painting	10,000
10	5344	25	U	20000	Contract Services	Heating	11,000
10	5344	25	U	20000	Contract Services	Cooling	11,000
10	5344	25	U	20000	Contract Services	Water Treatment	3,000
10	5344	25	U	20000	Contract Services	Fire Safety	4,500
10	5344	25	U	20000	Contract Services	Backflow Preventer	2,500
10	5344	25	U	20000	Contract Services	Electrical	4,500
10	5344	25	U	20000	Contract Services	Plumbing	3,400
10	5344	25	U	20000	Contract Services	Floors	4,500
10	5344	25	U	20000	Contract Services	Coring and Cutting and Grinding	1,000
10	5344	25	U	20000	Contract Services	Millwork	2,500
10	5344	25	U	20000	Contract Services	Furniture	980
10	5344	25	U	20000	Contract Services	Ice-Snow-Landscape Maintenance	5,500
10	5344	25	U	20000	Contract Services	Signs and Pictures	2,500
10	5344	25	U	20000	Contract Services	Landscape Contract	55,000
10	5344	25	U	20000	Contract Services	Smith two way radio	5,000
10	5344	25	U	20000	Contract Services	CAS Service - Captiveaire	4,500
Total Contract Services							254,280
10	5360	25	U	20000	Mileage Reimbursement	Personal Vehicle	1,000
Total Mileage Reimbursement							1,000
10	5361	25	U	20000	Training & Development	Facilities Expo (Oregon)	1,625
10	5361	25	U	20000	Training & Development	Facilities Summit (Several Staff) NY	1,625
10	5361	25	U	20000	Training & Development	VRF Training (Several Staff) ISSA	1,500
Total Training & Development							4,750
10	5362	25	U	20000	Travel	Facilities Expo (Oregon)	4,875
10	5362	25	U	20000	Travel	Facilities Summit (Several Staff) NY	4,875
10	5362	25	U	20000	Travel	VRF Training (Several Staff) ISSA	4,500
Total Travel							14,250
10	5390	25	U	20000	Uniform Expense	Employee Uniforms	12,600
Total Uniform Expense							12,600
10	5401	25	U	20000	Building Maintenance	Parts, Paint, Filters, Carpet & Drywall Repair, etc.	57,000
Total Building Maintenance							57,000
10	5405	25	U	20000	Landscape Maintenance	Repairs to the Sprinkler System and Lighting	4,000
Total Landscape Maintenance							4,000
10	5410	25	U	20000	Equipment Maintenance	Repair Parts	5,100
Total Equipment Maintenance							5,100

**Support Services
Facilities Services
Explanation of Accounts**

Fund	Acct	Dept	Restriction	Project	Account Name	Additional Description	Budgeted 2024
10	5415	25	U	20000	Software Maintenance	Software Maintenance	1,000
					Total Software Maintenance		1,000
10	5423	25	U	20000	Other Rental	Rent & Storage	13,200
					Total Other Rental		13,200
10	5424	25	U	20000	Equipment Lease/Rental	Heavy Equipment	2,000
					Total Equipment Lease/Rental		2,000
10	5810	25	U	20000	Computer & Technological Equipn	Cords and Cable Systems	2,000
					Total Computer & Technological Equipment		2,000
10	5828	25	U	20000	Software Expense (Capitalized)	Computer Software - Application	2,500
10	5828	25	U	20000	Software Expense (Capitalized)	Building Automation System Software	1,000
10	5828	25	U	20000	Software Expense (Capitalized)	Meraki Camera License (6)	3,000
					Total Software Expense (Capitalized)		6,500
30	5871	25	U	20035	Furniture & Equipment (> \$5k)	HVAC Replacement	1,050,000
30	5871	25	U	20000	Furniture & Equipment (> \$5k)	Replace HVAC equipment Garage	10,000
					Total Furniture & Equipment (> \$5k)		1,060,000
					Total Budgeted for 2024		1,862,180

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Support Services Information Technology Services

Program Description, Goals, and Objectives:

The Information Technology Services Division encompasses three departmental units that manage the technological needs of the library. The information technology department manages LAN and Wi-Fi administration, Server, public and staff PC administration as well as the public PC access control and printing system, and the VoIP phone system and paging system, and all library service kiosks. Software administration includes Windows AD domain, SharePoint, Koha ILS system, Office 365 Exchange, Laserfiche document management system among others. The AV team manages all the AV technology in the library's event and rental spaces as well as the study rooms. The AV team supports all audiovisual event support as well as livestreaming and video and audio editing services for the library's original digital content. The Center for Innovation department manages the center's studios and content creation spaces. CFI staff oversee and facilitates the orientations, classes, and programs such as Maker to Market held in the CFI as well as manages the newly created LevelUp workforce development program at the library. This program provides free workforce training programs in the skilled trades, construction heavy equipment operation, and Information Technology.

In 2024, The Information Technology Services Division goals are the following:

1. Provide reliable, robust, secure, and innovative information technology products and services to enable and empower the patrons and staff of the Fayetteville Public Library.
2. Produce top quality live AV productions and provide live streams for total patron accessibility.
3. Support all audiovisual needs in the event spaces, room rentals, and study rooms.
4. Manage and program the Center for Innovation to provide top quality training opportunities for the public.
5. Continue the development and expand the LevelUp Workforce training programs offered through the Center for Innovation to enhance the lives of the citizens of Fayetteville through upskilling and re-skilling for job growth and advancement, and offer soft skills and financial literacy training.
6. Seek continuing grant funding opportunities to enhance The Center's offerings to the public.

Program Expenditures	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services	\$ 488,163	\$ 497,920	\$ 532,213	\$ 573,955
Materials and Supplies	69,760	39,485	33,480	40,080
Services and Charges	71,917	67,500	53,564	82,100
Maintenance	241,152	369,162	263,695	75,855
Capital - Library Operations	-	231,904	147,566	263,795
Information Technology Total				
Before IT Capital Reserve	870,993	1,205,971	1,030,517	1,035,785
Capital - IT Reserve	-	47,502	5,925	260,000
Total Information Technology Services	\$ 870,993	\$ 1,253,473	\$ 1,036,442	\$ 1,295,785

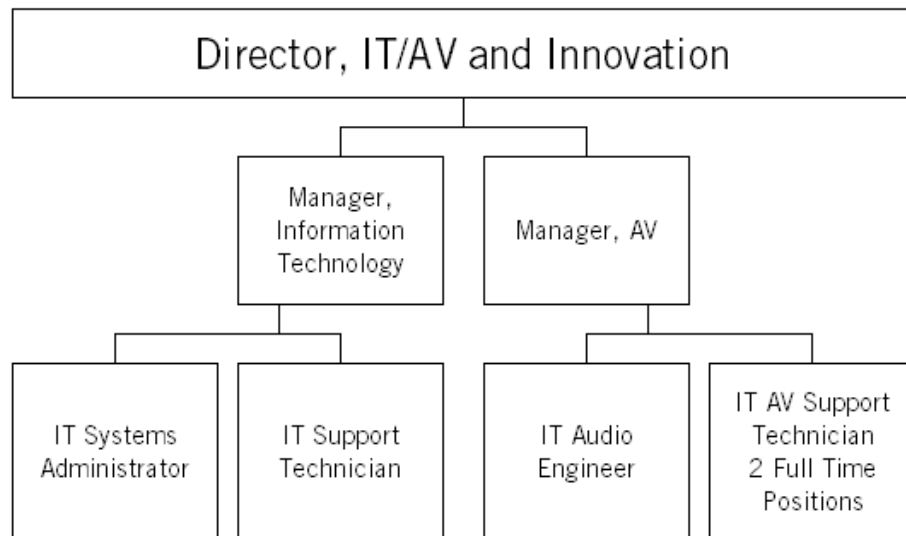
Performance Measures

Demand/Workload	Actual 2022	Planned 2023	Estimated 2023	Planned 2024
1. Public Wi-Fi Hours Used* Public Wi-Fi Data Usage		388,000	N/A	N/A
2. (Terabytes)***			50	60
3. Public PC sessions***			10,000	12,000
4. Audio/Video Productions		163	154	163
5. Live Streamed Events**		428	N/A	N/A
6. Live Streamed Event Views Participants in Levelup			80,000	82,000
7. Programs***			100	150

* Wi-Fi usage measurement changed from hours to terabytes.

** Live streamed measurement changed from events to event views

*** New performance measure added in 2023



Support Services
Information Technology Services
Line Item Detail

Fund	Acct	Dept	Account Name	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services							
10	5100	30	Salaries	304,445	229,150	288,063	286,270
10	5102	30	Hourly Wages	51,893	153,980	168,589	153,920
10	5103	30	Overtime	3,740	-	1,592	-
10	5105	30	Vacation Pay	10,271	-	11,754	-
10	5106	30	Sick Pay	9,331	-	4,067	-
10	5112	30	Holiday Pay	6,648	-	4,508	-
			Total Salaries & Wages	386,328	383,130	478,574	440,190
10	5109	30	LT Disability	-	1,230	-	1,453
10	5113	30	Social Security Taxes	28,550	29,304	13,948	33,675
10	5115	30	Unemployment	240	-	272	-
10	5120	30	Health Insurance	32,976	46,468	16,923	52,946
10	5121	30	Health Savings Account	7,010	-	3,546	8,008
10	5122	30	Life Insurance	2,266	1,208	1,050	1,426
10	5125	30	AD&D	240	201	113	238
10	5135	30	Retirement Saving Plan	30,553	36,379	17,787	36,019
			Total Personnel Services	488,163	497,920	532,213	573,955
Materials and Supplies							
10	5200	30	Office Supplies & Printing	464	895	403	1,080
10	5201	30	Small Tools & Equipment	17,897	-	-	-
10	5230	30	Computer Hardware Supplies	43,080	30,000	29,850	39,000
10	5236	30	Computer Software - Application	8,320	8,590	3,228	-
			Total Materials and Supplies	69,760	39,485	33,480	40,080
Services and Charges							
10	5305	30	Postage	20	-	140	-
10	5310	30	Telecommunications	48,919	47,000	38,116	52,000
10	5337	30	Contributed Services Expense	5,425	-	-	-
10	5344	30	Contract Services	9,486	9,500	4,404	9,500
10	5360	30	Mileage Reimbursement	448	-	-	-
10	5361	30	Training & Development	3,407	11,000	10,904	6,872
10	5362	30	Travel	4,210	-	-	13,728
			Total Services and Charges	71,917	67,500	53,564	82,100
Maintenance							
10	5410	30	Equipment Maintenance	94,763	169,247	113,321	75,855
10	5415	30	Software Maintenance	146,389	199,915	150,373	-
			Total Maintenance	241,152	369,162	263,695	75,855

Support Services
Information Technology Services
Line Item Detail

Fund	Acct	Dept	Account Name	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Capital							
10	5810	30	Computer & Technological Equipment	-	206,604	122,266	3,400
50	5810	30	Computer & Technological Equipment	-	47,502	5,925	260,000
10	5828	30	Software Expense (Capitalized)	-	25,300	25,300	260,395
Total Capital				-	279,406	153,491	523,795
Total Information Technology Services				870,993	1,253,473	1,036,442	1,295,785

Support Services
Information Technology Services
Explanation of Accounts

Fund	Acct	Dept	Restriction	Project	Account Name	Additional Description	Budgeted 2024
10	5200	30	U	20000	Office Supplies & Printing	Office Supplies	1,080
					Total Office Supplies & Printing		1,080
10	5230	30	U	20007	Computer Hardware Supplies	IT Hardware	18,000
10	5230	30	U	20008	Computer Hardware Supplies	AV Gear	21,000
					Total Computer Hardware Supplies		39,000
10	5310	30	E	60004	Telecommunications	MiFis	22,000
10	5310	30	U	20000	Telecommunications	FPL Internet & VoIP & Cable	30,000
					Total Telecommunications		52,000
10	5344	30	U	20000	Contract Services	eRate Consultant	2,500
10	5344	30	U	20000	Contract Services	Network Engineering Services	6,000
10	5344	30	U	20000	Contract Services	Microsoft Pay-Per-Incident Tickets	1,000
					Total Contract Services		9,500
10	5361	30	U	20000	Training & Development	Avixa Team Membership	500
10	5361	30	U	20000	Training & Development	ArLA Membership (4)	400
10	5361	30	U	20000	Training & Development	PLA Conference (2)	1,092
10	5361	30	U	20000	Training & Development	ALA Conference (2)	980
10	5361	30	U	20000	Training & Development	Infocomm (1)	600
10	5361	30	U	20000	Training & Development	Avid Training (1) online	1,200
10	5361	30	U	20000	Training & Development	ARLA Conference (3) in state	1,500
10	5361	30	U	20000	Training & Development	Computers in Libraries (1)	600
					Total Training & Development		6,872
10	5362	30	U	20000	Travel	In-state travel to Workforce Development trainings	500
10	5362	30	U	20000	Travel	PLA Conference (2)	4,308
10	5362	30	U	20000	Travel	ALA Conference (2)	4,420
10	5362	30	U	20000	Travel	Infocomm (1)	2,100
10	5362	30	U	20000	Travel	ARLA Conference (3) in state	300
10	5362	30	U	20000	Travel	ARLA Conference (3) in state	2,100
					Total Travel		13,728
						Bibliotheca Maintenance - Holds Locker, Gates, Open+ RFID Pads, Self Checks, SmartPay	
10	5410	30	U	20000	Equipment Maintenance	Terminals	40,000
10	5410	30	U	20000	Equipment Maintenance	Laptops Anywhere Kiosk Maintenance	6,100
10	5410	30	U	20000	Equipment Maintenance	UPS Maintenance	3,600
10	5410	30	U	20000	Equipment Maintenance	Envisionware Print Release Kiosk Maintenance	5,500
10	5410	30	U	20000	Equipment Maintenance	Envisionware LDS Station Maintenance	655
10	5410	30	U	20000	Equipment Maintenance	Cisco SmartNET	15,000
10	5410	30	U	20000	Equipment Maintenance	Event Center Rigging Annual Inspection and Maintenance	5,000
					Total Equipment Maintenance		75,855
50	5810	30	E	20040	Computer & Technological Equipment	Replace staff and patron PCs	255,000
50	5810	30	U	20000	Computer & Technological Equipment	Replace server DC	5,000
10	5810	30	U	20000	Computer & Technological Equipment	Checkout Braille readers	3,400
					Total Computer & Technological Equipment		263,400

Support Services
Information Technology Services
Explanation of Accounts

Fund	Acct	Dept	Restriction	Project	Account Name	Additional Description	Budgeted 2024
10	5828	30	U	20000	Software Expense (Capitalized)	SSL Certificates - Catalog/Phone System/Exchange	4,390
10	5828	30	U	20000	Software Expense (Capitalized)	Kaseya O365 Backup Solution	600
10	5828	30	U	20000	Software Expense (Capitalized)	CONTENT DM Implementation	5,000
10	5828	30	U	20000	Software Expense (Capitalized)	Annual Adobe Creative Cloud, Acrobat Pro and Stock	26,000
10	5828	30	U	20000	Software Expense (Capitalized)	Knowbe4 Software	21,000
10	5828	30	U	20000	Software Expense (Capitalized)	B&T Content Café	150
10	5828	30	U	20000	Software Expense (Capitalized)	CM.com Texting Service	44,440
10	5828	30	U	20000	Software Expense (Capitalized)	Bibliotheca CloudLibrary Software Maintenance	3,500
10	5828	30	U	20000	Software Expense (Capitalized)	Chrome OS Licenses	1,000
10	5828	30	U	20000	Software Expense (Capitalized)	Cisco AMP	5,175
10	5828	30	U	20000	Software Expense (Capitalized)	Cisco Flex renewal	6,200
10	5828	30	U	20000	Software Expense (Capitalized)	Cisco Umbrella renewal	10,000
10	5828	30	U	20000	Software Expense (Capitalized)	Communico	17,500
10	5828	30	U	20000	Software Expense (Capitalized)	DeepFreeze - 3 yr renewal yr (24-26)	6,700
10	5828	30	U	20000	Software Expense (Capitalized)	Envisionware CC Terminals	2,700
10	5828	30	U	20000	Software Expense (Capitalized)	Envisionware Mobile Print	725
10	5828	30	U	20000	Software Expense (Capitalized)	Envisionware PCRes, LPT1, AAM and Ecommerce	9,000
10	5828	30	U	20000	Software Expense (Capitalized)	NinjaOne	6,000
10	5828	30	U	20000	Software Expense (Capitalized)	Laptops Anywhere Software Maintenance	3,000
10	5828	30	U	20000	Software Expense (Capitalized)	Livestream Service (Vimeo)	1,000
10	5828	30	U	20000	Software Expense (Capitalized)	MimeCast Email Filter	7,850
10	5828	30	U	20000	Software Expense (Capitalized)	Ninite	600
10	5828	30	U	20000	Software Expense (Capitalized)	O365 Licenses	5,000
10	5828	30	U	20000	Software Expense (Capitalized)	Entra P1 (Azure active directory)	910
10	5828	30	U	20000	Software Expense (Capitalized)	Microsoft Server 2022	6,000
10	5828	30	U	20000	Software Expense (Capitalized)	Bywater Koha and Aspen	48,000
10	5828	30	U	20000	Software Expense (Capitalized)	OCLC Content DM	5,500
10	5828	30	U	20000	Software Expense (Capitalized)	Comprise Smart Pay Online Gateway	3,995
10	5828	30	U	20000	Software Expense (Capitalized)	Spotify for Storytimes	240
10	5828	30	U	20000	Software Expense (Capitalized)	Storyblox Annual Subscription	360
10	5828	30	U	20000	Software Expense (Capitalized)	Paypal Payflow Subscription for Communico	360
10	5828	30	U	20000	Software Expense (Capitalized)	Dropbox Annual Subscription	200
10	5828	30	U	20000	Software Expense (Capitalized)	UCP Creditcall	800
10	5828	30	U	20000	Software Expense (Capitalized)	Annual Network Vulnerability Assessment	6,500
Total Software Expense (Capitalized)							<u>260,395</u>
Total Budgeted for 2024							<u><u>721,830</u></u>

Support Services Marketing Services

Program Description, Goals, and Objectives:

The Marketing & Communications Department creates and implements marketing plans for the Library's internal and external initiatives. The department promotes the Library and its services through connections with local media outlets, print and radio advertising, maintenance of the Library's website and social media presence. The department maintains the Library's branding, directs strategic communication, and produces visual and written collateral that increases public awareness and interest.

In 2024, Marketing Services goals are the following:

1. Strengthen relationships with diverse communities and channels to bring awareness to library services.
2. Track the effectiveness of marketing strategies in growing cardholders, program attendance, and fundraising.
3. Maintain and grow transparent communication strategies with internal departments.

Program Expenditures	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services	\$ 183,080	\$ 203,592	\$ 190,249	\$ 190,066
Materials and Supplies	16,528	19,613	10,259	20,960
Services and Charges	62,778	41,811	29,627	29,624
Capital - Library Operations	-	-	-	7,516
Total Marketing Services	<u>\$ 262,386</u>	<u>\$ 265,016</u>	<u>\$ 230,135</u>	<u>\$ 248,166</u>

Performance Measures

Demand/Workload	Actual 2022	Planned 2023	Estimated 2023	Planned 2024
1. Number of new requests				2,000
2. Number of completed requests				2,000
3. Public marketing reach				340,000
4. Strategic plans				120



**Support Services
Marketing Services
Line Item Detail**

Fund	Acct	Dept	Account Description	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services							
10	5100	20	Salaries	112,422	75,128	83,511	75,383
10	5102	20	Hourly Wages	25,159	79,420	82,602	79,227
10	5103	20	Overtime	423	-	312	-
10	5105	20	Vacation Pay	4,279	-	1,580	-
10	5106	20	Sick Pay	2,022	-	1,016	-
10	5112	20	Holiday Pay	3,696	-	2,137	-
			Total Salaries & Wages	148,001	154,548	171,158	154,611
10	5109	20	LT Disability	-	496	-	483
10	5113	20	Social Security Taxes	11,019	11,821	5,556	11,828
10	5115	20	Unemployment	90	-	105	-
10	5120	20	Health Insurance	10,405	20,706	6,041	8,350
10	5121	20	Health Savings Account	2,478	-	1,204	1,699
10	5122	20	Life Insurance	845	487	446	474
10	5125	20	AD&D	91	82	48	79
10	5135	20	Retirement Saving Plan	10,150	15,452	5,691	12,542
			Total Personnel Services	183,080	203,592	190,249	190,066
Materials and Supplies							
10	5200	20	Office Supplies & Printing	5,852	8,448	6,855	12,620
10	5235	20	Signage	9,920	11,165	3,284	8,340
10	5251	20	Programming Supplies	756	-	120	-
			Total Materials and Supplies	16,528	19,613	10,259	20,960
Services and Charges							
10	5301	20	Advertisement	27,643	23,766	18,207	14,000
10	5303	20	Subscriptions, Publications and Dues	3,554	2,950	2,950	-
10	5344	20	Contract Services	29,324	14,790	8,471	13,124
10	5361	20	Training & Development	1,073	305	-	1,700
10	5362	20	Travel	1,184	-	-	800
			Total Services and Charges	62,778	41,811	29,627	29,624
Capital							
10	5828	20	Software Expense (Capitalized)	-	-	-	7,516
			Total Capital	-	-	-	7,516
			Total Marketing Services	262,386	265,016	230,135	248,166

Support Services
Marketing Services
Explanation of Accounts

Fund	Acct	Dept	Restriction	Project	Account Name	Additional Description	Budgeted 2024
10	5200	20	U	20000	Office Supplies & Printing	General Office Supplies	440
10	5200	20	U	20000	Office Supplies & Printing	Printing - English Welcome Brochures (2,000)	5,400
10	5200	20	U	20000	Office Supplies & Printing	Printing - English Maps (2,000)	1,480
10	5200	20	U	20000	Office Supplies & Printing	Printing - English CFI Brochures (2,000)	1,800
10	5200	20	U	20000	Office Supplies & Printing	Printing - Spanish Welcome Brochures (500)	600
10	5200	20	U	20000	Office Supplies & Printing	Printing - Map holder handouts (500)	900
10	5200	20	E	40004	Office Supplies & Printing	Printing - WFF Marketing printing	2,000
Total Office Supplies & Printing							<u>12,620</u>
10	5235	20	U	20000	Signage	Replacement Sandwich Board Signs	5,000
10	5235	20	U	20000	Signage	(6) Outdoor book slot signs	260
10	5235	20	U	20000	Signage	(2) orders of (20) Vinyl Signs & Install	125
10	5235	20	U	20000	Signage	Larger signage	1,900
10	5235	20	U	20000	Signage	(3) orders of (4) floor decals	900
10	5235	20	U	20000	Signage	(2) SRC Outdoor Banners	155
Total Signage							<u>8,340</u>
10	5301	20	U	20000	Advertisement	Social Media Ads	1,140
10	5301	20	U	20000	Advertisement	Social Media Collaboration Posts	400
10	5301	20	U	20000	Advertisement	2-week Web Banner Campaigns on Partner Sites	400
10	5301	20	U	20000	Advertisement	Good Day NWA Segments	1,000
10	5301	20	U	20000	Advertisement	Ozark Regional Transit 3-month campaign	1,500
10	5301	20	U	20000	Advertisement	iHeartRadio ad campaigns	3,000
10	5301	20	U	20000	Advertisement	Citiscapes Ads	2,760
10	5301	20	U	20000	Advertisement	Radio - 15-Second Univision Ads	1,000
10	5301	20	U	20000	Advertisement	Radio - KUAF PSAs	1,800
10	5301	20	E	40004	Advertisement	WFF Marketing advertisement	1,000
Total Advertisement							<u>14,000</u>
10	5344	20	U	20000	Contract Services	DOXA Ongoing Supplemental Design Work	10,019
10	5344	20	U	20000	Contract Services	Super Saturday Photography	675
10	5344	20	U	20000	Contract Services	Translation - Marshallese Designed File	1,080
10	5344	20	U	20000	Contract Services	Translation - Spanish Designed File	1,350
Total Contract Services							<u>13,124</u>
10	5361	20	U	20000	Training & Development	Attendance at professional development conference	1,700
Total Training & Development							<u>1,700</u>
10	5362	20	U	20000	Travel	Travel to professional development conference	800
Total Travel							<u>800</u>
10	5828	20	U	20000	Software Expense (Capitalized)	Later Social Media Management Tool	150
10	5828	20	U	20000	Software Expense (Capitalized)	Meltwater Subscription	2,800
10	5828	20	U	20000	Software Expense (Capitalized)	Constant Contact	4,566
Total Software Expense (Capitalized)							<u>7,516</u>
Total Budgeted for 2024							<u>58,100</u>

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Food & Event Services Food Services

Program Description, Goals, and Objectives:

The kitchen and deli provided services to the staff and public through food offerings at the Deli and catering options for small and large programs and events. The Deli is open 9-4pm Tuesday through Saturday 35 hours a week, Deli staff consists of 2 full time staff and 4 part time staff.

Deli staff seek to provide fresh foods daily to the staff and public. The 641.Deli consistently provides quality food. Staff manages incoming food orders for the deli and catering preparation, inventory management, and works with Toast POS system.

On-going SOPs, HACCP plans, stations lists, ordering forms, cleaning schedules, etc. Develop efficient systems to reduce overhead and bring the deli in to profitability. Review food pricing and develop partnerships for food donations.

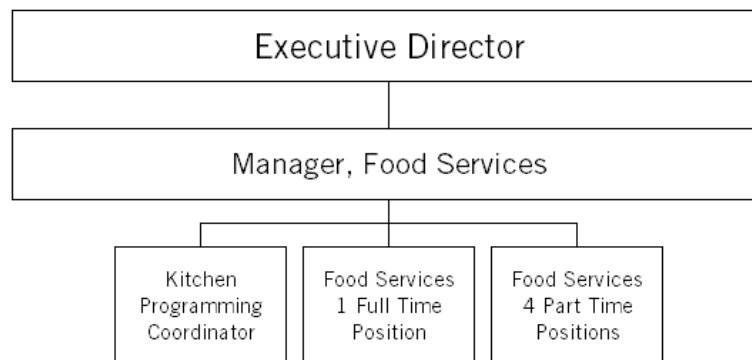
In 2024, Food Services goals are the following:

1. Inventory for the kitchen regularly completed
2. Balanced revenues and expenditures
3. Team training in safety equipment upkeep and SOPs
4. Staff efficiency

Program Expenditures	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services	\$ 157,793	\$ 223,879	\$ 216,126	\$ 255,979
Materials and Supplies	17,071	292,400	270,528	17,000
Services and Charges	12,419	41,740	40,848	51,740
Maintenance	12	-	-	-
Cost of Goods	130,911	105,800	147,209	150,500
Capital	-	-	-	4,200
Total Food Services	<u>\$ 318,207</u>	<u>\$ 663,819</u>	<u>\$ 674,710</u>	<u>\$ 479,419</u>

Performance Measures

Demand/Workload	Actual 2022	Planned 2023	Estimated 2023	Planned 2024
Accurate Weekly Inventory				40
Servsafe Certification - all staff				2
Managers Servsafe - all full time staff				2
Quarterly Kitchen Deep Clean				4
Quarterly Perfect Health Inspection				4
Monthly Cooler Freezer Inspection				12
Avoidable Patron Complaints - less than				12
New Innovative Menu Options				6



Food & Event Services
Food Services
Line Item Detail

Fund	Acct	Dept	Account Name	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services							
80	5100	28	Salaries	87,616	39,998	59,992	70,658
80	5102	28	Hourly Wages	34,265	128,560	133,814	130,499
80	5103	28	Overtime	2,516	-	3,002	-
80	5105	28	Vacation Pay	7,226	-	2,022	-
80	5106	28	Sick Pay	3,165	-	1,708	-
80	5112	28	Holiday Pay	4,316	-	1,187	-
			Total Salaries & Wages	139,103	168,558	201,725	201,157
80	5109	28	LT Disability	-	355	-	472
80	5110	28	Salary Contingency	-	-	-	4,507
80	5113	28	Social Security Taxes	10,201	12,745	5,623	15,389
80	5115	28	Unemployment	189	-	258	-
80	5120	28	Health Insurance	4,785	35,329	5,073	23,477
80	5121	28	Health Savings Account	1,202	-	866	4,320
80	5122	28	Life Insurance	401	159	206	463
80	5125	28	AD&D	47	246	25	77
80	5135	28	Retirement Saving Plan	1,865	6,487	2,350	6,118
			Total Personnel Services	157,793	223,879	216,126	255,979
Materials and Supplies							
80	5200	28	Office Supplies & Printing	1,508	3,000	1,659	1,500
80	5201	28	Small Tools & Equipment	239	-	131	-
80	5203	28	Medical Supplies	151	-	-	-
80	5210	28	Food and Catering for Events	1,017	8,200	1,217	1,000
80	5211	28	Kitchen Smallwares	10,849	18,000	13,258	10,000
80	5230	28	Computer Hardware Supplies	-	2,500	-	2,500
80	5235	28	Signage	-	2,000	-	2,000
80	5236	28	Computer Software - Application	3,160	4,200	1,790	-
80	5251	28	Programming Materials & Supplies	47	254,500	252,474	-
80	5900	28	Miscellaneous Expense	100	-	-	-
			Total Materials and Supplies	17,071	292,400	270,528	17,000
Services and Charges							
80	5303	28	Subscriptions, Publications and Dues	1,074	1,000	886	1,000
80	5344	28	Contract Services	3,252	30,000	30,000	30,000
80	5361	28	Training & Development	269	-	3,528	2,500
80	5362	28	Travel	-	-	-	7,500
80	5390	28	Uniform Expense	2,003	2,400	2,341	2,400
80	5395	28	Bank Service Charges	5,822	8,340	4,093	8,340
			Total Services and Charges	12,419	41,740	40,848	51,740
Maintenance							
80	5401	28	Building Maintenance	12	-	-	-
			Total Maintenance	12	-	-	-

Food & Event Services
Food Services
Line Item Detail

Fund	Acct	Dept	Account Name	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Cost of Goods							
80	5600	28	COGS - Food	93,980	33,500	106,586	108,000
80	5620	28	COGS - Catering	14,516	55,500	10,498	10,500
80	5640	28	COGS - Non-Alcoholic Beverage	5,900	3,600	6,392	7,000
80	5680	28	COGS - Packaging	16,514	13,200	23,733	25,000
Total Cost of Goods				130,911	105,800	147,209	150,500
Capital							
80	5828	28	Software Expense (Capitalized)	-	-	-	4,200
Total Capital				-	-	-	4,200
Total Food Services				318,207	663,819	674,710	479,419

Food & Event Services
Food Services
Explanation of Accounts

Fund	Acct	Dept	Restriction	Project	Account Name	Additional Description	Budgeted 2024
80	5200	28	U	20000	Office Supplies & Printing	Basic Stationery, Stickers, Labels, Menu	1,500
					Total Office Supplies & Printing		1,500
80	5210	28	U	20000	Food & Catering for Events	Branded Water Bottles and Cups	1,000
					Total Food & Catering for Events		1,000
80	5211	28	U	20000	Kitchen Smallwares	Eating, Cooking, and Baking Utensils, Dish & Kitchenware	10,000
					Total Kitchen Smallwares		10,000
80	5230	28	U	20000	Computer Hardware Supplies	Computer Hardware Supplies	2,500
					Total Computer Hardware Supplies		2,500
80	5235	28	U	20000	Signage	Table Top, Wall, and Deli Signage	2,000
					Total Signage		2,000
80	5303	28	U	20000	Subscriptions, Publications and Dues	Subscriptions, Publications and Dues	1,000
					Total Subscriptions, Publications and Dues		1,000
80	5344	28	U	20000	Contract Services	Kitchen Equipment Contract (Hobart)	30,000
					Total Contract Services		30,000
80	5361	28	U	20000	Training & Development	Training & Development	2,500
					Total Training & Development		2,500
80	5362	28	U	20000	Travel	Travel for Training & Development	7,500
					Total Travel		7,500
80	5390	28	U	20000	Uniform Expense	Uniform Expense	2,400
					Total Uniform Expense		2,400
80	5395	28	U	20000	Bank Service Charges	Bank Service Charges	300
80	5395	28	U	20000	Bank Service Charges	Credit Card Fees	8,040
					Total Bank Service Charges		8,340

Food & Event Services
Food Services
Explanation of Accounts

Fund	Acct	Dept	Restriction	Project	Account Name	Additional Description	Budgeted 2024
80	5600	28	U	20000	COGS - Food	Deli: Food & Spices	108,000
					Total COGS - Food		108,000
80	5620	28	U	20000	COGS - Catering	Catering	10,500
					Total COGS - Catering		10,500
80	5640	28	U	20000	COGS - Non-Alcoholic Beverage	Deli: Non-Alcoholic Beverage	7,000
					Total COGS - Non-Alcoholic Beverage		7,000
80	5680	28	U	20000	COGS - Packaging	Clam Shells, Wax Wraps, Boxes	25,000
					Total COGS - Packaging		25,000
80	5828	28	U	20000	Software Expense (Capitalized)	Toast	4,200
					Total Software Expense (Capitalized)		4,200
					Total Budgeted for 2024		223,440

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Food & Event Services Events

Program Description, Goals, and Objectives:

The Events department has continued to develop and coordinate with the FPL team to improve efficiency. We have continued to be profitable and provide top quality services to both internal and external clients. The #1 accomplishment in 2023 is improved efficiency and call back time. The events team has developed paper work systems that have reduced down time as the department has grown 3% in room rentals and 15% in study room rentals. The number of study rooms and event space rentals are approaching a full capacity position. Although the Event Center has room for growth the organization will lack personel to manage additional events.

Additional projects to include would be more than 700 room rentals and more than 10,000 study room rentals by year end 2024 and oversight of several community wide and non profit large-scale events namely, Summer Reading Kickoff, Childrens Hospital, Health Fair, Maker fair, Police banquet, Firemans banquet, and several music events.

Budget constraints and workload have restricted the Events team from growing or adding additional staff. The team has experienced much growth in 2023 and will have limited staff to fill requests made by internal and external clients.

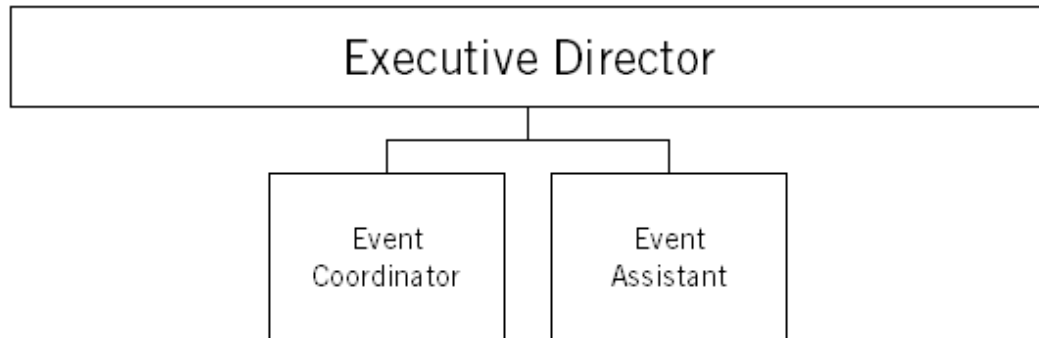
In 2024, the Events Department goals are the following:

- Continue to develop efficacy standards to reduce paperwork per client, more one touch solutions for
 1. room rental
 - Reduce errors and mistakes that create additional workload for the events team and other departmental
 2. workloads
 3. Create informational cut sheets for internal and external clients

Program Expenditures	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services	\$ 73,822	\$ 71,858	\$ 93,211	\$ 101,024
Materials and Supplies	2,166	5,450	4,738	3,000
Services and Charges	10,383	48,500	19,123	22,000
Capital	-	40,000	18,000	13,750
Events Total Before Transfers	86,371	165,808	135,073	139,774
Transfer to Food Services	-	-	-	200,000
Transfer to Foundation	-	150,000	150,000	-
Total Events	\$ 86,371	\$ 315,808	\$ 285,073	\$ 339,774

Performance Measures

Demand/Workload	Actual 2022	Planned 2023	Estimated 2023	Planned 2024
1. Room Rental Income \$				130,000
2. Event Center Income \$				100,000
3. Total Event Attendance			12,000	15,000
4. Amount of Incoming Inquiries			500	700
5. Amount of Tours Given to Clients and Potential Clients			225	250
6. Study Room Usage			10,000	12,000
7. Public Hours of Usage			11,500	15,000



**Food & Event Services
Events
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Personnel Services							
85	5100	35	Salaries	51,762	42,848	50,379	44,138
85	5102	35	Hourly Wages	6,024	15,122	33,979	31,200
85	5103	35	Overtime	-	-	71	-
85	5105	35	Vacation Pay	989	-	471	-
85	5106	35	Sick Pay	608	-	-	-
85	5112	35	Holiday Pay	693	-	464	-
Total Salaries & Wages				60,076	57,970	85,364	75,338
85	5109	35	LT Disability	-	140	-	249
85	5110	35	Salary Contingency	-	-	-	1,806
85	5113	35	Social Security Taxes	4,455	4,435	2,654	5,763
85	5115	35	Unemployment	60	-	93	-
85	5120	35	Health Insurance	3,682	4,877	2,349	8,350
85	5121	35	Health Savings Account	850	-	425	1,699
85	5122	35	Life Insurance	265	12	135	244
85	5125	35	AD&D	29	139	16	41
85	5135	35	Retirement Saving Plan	4,406	4,285	2,175	7,534
Total Personnel Services				73,822	71,858	93,211	101,024
Materials and Supplies							
85	5200	35	Office Supplies & Printing	192	1,950	1,088	1,000
85	5201	35	Small Tools & Equipment	1,477	-	2,070	-
85	5210	35	Food & Catering for Events	-	-	81	-
85	5235	35	Signage	496	3,500	1,500	2,000
Total Materials and Supplies				2,166	5,450	4,738	3,000
Services and Charges							
85	5344	35	Contract Services	914	24,000	7,453	8,000
85	5361	35	Training & Development	-	-	-	1,000
85	5361	35	Travel	-	-	-	3,000
85	5368	35	Event Cost	5,857	24,500	11,670	10,000
85	5990	35	Depreciation Expense	3,612	-	-	-
Total Services and Charges				10,383	48,500	19,123	22,000

**Food & Event Services
Events
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2022	Budgeted 2023	Estimated 2023	Budgeted 2024
Capital							
85	5810	35	Computer & Technological Equipment	-	-	3,000	1,500
85	5828	35	Software Expense (Capitalized)	-	-	-	2,250
85	5871	35	Furniture & Equipment (> \$5k)	-	40,000	15,000	10,000
Total Capital				-	40,000	18,000	13,750
Transfers							
85	6020	35	Int. Transfer Out (Transfer to Food Services)	-	-	-	200,000
85	6500	35	Ext. Transfer Out (Transfer to Foundation)	-	150,000	150,000	-
Total Transfers				-	150,000	150,000	200,000
Total Events				86,371	315,808	285,073	339,774

**Food & Event Services
Events
Explanation of Accounts**

Fund	Acct	Dept	Restriction	Project	Account Name	Additional Description	Budgeted 2024
85	5200	35	U	20000	Office Supplies & Printing	General Office Supplies	1,000
					Total Office Supplies & Printing		1,000
85	5235	35	U	20000	Signage	Signage and Branding	2,000
					Total Signage		2,000
85	5344	35	U	20000	Contract Services	Event Rentals (Tents & Outside Equipment)	8,000
					Total Contract Services		8,000
85	5361	35	U	20000	Training & Development	Training & Development	1,000
					Total Training & Development		1,000
85	5362	35	U	20000	Travel	Travel for Training & Development	3,000
					Total Travel		3,000
85	5368	35	U	20000	Event Cost	Buffet Setting	5,500
85	5368	35	U	20000	Event Cost	Serveware, Table Settings	4,500
					Total Event Cost		10,000
85	5810	35	U	20000	Computer & Technological Equipment	2 ipads	1,500
					Total Computer & Technological Equipment		1,500
85	5828	35	U	20000	Software Expense (Capitalized)	Square processing fees	1,500
85	5828	35	U	20000	Software Expense (Capitalized)	PandaDoc	750
					Total Software Expense (Capitalized)		2,250
85	5871	35	U	20000	Furniture & Equipment (> \$5k)	Tables and chairs	5,500
85	5871	35	U	20000	Furniture & Equipment (> \$5k)	Bar and equipment	4,500
					Total Furniture & Equipment (> \$5k)		10,000
					Total Budgeted for 2024		38,750

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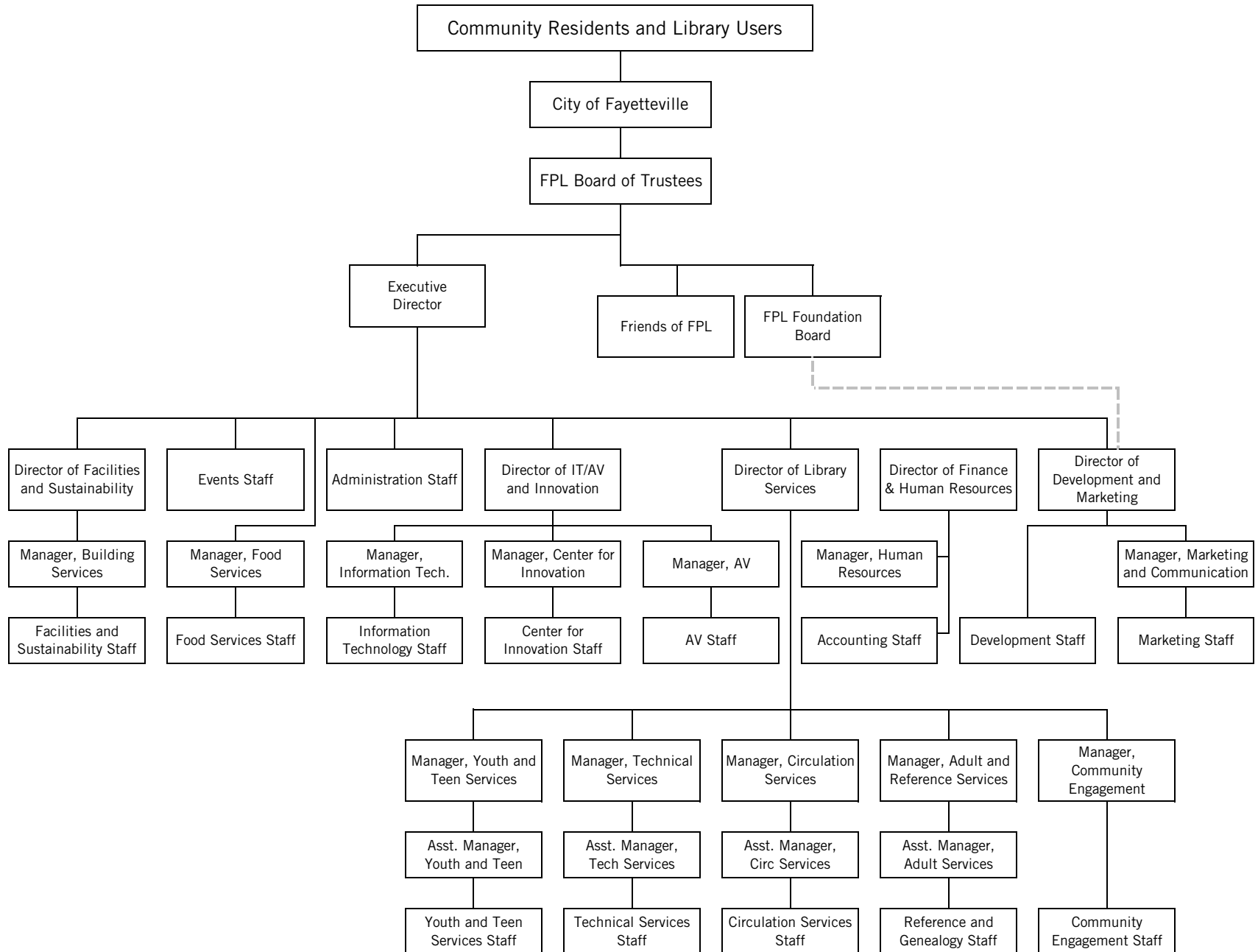


Supplemental Information

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Fayetteville Public Library

Organizational Chart



Fayetteville Public Library
Authorized Positions by Department
2024 Budget

Position Title	Full Time Equivalent - 2023 Budget	2023 In Year Changes	Revised 2023 Budget	Proposed for 2024	Full Time Equivalent - 2024 Proposed
Executive Director	1.00		1.00		1.00
Director, Library Services	1.00		1.00		1.00
Director, Human Resources	1.00	(1.00)	0.00		0.00
Office Administrator	1.00		1.00		1.00
Director, Finance & Human Resources	1.00		1.00		1.00
Manager, Human Resources	0.00	1.00	1.00		1.00
Accountant	2.00		2.00		2.00
Accountant (PT)	0.00		0.00	0.50	0.50
Manager, Adult & Reference Services	1.00		1.00		1.00
Assistant Manager, Adult & Reference Services	1.00		1.00		1.00
Librarian II, Adult & Reference Services	2.00		2.00		2.00
Librarian I, Adult & Reference Services	3.00		3.00		3.00
Librarian I, Genealogy	1.00		1.00		1.00
Assistant Librarian	2.00		2.00		2.00
Assistant Genealogy Librarian	0.50		0.50	0.50	1.00
Library Services Generalist	0.00	1.00	1.00		1.00
Library Services Generalist (PT)	4.00	(1.00)	3.00		3.00
Manager, Circulation Services	1.00		1.00		1.00
Assistant Manager, Circulation Services	1.00		1.00		1.00
Circulation Services Lead	4.00		4.00		4.00
Library Services Generalist (FT)	3.00	2.00	5.00		5.00
Library Services Generalist (PT)	5.00	(2.50)	2.50		2.50
Director, Facilities and Sustainability	1.00		1.00		1.00
Manager, Building Services	1.00		1.00		1.00
Maintenance Worker Lead	1.00		1.00		1.00
Maintenance Worker	2.00		2.00		2.00
Building Services Lead	2.00		2.00		2.00
Building Services Worker	5.00	(1.00)	4.00	1.00	5.00
Building Services Worker (PT)	0.00	1.00	1.00		1.00
Landscape Maintenance Worker (PT)	0.50		0.50		0.50
Director, IT/AV & Innovation	1.00		1.00		1.00
Manager, Information Technology	1.00		1.00		1.00
Manager, AV	0.00		0.00	1.00	1.00

Audio Engineer	1.00		1.00		1.00
System Administrator, IT	1.00		1.00		1.00
IT Support Tech	1.00		1.00		1.00
IT AV Support Tech	2.00		2.00		2.00
Manager, Center for Innovation	1.00		1.00		1.00
Fab & Robotics Lab Coordinator	1.00		1.00		1.00
Simulated Learning Coordinator	0.00	1.00	1.00		1.00
Center for Innovation Technician	0.00	3.00	3.00		3.00
Center for Innovation Generalist (PT)	2.00	(1.50)	0.50		0.50
Manager, Marketing & Comm	1.00		1.00		1.00
Marketing & Comm Design Specialist	1.00		1.00		1.00
Marketing & Comm Assistant	1.00		1.00		1.00
Manager, Technical Services	1.00		1.00		1.00
Assistant Manager, Technical Services	1.00		1.00		1.00
Library Technician	3.15		3.15		3.15
Manager, Youth & Teen	1.00		1.00		1.00
Assistant Manager, Youth & Teen	1.00		1.00		1.00
Librarian II, Youth & Teen	2.00		2.00		2.00
Librarian, Youth & Teen	3.00		3.00		3.00
Assistant Librarian, Youth & Teen	1.75		1.75	0.25	2.00
Library Services Generalist (PT)	3.00		3.00	0.50	3.50
Manager, Community Engagement	1.00		1.00		1.00
Community Engagement Assistant	0.50	0.50	1.00		1.00
Bilingual Outreach Programmer	1.00		1.00		1.00
Manager, Food Services	1.00		1.00		1.00
Kitchen Programming Coordinator	0.00	1.00	1.00		1.00
Food Service Worker	0.00	1.00	1.00		1.00
Food Service Worker (PT)	3.00	(1.00)	2.00		2.00
Event Coordinator	1.00		1.00		1.00
Event Assistant	0.50	0.50	1.00		1.00
Unfunded FTEs	13.10	(4.00)	9.10	(3.75)	5.35
FPL Full time Equivalent Employees	100.00	0.00	100.00	0.00	100.00
Funded FTEs	86.90	4.00	90.90	3.75	94.65

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GLOSSARY

ACCOUNT GROUP. A self-balancing set of accounts, which are not a fund or a fiscal entity. General Fixed Assets Account Group and General Long-Term Debt Account Group are such examples.

ACCOUNTING SYSTEM. Records and procedures that discover, record, classify, and report information on the financial position and operations of a governmental unit or any of its funds.

AD VALOREM. A basis for levy of taxes upon property based on value.

AGENCY FUND. A fund consisting of resources received and held by the governmental unit as an agent for others.

APPROPRIATION. An authorization granted by the board to incur liabilities for specific purposes.

ASSETS. Probable future economic benefits obtained or controlled by a particular entity as a result of past transactions or events.

A/V. An abbreviation for audio and visual library materials available for patron check-out.

BOND. A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

BOND DISCOUNT. The excess of the face value of a bond over the price for which it is acquired or sold.

BOND PREMIUM. The excess of the price at which a bond is acquired or sold over its face value.

BONDED DEBT. The portion of indebtedness represented by outstanding bonds.

BOT. An abbreviation for Fayetteville Public Library Board of Trustees.

BUDGET. A financial operating plan consisting of estimates of proposed expenditures for a given period and the proposed means of financing them.

BUDGET CONTROL. The control or management of the approved Budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

BUDGET DOCUMENT. The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body.

BUDGET MESSAGE. A general discussion of the proposed budget as presented in writing to the Board of Trustees. The message contains an explanation of the principal budget items and recommendations regarding the financial policy for the coming year.

CAPITAL BUDGET. This budget deals with large expenditures for capital items normally financed by borrowing. Usually capital items have long-range returns, useful life spans, are relatively expensive, and have physical presence such as buildings, books, computers, furniture, etc.

GLOSSARY (continued)

CAPITAL IMPROVEMENT. Any property, asset, or improvement with an estimated value greater than five thousand dollars (\$5,000), and estimated life or usefulness of one or more years, including land, interest therein and including constructions, enlargements, and renovations.

CAPITAL IMPROVEMENT FUND. A fund created to accumulate revenues from current taxes levied for major repairs and maintenance to fixed assets of a nature not specified at the time the revenues are levied.

CAPITAL IMPROVEMENT PROGRAM. An approach or technique for identifying and forecasting capital outlay decisions that a government expects to make over a five-year period.

CAPITAL OUTLAY. Expenditures that result in the acquisition of or addition to fixed assets.

CAPITAL PROJECTS FUND. A fund created to account for all resources to be used for the acquisition or construction of designated fixed assets.

CCTV. An abbreviation for closed circuit television.

CONSTRUCTION WORK IN PROGRESS. The cost of construction work that has been started but not yet completed.

CONTINGENCY FUND. Funds set aside for unforeseen expenses of uncertain amounts or funds set aside for known expenses, such as salary increases.

CONTRACTUAL SERVICE. An agreement to perform a service or task by external organizational units where the external organization provides the materials, equipment and labor to complete the service or task.

DEBT SERVICE. The amount of money necessary to pay interest on an outstanding debt, the principal of maturing material serial bonds, and the required contributions to a sinking fund for term bonds.

DEBT SERVICE FUND. A fund established to finance and account for the payment of interest and principal on all general obligation debt, serial and term, other than that payable exclusively from special assessments and revenues from fiduciary and proprietary funds.

DEMAND. Demand is the external factor that demonstrates the "need" for a program. Demand data enables decision-makers to adjust services and costs to respond to changes in direction for the service.

DEPARTMENT. Departments are the major organizational subdivisions. They have a broad overall purpose. Fayetteville Public Library has been organized into two departments: Library Services and Support Services.

DEPRECIATION. Expiration in the service life of fixed assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and obsolescence.

DESIGNATED FUND. Funds created to account for assets set aside for a specific purpose.

GLOSSARY (continued)

EFFECTIVENESS. Effectiveness data enable decision-makers to see that quality does not suffer as productivity increases, and that constituents are satisfied with services.

ENCUMBRANCE. An account used to record the estimated amount of contracts, salary commitments and purchase orders that are chargeable to an appropriation.

ENTERPRISE FUND. A fund established to finance and account for the acquisition, operation, and maintenance of governmental facilities and services that are entirely or predominantly self-supporting by user charges.

EXPENDITURE. Accounts that are kept on either the accrual basis or modified accrual basis of accounting and designate the cost of goods delivered or services rendered, whether paid or unpaid, including expenses and capital outlays.

EXPENSE. Charges incurred for operation, maintenance, interest, and other charges that will benefit the current year.

FIDUCIARY FUND. Any fund held by a governmental unit as an agent or trustee.

FISCAL YEAR. A 12-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations.

FIXED ASSET. Long-term assets that are intended to be held or used, such as land, buildings, machinery, furniture, and other equipment.

FPL. An abbreviation for Fayetteville Public Library.

FULL-TIME EQUIVALENT POSITION (FTE). A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year.

FUND. A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities, or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE. Fund equity available for appropriation.

FUND EQUITY. The excess of assets over liabilities. A portion of the equity may be reserved or designated; the remainder is fund balance.

GAAP. An abbreviation for generally accepted accounting principles.

GENERAL FIXED ASSETS ACCOUNT GROUP. A self-balancing group of accounts set up to account for the general fixed assets of a governmental unit.

GENERAL FUND. A fund used to account for all transactions of a governmental unit that are not accounted for in another fund, such as police and fire services.

GENERAL LONG-TERM DEBT ACCOUNT GROUP. A self-balancing group of accounts set up to account for long-term debt that is legally payable from general revenues.

GLOSSARY (continued)

GOAL. A goal is a statement of desired conditions to be maintained or achieved through the efforts of an organization. Actual total achievement may be impossible, but the goal is a standard against which to measure progress toward ideal conditions. A goal is a definition of results toward which the work of the organization is directed.

GOVERNMENTAL FUND. A generic classification adopted by the National Council on Governmental Accounting to refer to all funds other than proprietary and fiduciary funds. General fund, special revenue funds, capital projects funds, debt service funds, and special assessment funds are all examples of governmental fund types.

GRANT. A contribution by one governmental unit to another unit. The contribution is usually made to aid in the support of a specified function or for the acquisition or construction of fixed assets.

ILL. An abbreviation for Inter-Library Loan. Libraries cooperate in loaning materials to each other when the primary lending library does not have the patron requested library materials on hand.

ILS. An abbreviation for integrated library system database that tracks library materials and patron records.

INCOME. A term used to represent the excess of revenues earned over the expenses incurred in carrying on an enterprise operation.

INTERGOVERNMENTAL REVENUE. Revenue from other governments. Grants, entitlements, and shared revenues are types of intergovernmental revenue.

INTERNAL SERVICE FUND. A fund established to finance and account for services and commodities furnished by a designated department to other departments. Amounts expended by the fund are reestablished from either operating earnings or by transfers from other funds.

INVESTMENT. Securities held for the production of income in the form of interest and dividends.

IP. An abbreviation for internet protocol.

IT. An abbreviation for Information Technology.

LAN. An abbreviation for local area network.

LIABILITY. Probable future sacrifices of economic benefits arising from present obligations of a particular entity to transfer assets or provide services to other entities in the future as a result of past transactions or events.

LINE-ITEM. A detailed classification of an expense or expenditure classified by object within each Division.

LONG-TERM DEBT. Debt with a maturity of more than one year after the date of issuance.

MILLAGE. The term used to describe the rate assessed on real, personal and utility property that generates the annual operating and debt services tax revenues to fund a majority of library operations.

GLOSSARY (continued)

MODIFIED ACCRUAL BASIS. Governmental funds use the modified accrual basis of accounting. Revenues are recognized in the period in which they become both available and measurable. Expenditures are recognized at the time a liability is incurred.

MS. An abbreviation for Microsoft.

NET INCOME. A term used in governmental enterprise to designate the excess of total revenues over total expenses.

NONOPERATING EXPENSE. Proprietary fund expenses incurred in performance of activities not directly related to supplying the basic service by a governmental enterprise.

NONOPERATING INCOME. Proprietary fund income that is not derived from the basic operations of such enterprises.

OBJECT CODE. Expenditure classification according to the types of items purchased or services obtained; for example, personnel services, materials & supplies, contractual service, and capital.

OBJECTIVE. An objective is a decision about the amount of progress to be made within a specified period of time. It states in measurable and quantitative terms the results to be achieved within a specified time and plans the incremental steps to achieve the goal.

OCLC. An abbreviation for a global library cooperative, supported by thousands of libraries in making information more accessible and more useful to people around the world.

OPERATING TRANSFER. Legally authorized interfund transfers from a fund receiving revenue to the fund that makes expenditures.

ORDINANCE. A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

PC. An abbreviation for personal computer.

PERFORMANCE BUDGET. A budget which relates appropriations to work loads. By featuring unit measures, performance budgets are believed to express official and citizen interest in the managerial value of efficiency.

PERFORMANCE MEASURES. Performance measures provide a means of identifying the level of service provided. Performance measures include a measurement of demand, workload, productivity, and effectiveness.

PROGRAM. Program for FPL is a presentation by third party contractors or staff that highlight a wide variety of concepts and presentations that match community interests with the complementary goals of engaging the community literary engagement and meeting a portion of the recreational needs of the community. Each program represents a specific type of activity within its department aimed at providing a service for which the Library is responsible.

PROGRAM BUDGET. A budget which relates appropriations to goals.

GLOSSARY (continued)

PROGRAM OBJECTIVES. A program objective states in measurable quantitative terms the results to be achieved within a specified time and plans the incremental steps to achieve them.

PRODUCTIVITY. Unit cost (productivity data) enables decision-makers to measure efficiency, as opposed to total expenditures. Productivity unit costs can also be used to quickly estimate the cost of adding more service, or the savings to be realized from reductions in service.

RESERVE. An account that records a portion of the fund equity that must be segregated for some future use and which is not available for further appropriation or expenditure.

RETAINED EARNINGS. The accumulated earnings of an enterprise or internal service fund that have been retained in the fund and that are not reserved for any specific purpose.

REVENUE. Additions to fund financial resources other than from interfund transfers and debt issue process.

SRC. An abbreviation for Summer Reading Club.

STEM. An abbreviation for science, technology, engineering and math.

SUB-DEPARTMENT. Sub-departments are the major functional sub-divisions and correspond to the departmental hierarchy used by the Library. Each sub-department has been assigned to one of the departments according to the type of activity it performs. For example, the Adult & Reference Services Department is part of the Library Services Department. In addition, each sub-department has developed a statement of goals and objectives and strategies for attaining them.

TAX. A compulsory charge levied by a governmental unit for the purpose of raising revenue. These revenues are used to pay for services or improvements provided for the general public benefit.

UNRESERVED FUND BALANCE. The amount remaining in a fund that is not reserved for some future use and which is available for further appropriation or expenditure.

VEX. VEX refers to a brand name in robotics.

VOIP. An abbreviation for voice over internet protocol for telephone service.

WiFi. *Wi-Fi* or *WiFi* is a technology for wireless local area networking with devices based on the IEEE 802.11 standards.

WORKLOAD. Workload data answer the question about how much service is being provided, as well as how output is meeting service demand. Workload data are also the basis, along with total expenditures, for unit cost or productivity.