



# 2023 Annual Budget & Work Program



Fayetteville  
Public Library

faylib.org / 401 W. Mountain St., Fayetteville, AR 72701

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# Fayetteville Public Library, Arkansas

## 2023 Annual Budget & Work Program

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# FAYETTEVILLE PUBLIC LIBRARY

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# Fayetteville Public Library Adopted Budget Overview

## 2023

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### \$12,902,482

Total Library Budget

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### \$9,393,945

Library Operations Revenue

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### \$9,387,855

Library Operations Expenditures

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### \$315,808

Events Budget

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### \$332,319

Food Services Budget

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### Budget Highlights

- + Total proposed library operation budget (Fund 10) is \$9,387,540; a spending increase of \$606,156, or -5%, from the CY22 original budget of \$8,734,942.
- + Personnel costs across all funds comprise 55% of the total budget for 67 full-time positions and 44 part-time positions, and a total of 100 full-time equivalents (FTEs). Only 86.90 FTEs are funded with the current budget.
- + The CY 2023 revenue of \$9,393,945 projects an increase of \$658,895, or 7.5%, from the CY 2022 original budget of \$8,735,050, which includes projected property tax revenue of \$5.3 million.
- + Property tax revenue is projected to increase by approximately \$424,000, or 8%.
- + Contract services expenditures are expected to increase by \$31,000, or 15.4%.
- + Utility expenditures are expected to increase by approximately \$37,000, or 12.6%.
- + Lease payment of \$233,000.



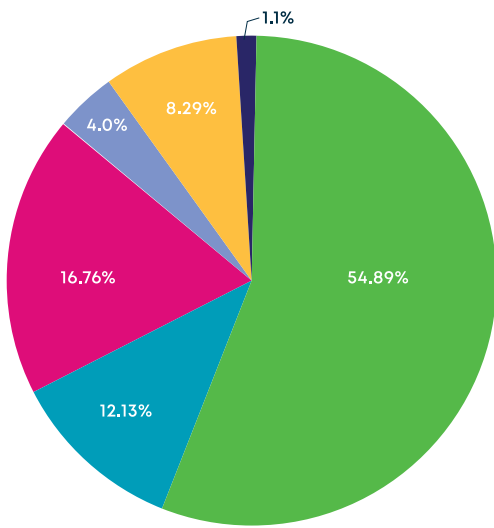
Fayetteville  
Public Library

# Library Operation Funds Expenditures

## Expenditures by category

Excludes transfers

This chart and graph breakdown showcase a year over year (YOY) comparison of the combined Library Operations, Events, and Food Services 2023 proposed budget and 2022 original budgets.

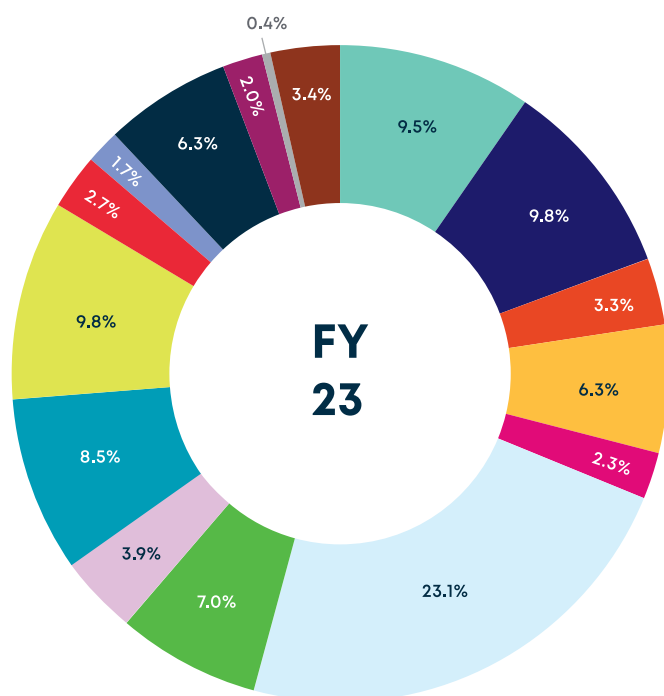


Expenditure Categories	2022 Original Budget	2023 Proposed Budget	Amount of Change	Percent of Change
Personnel Services	\$5,097,719	\$5,444,626	\$351,593	6.81%
Materials & Supplies	\$1,347,699	\$1,204,232	(\$143,467)	-10.27%
Services & Charges	\$1,862,001	\$1,664,133	(\$197,868)	-10.63%
Maintenance	\$401,523	\$396,995	(\$4,528)	-1.13%
Capital	\$588,594	\$823,196	(\$234,602)	39.86%
Cost of Goods	\$0	\$105,800	\$105,800	

## Expenditures by department

Excludes transfers

This chart and graph breakdown showcases the breakdown of the 2023 budget by department.



Total Amount of Expenditures	\$9,643,982
Library Materials - Circulating	\$606,947
Library Materials - Subscription & Online Databases	\$194,678
Shared Programming Services	\$40,710
Adult & Reference Services	\$942,101
Circulation	\$603,430
Technical Services	\$375,156
Youth & Teen Services	\$673,619
Community Engagement	\$220,700
Center for Innovation	\$314,212
Administration	\$916,166
Finance & Accounting	\$823,971
Facilities	\$2,228,334
Information Technology	\$953,241
Marketing	\$252,590
Events	\$165,808
Food Services	\$332,319

# Library Operation Funds Revenue

## Revenue by source

\$5,257,237

Library Millage

\$3,281,401

City Transfers

\$156,150

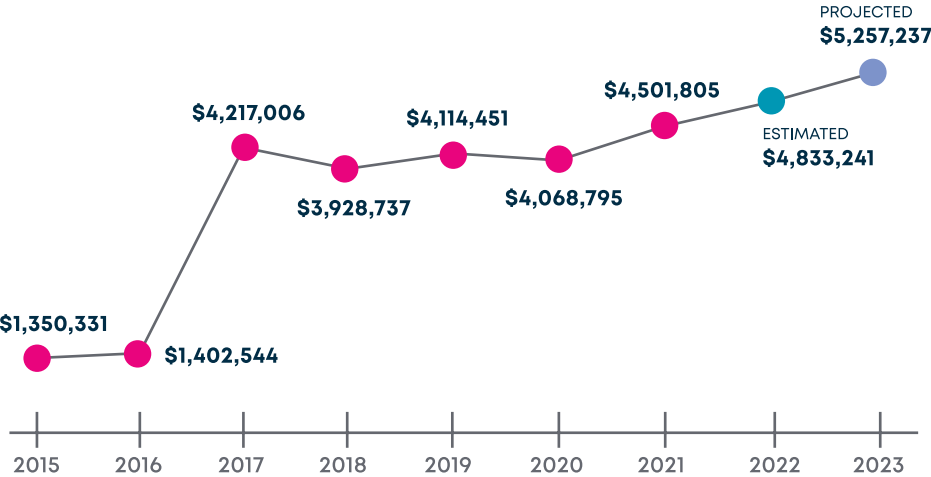
State & Federal Grants

\$610,100

Charges for Services

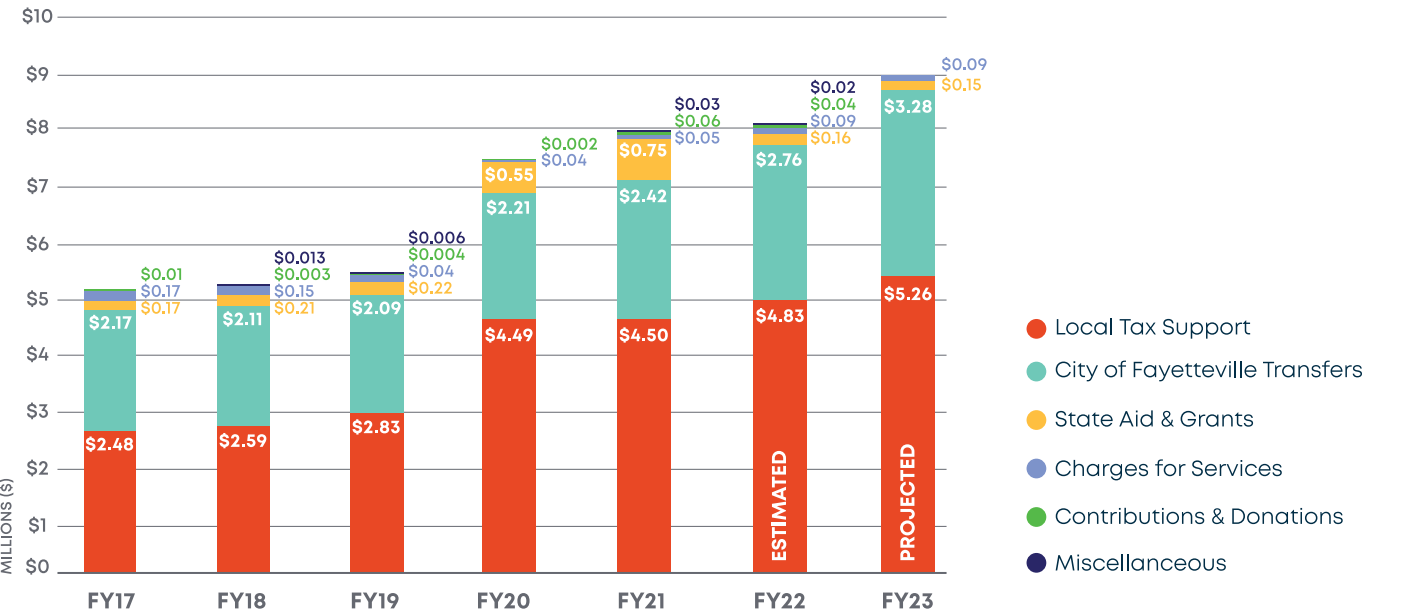
## Millage by year

A 7-year trend of property tax revenue as well as the estimated and projected revenue for 2022 and 2023, respectively.



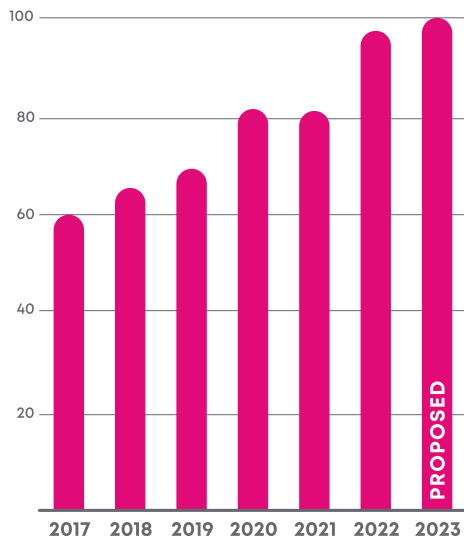
## Library Operation Revenue

A visual representation of the revenue only within the Library Operations Fund over the last several years.



# Our Personnel

## FTE count since 2017

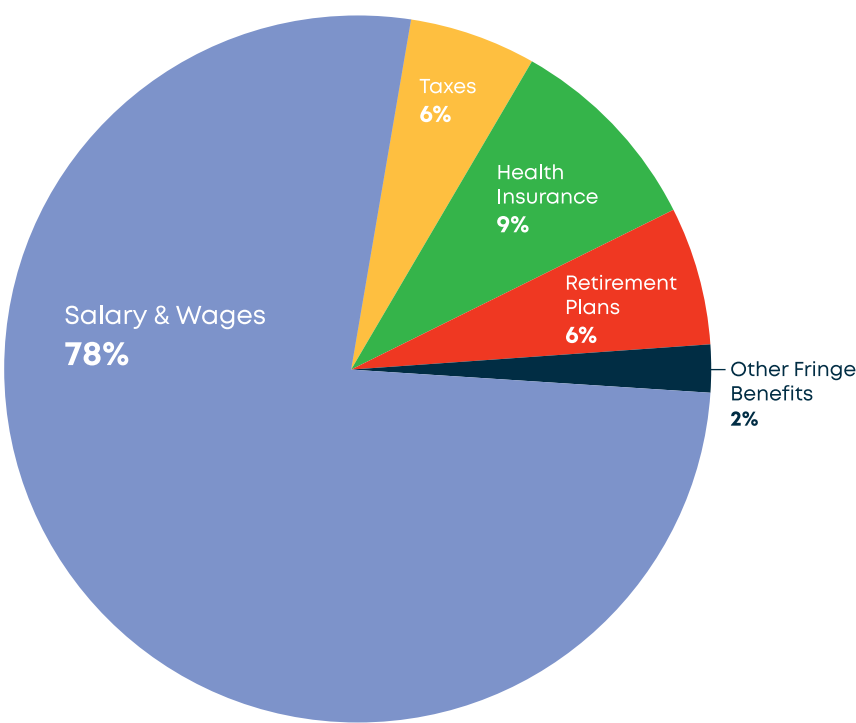


## Personnel count by department

	<b>ADMINISTRATION</b> 4 FTE   4 Employees		<b>FINANCE &amp; ACCOUNTING</b> 3 FTE   3 Employees
	<b>ADULT &amp; REFERENCE</b> 14.5 FTE   19 Employees		<b>FOOD SERVICES</b> 4 FTE   6 Employees
	<b>CIRCULATION</b> 14 FTE   19 Employees		<b>IT</b> 7 FTE   7 Employees
	<b>COMMUNITY ENGAGEMENT</b> 2.5 FTE   3 Employees		<b>MARKETING &amp; COMMUNICATIONS</b> 3 FTE   3 Employees
	<b>CENTER FOR INNOVATION</b> 4 FTE   6 Employees		<b>TECHNICAL SERVICES</b> 5.15 FTE   6 Employees
	<b>EVENTS</b> 1.5 FTE   2 Employees		<b>YOUTH &amp; TEEN</b> 11.75 FTE   16 Employees
	<b>FACILITIES</b> 12.5 FTE   14 Employees		



Personnel expenses by category



Total Personnel Expenses		\$5,449,312
Salary & Wages		\$4,135,446
Taxes		\$306,805
Health Insurance		\$497,113
Retirement Plans		\$327,459
Other Fringe Benefits		\$86,922

# Our Impact

**Our mission is to strengthen our community and empower our citizens through free and public access to knowledge.**

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## 1,193,168

**Total checkouts**

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## 424,293

**Library visits**

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## 377,151

**Total collection items**

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## 90,489

**Library cardholders**

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## 2022 Accomplishments

- + With fewer pandemic restrictions, Fayetteville Public Library (FPL) increased the amount of programs by 273% and saw program attendance grow by 700% as compared to 2021.
- + FPL is expected to end 2022 with 30% more library visits and 12% more cardholders than 2021.
- + The library kicked off one of its most successful Summer Reading Clubs with an event that encompassed the entire campus and welcomed over 3,000 people.
- + Speakers David Grann and Henry Rollins filled the Event Center and attracted regional audiences to FPL.
- + On average, the Center for Innovation studios are reserved 600 times a month, and study rooms over 750 times a month.
- + The Event Center was rented by community groups to host the Roots Festival, Ozark Literacy Council's International Food Festival, the Fayetteville Education Foundation Hall of Honor, and the Animal League of Washington County Fashion Show.
- + The Center for Innovation launched its inaugural MakerFaire NWA Event.
- + A holds locker can now be found in the Mountain Street lobby, giving patrons an additional options for picking up holds.
- + FPL expanded patron computer accessibility by doubling the number of available computers and installing laptop checkout kiosks.
- + FPL migrated to a new accounting software system, Sage Intacct.
- + As part of the library's two-year DEI initiative funded through the Walton Family Foundation, Walmart Foundation and Arkansas Community Foundation TRUE NWA program, FPL commissioned The Ivy Group to conduct a community needs assessment.

# Moving Forward

**Our vision is to be  
powerfully relevant  
and completely  
accessible.**

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## 2023 Goals

**BOOKMOBILE** FPL on Wheels is FPL's first bookmobile, and it will meet community members – especially those who can't regularly make it to our campus – where they are to provide library cards, materials to check out and more. Regular stops are already planned for the Fayetteville Tyson plant, Ozark Literacy Council, the Boys and Girls Club, and we hope to also incorporate visits to residential areas.

**FPL+** A new service created with the community's requests in mind, FPL+ provides patrons access to non-staffed, limited library services outside of FPL's regular operating hours. Patrons will find a holds locker, computer access, copy and printing services, Wi-Fi, and study spaces in the Mountain Street Lobby after hours.

**FOCUS ON WELCOMING PROGRAMMING** Programming staff have committed to prioritizing inclusive and welcoming programs in 2023 that showcase cultural experiences and family stories from the international communities moving into Northwest Arkansas. We want to provide as much diverse, equitable and inclusive programming as we can.

**COMPUTERS WITH NEW ACCESSIBILITY FEATURES** Computer workstations with braille readers and screen readers will be installed in adult and youth libraries.

**AUDIOVISUAL SYSTEMS UPGRADE** The AV systems in the Walker Community Room will be upgraded to match the more modern setups in other FPL event spaces.

**CFI PROGRAMMING** The successful From Maker to Market entrepreneurship program and the Innovation Speaker series will return in 2023, along with the CFI's ongoing classes to grow and support the region's creative community.

Fayetteville Public Library  
FAYETTEVILLE, ARKANSAS  
Financial Policies

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.

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# Budget Financials



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

<b>Fund 10 - Library Operations - Blair</b>	<b>Actual 2021</b>	<b>Budgeted 2022</b>	<b>Estimated 2022</b>	<b>Budgeted 2023</b>
<b>Beginning Cash &amp; Investments</b>	<b>\$1,970,917</b>	<b>\$2,414,283</b>	<b>\$2,414,283</b>	<b>\$1,966,333</b>
<b>Revenues</b>				
State & Federal Grants	751,407	192,150	163,578	156,150
Library Millage	4,503,144	4,833,241	4,833,241	5,257,237
Transfer From City of Fayetteville - Operations	1,677,401	1,777,401	1,777,401	1,812,401
Transfer for Books - City of Fayetteville	561,000	581,000	581,000	602,000
Transfer for Computers - City of Fayetteville	185,000	101,000	101,000	117,000
Transfer for Capital Improvement - City of Fayetteville	-	300,000	300,000	750,000
Transfer from Expansion Millage	-	400,000	400,000	400,000
Transfer from Facility Reserve	-	-	-	12,000
Transfer from IT Reserve	-	-	-	30,500
Charges for Services	48,006	170,500	96,242	98,100
Designated Gifts				
Transfer from Foundation	107,700	121,043	60,522	122,707
Transfer from Friends	-	-	-	35,850
Other	58,818	776,855	475,454	-
Miscellaneous Revenue	27,531	-	11,886	-
Investment Earnings	899	2,900	865	-
<b>Total Revenues</b>	<b>7,920,905</b>	<b>9,256,090</b>	<b>8,801,190</b>	<b>9,393,945</b>
<b>Operations and Maintenance Expenditures</b>				
Library Materials - Circulating	484,871	592,423	609,909	606,947
Library Materials - Circulating Subscription and Online Databases	187,695	188,864	205,356	194,678
Shared Programming	4,981	69,500	84,500	40,710
Adult & Reference Services	913,308	951,731	933,612	942,101
Circulation Services	725,297	698,489	639,199	603,430
Technical Services	364,537	376,425	329,196	375,156
Youth & Teen Services	677,079	737,941	686,864	673,619
Community Engagement	234,041	272,274	246,111	220,700
Center for Innovation Services	32,187	393,262	342,340	314,212
Administration	480,075	771,193	751,298	683,166
Insurance - Building & Equipment	60,408	146,665	145,687	-
Equipment Lease/Rental	416,000	372,000	372,000	233,000
Finance & Accounting	336,550	383,290	346,592	651,271
Insurance - Building & Equipment	-	-	-	172,700
Facilities Services	1,336,779	1,841,413	1,761,282	2,228,334
Information Technology Services	855,972	1,193,548	1,029,414	953,241
Marketing Services	223,221	322,502	270,078	252,590

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

	<b>Actual 2021</b>	<b>Budgeted 2022</b>	<b>Estimated 2022</b>	<b>Budgeted 2023</b>
<b>Fund 10 - Library Operations - Blair</b>				
Transfers				
Transfer to Furniture & Equipment	15,000	25,000	25,000	-
Transfer to Facility Reserve	42,500	128,000	128,000	30,000
Transfer to Events	-	96,200	96,200	150,000
Transfer to Food Services	-	113,500	113,500	12,000
Transfer to IT Reserve	42,500	130,000	130,000	50,000
Transfer to Foundation	-	3,550	3,000	-
<b>Total Expenditures</b>	<b>7,433,000</b>	<b>9,807,770</b>	<b>9,249,139</b>	<b>9,387,855</b>
<b>Net Surplus/(Deficit)</b>	<b>487,905</b>	<b>(551,680)</b>	<b>(447,950)</b>	<b>6,090</b>
<b>Ending Cash &amp; Investments</b>	<b>\$2,414,283</b>	<b>\$1,862,602</b>	<b>\$1,966,333</b>	<b>\$1,972,424</b>



**Fund 10 - Library Operations****Revenue Detail**

			<b>Actual 2021</b>	<b>Budgeted 2022</b>	<b>Estimated 2022</b>	<b>Budgeted 2023</b>
<b>Fund</b>	<b>Acct</b>	<b>Dept</b>				
<b>State &amp; Federal Grants</b>						
10	4010	77	\$ 138,786	\$ 141,150	\$ 151,078	\$ 141,150
10	4055	77	417,283	16,000	2,500	15,000
10	4055	77	195,337	10,000	10,000	-
10	4055	77	-	25,000	-	-
10	4110	77	-	-	-	-
		Total State & Federal Grants	751,407	192,150	163,578	156,150
<b>Local Government Grants</b>						
10	4880	77	1,677,401	1,777,401	1,777,401	1,812,401
10	4882	77	4,503,144	4,833,241	4,833,241	5,257,237
10	4884	77	561,000	581,000	581,000	602,000
10	4886	77	185,000	101,000	101,000	117,000
10	4887	77	-	300,000	300,000	750,000
10	6010	77	-	400,000	400,000	400,000
10	6010	77	-	-	-	12,000
10	6010	77	-	-	-	30,500
		Total Local Government Grants	6,926,545	7,992,642	7,992,642	8,981,138
<b>Library Charges</b>						
10	4202	77	2,000	12,000	10,500	12,000
10	4202	77	9,410	30,000	18,425	20,000
10	4202	77	-	-	-	-
10	4202	77	-	-	-	-
10	4205	77	2,945	3,000	3,963	3,000
10	4220	77	174	300	726	400
10	4302	77	30	200	117	200
10	4302	77	33,469	125,000	62,313	62,500
10	4302	77	-	100	198	100
10	4302	77	79	-	45	-
10	4302	77	-	-	-	-
10	4302	77	(101)	(100)	(44)	(100)
		Total Library Charges	48,006	170,500	96,242	98,100
<b>Designated Gifts</b>						
10	4055	77	-	-	-	-
10	4650	77	-	-	-	-
10	4650	77	1,035	-	706	-
10	4650	77	-	-	260	-
10	4650	77	-	-	222	-
10	4650	77	2,000	-	-	-
10	4660	77	33,013	-	32,017	-
10	4662	77	20,541	-	2,104	-
10	4664	77	2,229	-	2,981	-
10	4899	77	107,700	121,043	60,522	122,707
10	4899	77	-	-	-	35,850
10	4999	77	-	776,855	437,165	-
		Total Designated Gifts	166,518	897,898	535,976	158,557
<b>Miscellaneous Revenue</b>						
10	4990	77	-	-	23	-
10	4992	77	27,531	-	11,863	-
10	4995	77	-	-	-	-
		Total Miscellaneous Revenue	27,531	-	11,886	-
<b>Investment Earnings</b>						
10	4701	77	613	2,500	698	-
10	4701	77	286	400	167	-
10	4772	77	-	-	-	-
		Total Investment Earnings	899	2,900	865	-
<b>10 - Library Operations Total Revenue</b>			<b>\$ 7,920,905</b>	<b>\$ 9,256,090</b>	<b>\$ 8,801,190</b>	<b>\$ 9,393,945</b>

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

	<b>Actual 2021</b>	<b>Budgeted 2022</b>	<b>Estimated 2022</b>	<b>Budgeted 2023</b>
<b>Fund 15 - Expansion Operating Reserve</b>				
<b>Beginning Cash &amp; Investments</b>	<b>\$986,042</b>	<b>\$986,276</b>	<b>\$986,276</b>	<b>\$587,900</b>
<b>Revenues</b>				
Investment Earnings	234	100	1,625	-
<b>Total Revenues</b>	<b>234</b>	<b>100</b>	<b>1,625</b>	<b>-</b>
<b>Operations and Maintenance Expenditures</b>				
Transfer to Operating	-	400,000	400,000	400,000
<b>Total Expenditures</b>	<b>-</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
<b>Net Surplus/(Deficit)</b>	<b>234</b>	<b>(399,900)</b>	<b>(398,375)</b>	<b>(400,000)</b>
<b>Ending Cash &amp; Investments</b>	<b>\$986,276</b>	<b>\$586,376</b>	<b>\$587,900</b>	<b>\$187,900</b>

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

<b>Fund 15 - Expansion Operating Reserve</b>			<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Budgeted</b>
<b>Revenue Detail</b>			<b>2021</b>	<b>2022</b>	<b>2022</b>	<b>2023</b>
<u>Fund</u>	<u>Acct</u>	<u>Dept</u>				
Investment Earnings						
15	4701	77 Investment Income	\$235	\$100	\$1,625	\$ -
15	4770	77 Gain/Loss On Investment - Realized	3	-	-	-
15	4772	77 Gain/Loss On Investment - UnRealized	(4)	-	-	-
Total Investment Earnings			234	100	1,625	-
<b>Fund 15 - Expansion Operating Reserve Total Revenue</b>			<b>\$234</b>	<b>\$100</b>	<b>\$1,625</b>	<b>\$ -</b>

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

	<b>Actual 2021</b>	<b>Budgeted 2022</b>	<b>Estimated 2022</b>	<b>Budgeted 2023</b>
<b>Fund 20 - Long Term Reserve</b>				
<b>Beginning Cash &amp; Investments</b>	<b>\$1,651,822</b>	<b>\$1,647,457</b>	<b>\$1,647,457</b>	<b>\$1,637,808</b>
<b>Revenues</b>				
Investment Earnings	(4,365)	9,500	(9,649)	-
<b>Total Revenues</b>	<b>(4,365)</b>	<b>9,500</b>	<b>(9,649)</b>	<b>-</b>
<b>Net Surplus/(Deficit)</b>	<b>(4,365)</b>	<b>9,500</b>	<b>(9,649)</b>	<b>-</b>
<b>Ending Cash &amp; Investments</b>	<b>\$1,647,457</b>	<b>\$1,656,957</b>	<b>\$1,637,808</b>	<b>\$1,637,808</b>

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

Fund 20 - Long Term Reserve				Actual	Budgeted	Estimated	Budgeted
Revenue Detail				2021	2022	2022	2023
<u>Fund</u>	<u>Acct</u>	<u>Dept</u>					
Investment Earnings							
20	4701	77	Investment Income	\$13,714	\$10,000	\$4,244	\$ -
20	4770	77	Gain/Loss On Investment - Realized	229	-	-	-
20	4772	77	Gain/Loss On Investment - UnRealized	(14,182)	3,000	(10,808)	-
20	5397	77	Investment Management Fees	(4,126)	(3,500)	(3,085)	-
			Total Investment Earnings	(4,365)	9,500	(9,649)	-
Fund 20 - Long Term Reserve Total Revenue				<b>(\$4,365)</b>	<b>\$9,500</b>	<b>(\$9,649)</b>	<b>\$ -</b>



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

	<b>Actual 2021</b>	<b>Budgeted 2022</b>	<b>Estimated 2022</b>	<b>Budgeted 2023</b>
<b>Fund 30 - Facility Reserve</b>				
<b>Beginning Cash &amp; Investments</b>	<b>\$544,503</b>	<b>\$508,886</b>	<b>\$508,886</b>	<b>\$526,332</b>
<b>Revenues</b>				
Transfers	42,500	8,000	34,000	30,000
Investment Earnings	(2,879)	3,000	(8,055)	-
<b>Total Revenues</b>	<b>39,621</b>	<b>11,000</b>	<b>25,945</b>	<b>30,000</b>
 <b>Operations and Maintenance Expenditures</b>				
Services and Charges	101,562	-	-	-
Capital	-	8,500	8,500	12,000
<b>Total Expenditures</b>	<b>101,562</b>	<b>8,500</b>	<b>8,500</b>	<b>12,000</b>
 <b>Net Surplus/(Deficit)</b>	<b>(61,941)</b>	<b>2,500</b>	<b>17,445</b>	<b>18,000</b>
 <b>Ending Cash &amp; Investments</b>	<b>\$508,886</b>	<b>\$511,386</b>	<b>\$526,332</b>	<b>\$544,332</b>

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

<b>Fund 30 - Facility Reserve</b>				<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Budgeted</b>
<b>Revenue Detail</b>				<b>2021</b>	<b>2022</b>	<b>2022</b>	<b>2023</b>
<u>Fund</u>	<u>Acct</u>	<u>Dept</u>					
Transfers							
30	6010	77	Int. Transfer In	\$42,500	\$8,000	\$34,000	30,000
			Total Transfers	42,500	8,000	34,000	30,000
Investment Earnings							
30	4701	77	Investment Income	5,126	5,000	2,382	-
30	4770	77	Gain/Loss On Investment - Realized	76	-	-	-
30	4772	77	Gain/Loss On Investment - UnRealized	(6,829)	-	(9,501)	-
30	5397	77	Investment Management Fees	(1,252)	(2,000)	(935)	-
			Total Investment Earnings	(2,879)	3,000	(8,055)	-
<b>Fund 30 - Facility Reserve Total Revenue</b>				<b>\$39,621</b>	<b>\$11,000</b>	<b>\$25,945</b>	<b>\$ 30,000</b>

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

	<b>Actual 2021</b>	<b>Budgeted 2022</b>	<b>Estimated 2022</b>	<b>Budgeted 2023</b>
<b>Fund 40 - Furniture &amp; Equipment Reserve</b>				
<b>Beginning Cash &amp; Investments</b>	<b>\$234,984</b>	<b>\$249,255</b>	<b>\$249,255</b>	<b>\$272,837</b>
<b>Revenues</b>				
Transfers	15,000	-	25,000	-
Investment Earnings	(729)	2,400	(1,418)	400
<b>Total Revenues</b>	<b>14,271</b>	<b>2,400</b>	<b>23,582</b>	<b>400</b>
<b>Operations and Maintenance Expenditures</b>				
Services and Charges	-	-	-	-
Capital	-	32,500	-	-
<b>Total Expenditures</b>	<b>-</b>	<b>32,500</b>	<b>-</b>	<b>-</b>
<b>Net Surplus/(Deficit)</b>	<b>14,271</b>	<b>(30,100)</b>	<b>23,582</b>	<b>400</b>
<b>Ending Cash &amp; Investments</b>	<b>\$249,255</b>	<b>\$219,155</b>	<b>\$272,837</b>	<b>\$273,237</b>

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

**Fund 40 - Furniture & Equipment Reserve**

**Revenue Detail**

<u>Fund</u>	<u>Acct</u>	<u>Dept</u>		<b>Actual 2021</b>	<b>Budgeted 2022</b>	<b>Estimated 2022</b>	<b>Budgeted 2023</b>
<b>Transfers</b>							
40	6010	77	Int. Transfer In	\$15,000	\$ -	\$25,000	\$ -
			Total Transfers	15,000	-	25,000	-
<b>Investment Earnings</b>							
40	4701	77	Investment Income	\$839	\$3,000	\$615	\$1,000
40	4770	77	Gain/Loss On Investment - Realized	3	-	-	-
40	4772	77	Gain/Loss On Investment - UnRealized	(983)	-	(1,433)	-
40	5397	77	Investment Management Fees	(588)	(600)	(600)	(600)
			Total Investment Earnings	(729)	2,400	(1,418)	400
<b>Fund 40 - Furniture &amp; Equipment Reserve Total Revenue</b>				<b>\$14,271</b>	<b>\$2,400</b>	<b>\$23,582</b>	<b>\$400</b>

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

	<b>Actual 2021</b>	<b>Budgeted 2022</b>	<b>Estimated 2022</b>	<b>Budgeted 2023</b>
<b>Fund 50 - Information Technology Reserve</b>				
<b>Beginning Cash &amp; Investments</b>	<b>\$254,568</b>	<b>\$277,113</b>	<b>\$277,113</b>	<b>\$228,603</b>
<b>Revenues</b>				
Transfers	42,500	10,000	35,000	50,000
Investment Earnings	(1,455)	4,150	(3,510)	600
<b>Total Revenues</b>	<b>41,045</b>	<b>14,150</b>	<b>31,490</b>	<b>50,600</b>
 <b>Operations and Maintenance Expenditures</b>				
Capital	-	80,000	80,000	30,500
<b>Total Expenditures</b>	<b>-</b>	<b>80,000</b>	<b>80,000</b>	<b>30,500</b>
 <b>Net Surplus/(Deficit)</b>	<b>41,045</b>	<b>(65,850)</b>	<b>(48,510)</b>	<b>20,100</b>
 <b>Ending Cash &amp; Investments</b>	<b>\$277,113</b>	<b>\$211,263</b>	<b>\$228,603</b>	<b>\$248,703</b>

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

**Fund 50 - Information Technology Reserve**

**Revenue Detail**

<u>Fund</u>	<u>Acct</u>	<u>Dept</u>	<u>Actual 2021</u>	<u>Budgeted 2022</u>	<u>Estimated 2022</u>	<u>Budgeted 2023</u>
Transfers						
50	6010	77 Int. Transfer In	\$42,500	\$10,000	\$35,000	50,000
		Total Transfers	42,500	10,000	35,000	50,000
Investment Earnings						
50	4701	77 Investment Income	2,045	5,000	947	1,200
50	4770	77 Gain/Loss On Investment - Realized	76	-	-	-
50	4772	77 Gain/Loss On Investment - UnRealized	(2,958)	-	(3,954)	-
50	5397	77 Investment Management Fees	(618)	(850)	(503)	(600)
		Total Investment Earnings	(1,455)	4,150	(3,510)	600
<b>Fund 50 - Information Technology Reserve Total Revenue</b>			<b>\$41,045</b>	<b>\$14,150</b>	<b>\$31,490</b>	<b>\$50,600</b>

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

	<b>Actual 2021</b>	<b>Budgeted 2022</b>	<b>Estimated 2022</b>	<b>Budgeted 2023</b>
<b>Fund 60 - Library Expansion</b>				
<b>Beginning Cash &amp; Investments</b>	<b>\$4</b>	<b>\$4</b>	<b>\$4</b>	<b>\$4</b>
<b>Total Revenues</b>	-	-	-	-
<b>Total Expenditures</b>	-	-	-	-
<b>Net Surplus/(Deficit)</b>	-	-	-	-
<b>Ending Cash &amp; Investments</b>	<b>\$4</b>	<b>\$4</b>	<b>\$4</b>	<b>\$4</b>

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

**Fund 60 - Library Expansion**

Revenue Detail				Actual	Budgeted	Estimated	Budgeted
<u>Fund</u>	<u>Acct</u>	<u>Dept</u>		<u>2021</u>	<u>2022</u>	<u>2022</u>	<u>2023</u>
Transfers							
60	4889	77	Transfer from FPL Foundation	\$ -	\$ -	\$ -	\$ -
60	4889	77	Transfer from Friends	-	-	-	-
60	4660	77	Contributions - Designated	-	-	-	-
Total Transfers				-	-	-	-
Investment Earnings							
60	4701	77	Investment Income	-	-	-	-
Total Investment Earnings				-	-	-	-
<b>Fund 60 - Library Expansion Total Revenue</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



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

	<b>Actual 2021</b>	<b>Budgeted 2022</b>	<b>Estimated 2022</b>	<b>Budgeted 2023</b>
<b>Fund 70 - Library Bond Fund</b>				
<b>Beginning Cash &amp; Investments</b>	-	-	-	-
<b>Revenues</b>				
Transfer for Debt Service	2,101,167	2,319,956	2,319,956	2,424,000
<b>Total Revenues</b>	<b>2,101,167</b>	<b>2,319,956</b>	<b>2,319,956</b>	<b>2,424,000</b>
<b>Operations and Maintenance Expenditures</b>				
Transfer to City of Fayetteville	2,244,384	2,319,956	2,319,956	2,424,000
<b>Total Expenditures</b>	<b>2,244,384</b>	<b>2,319,956</b>	<b>2,319,956</b>	<b>2,424,000</b>
<b>Net Surplus/(Deficit)</b>	<b>(143,217)</b>	-	-	-
<b>Ending Cash &amp; Investments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

**Fund 70 - Library Bond Fund**

**Revenue Detail**

<u>Fund Acct Dept</u>			<u>Actual 2021</u>	<u>Budgeted 2022</u>	<u>Estimated 2022</u>	<u>Budgeted 2023</u>
Transfers						
70	4883	77 Ext. Transfer from City - Debt Service	\$2,101,167	\$2,319,956	\$2,319,956	\$2,424,000
Total Transfers			<u>2,101,167</u>	<u>2,319,956</u>	<u>2,319,956</u>	<u>2,424,000</u>
<b>Fund 70 - Library Bond Fund Total Revenue</b>			<b><u>\$2,101,167</u></b>	<b><u>\$2,319,956</u></b>	<b><u>\$2,319,956</u></b>	<b><u>\$2,424,000</u></b>

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

	<b>Actual 2021</b>	<b>Budgeted 2022</b>	<b>Estimated 2022</b>	<b>Budgeted 2023</b>
<b>Fund 80 - Food Services</b>				
<b>Beginning Cash &amp; Investments</b>	<b>-</b>	<b>675</b>	<b>675</b>	<b>(7,086)</b>
<b>Revenues</b>				
Food Sales	\$ 7,010	\$ 213,000	\$ 148,651	\$ 209,000
Catering	8,726	130,000	41,662	125,000
Transfer from Operating	-	113,500	113,500	12,000
Miscellaneous	14	-	133	-
<b>Total Revenues</b>	<b>15,750</b>	<b>456,500</b>	<b>303,946</b>	<b>346,000</b>
<b>Operating &amp; Maintenance Expenditures</b>				
Personnel Services	37,608	267,080	149,441	164,879
Materials and Supplies	9,845	35,500	27,945	37,900
Services and Charges	1,740	19,200	11,041	23,740
Cost of Goods	10,918	92,408	122,832	105,800
Capital	-	-	449	-
<b>Total Expenditures</b>	<b>60,112</b>	<b>414,188</b>	<b>311,708</b>	<b>332,319</b>
<b>Net Surplus/(Deficit)</b>	<b>(44,362)</b>	<b>42,312</b>	<b>(7,761)</b>	<b>13,681</b>
<b>Ending Cash &amp; Investments</b>	<b>\$ 675</b>	<b>\$ 42,987</b>	<b>\$ (7,086)</b>	<b>\$ 6,595</b>

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

**Fund 80 - Food Services**

<b>Revenue Detail</b>			<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Budgeted</b>
<b>Fund</b>	<b>Acct</b>	<b>Dept</b>	<b>2021</b>	<b>2022</b>	<b>2022</b>	<b>2023</b>
Charges for Services						
80	4230	77 Sales - Non-Alcoholic Beverage	\$ 737	\$ -	\$ 13,537	\$ -
80	4235	77 Sales - Food	6,273	213,000	135,114	209,000
80	4238	77 Sales - Catering	8,712	130,000	37,076	125,000
80	4239	77 Sales - Internal Catering	14	-	4,586	-
Total Charges for Services			15,736	343,000	190,314	334,000
Local Government Transfers						
80	6010	77 Int. Transfer In (Library Operating)	-	113,500	113,500	12,000
Total Local Government Transfers			-	113,500	113,500	12,000
Investment Earnings						
80	4701	77 Investment Income	-	-	115	-
Total Investment Earnings			-	-	115	-
Miscellaneous Revenue						
80	4992	77 Misc. Revenue	14	-	17	-
Total Miscellaneous Revenue			14	-	17	-
<b>Fund 80 - Food Services Total Revenue</b>			<b>\$15,750</b>	<b>\$456,500</b>	<b>\$303,946</b>	<b>\$346,000</b>

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

	<b>Actual 2021</b>	<b>Budgeted 2022</b>	<b>Estimated 2022</b>	<b>Budgeted 2023</b>
<b>Fund 85 - Events</b>				
<b>Beginning Cash &amp; Investments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 136,751</b>
<b>Revenues</b>				
Charges for Services	39,200	340,000	165,870	166,000
Transfer from Operating	-	96,200	96,200	150,000
Gifts and Contributions	360	-	9	-
<b>Total Revenues</b>	<b>39,560</b>	<b>436,200</b>	<b>262,079</b>	<b>316,000</b>
<b>Operating &amp; Maintenance Expenditures</b>				
Personnel Services	30,659	111,929	64,179	71,858
Materials and Supplies	319	5,700	2,192	5,450
Services and Charges	250	34,500	8,034	48,500
Capital - Events	-	219,000	50,922	40,000
Transfers	-	-	-	150,000
<b>Total Expenditures</b>	<b>31,227</b>	<b>371,129</b>	<b>125,327</b>	<b>315,808</b>
<b>Net Surplus/(Deficit)</b>	<b>8,333</b>	<b>65,071</b>	<b>136,751</b>	<b>192</b>
<b>Ending Cash &amp; Investments</b>	<b>\$ -</b>	<b>\$ 65,071</b>	<b>\$ 136,751</b>	<b>\$ 136,943</b>

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

**Fund 85 - Events**

**Revenue Detail**

<u>Fund Acct Dept</u>				<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Budgeted</b>
				<b>2021</b>	<b>2022</b>	<b>2022</b>	<b>2023</b>
Charges for Services							
85	4202	77	Rental Income	\$ 39,200	\$ 340,000	\$ 165,870	\$ 166,000
			Total Charges for Services	39,200	340,000	165,870	166,000
Local Government Transfers							
85	6010	77	Int. Transfer In (Library Operating)	-	96,200	96,200	150,000
			Total Local Government Transfers	-	96,200	96,200	150,000
Gifts and Contributions							
85	4650	77	Contributions	360	-	9	-
			Total Gifts and Contributions	360	-	9	-
<b>Fund 85 - Events Total Revenue</b>				<b>\$39,560</b>	<b>\$436,200</b>	<b>\$262,079</b>	<b>\$316,000</b>

## Library Services Library Materials - Circulating

### Program Description, Goals, and Objectives:

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. These collections represent the Fayetteville Public School's structuring that identifies elementary as kindergarten through 4th grade and 5th through 12th grades as teens. Adult collection highlights include popular and award-winning fiction and nonfiction books; 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.

By maintaining a dynamic, diverse, and up-to-date circulating collection, the Library meets a core need for Fayetteville citizens.

In 2023, 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 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Materials and Supplies	\$ 481,871	\$ 592,423	\$ 609,909	\$ 606,947
Services and Charges	3,000	-	-	-
Total Library Services	<u>\$ 484,871</u>	<u>\$ 592,423</u>	<u>\$ 609,909</u>	<u>\$ 606,947</u>

### Performance Measures

Demand/Workload	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
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	1,022,700	1,043,150
a. Physical	748,714	750,000	760,000	760,000
b. eBook	242,509	245,000	263,875	270,000
3. Holds Filled	59,605	60,000	45,000	50,000

**Library Services**  
**Library Materials - Circulating**  
**Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
<b>Materials and Supplies</b>							
10	5258	43	Parenting Kit	-	-	-	2,000
10	5260	43	Print Books	295,638	379,799	386,910	389,796
10	5265	43	E-Book	136,602	120,164	125,290	138,491
10	5270	43	E-Book - Consortium	3,941	6,000	6,000	6,000
10	5272	43	E-Book Platform	6,283	6,600	6,553	3,300
10	5280	43	Periodicals	8,884	21,000	21,524	7,500
10	5285	43	Film/DVD	23,802	45,260	48,211	45,260
10	5287	43	Audio	3,919	10,300	11,238	10,300
10	5290	43	Music	776	1,800	2,460	1,800
10	5295	43	Gaming Supplies	2,026	1,500	1,724	2,500
Total Materials & Supplies				481,871	592,423	609,909	606,947
<b>Services and Charges</b>							
10	5303	43	Subscriptions, Publications and Dues	3,000	-	-	-
Total Services and Charges				3,000	-	-	-
Total Library Materials - Circulating				484,871	592,423	609,909	606,947



**Library Services**  
**Library Materials - Circulating**  
**Explanation of Accounts**

Fund	Acct	Dept	Project	Account Name	Additional Description	Budgeted 2023
10	5258	43		Parenting Kit	Parenting Kit	2,000
				Total Parenting Kit		2,000
10	5260	43		Print Books	Adult & Reference	225,885
10	5260	43		Print Books	Juvenile	91,344
10	5260	43		Print Books	Teen	37,576
10	5260	43		Print Books	Bookmobile	9,999
10	5260	43		Print Books	Header Charges	24,992
				Total Print Books		389,796
10	5265	43		E-Book	Adult & Reference	82,567
10	5265	43		E-Book	Juvenile	27,962
10	5265	43		E-Book	Teen	27,962
				Total E-Book		138,491
10	5270	43		E-Book - Consortium	Agreement Materials	6,000
				Total E-Book - Consortium		6,000
10	5272	43		E-Book Platform	Overdrive	3,300
				Total E-Book Platform		3,300
10	5280	43		Periodicals	Magazines, Newspaper, etc.	7,500
				Total Periodicals		7,500
10	5285	43		Film/DVD	Adult	29,520
10	5285	43		Film/DVD	Juvenile	13,020
10	5285	43		Film/DVD	Teen	2,720
				Total Film/DVD		45,260
10	5287	43		Audio	Adult	7,725
10	5287	43		Audio	Juvenile	2,575
				Total Audio		10,300
10	5290	43		Music	Adult	1,800
				Total Music		1,800
10	5295	43		Gaming Supplies	Games, Controllers, etc.	1,500
10	5295	43	40008_E	Gaming Supplies	Play Station Platform & Starter Collection	1,000
				Total Gaming Supplies		2,500
				Total Budgeted for 2023		606,947

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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 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 2023, 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.

Program Expenditures	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Materials and Supplies	\$ 117,752	\$ 120,864	\$ 121,219	\$ 110,000
Services and Charges	69,943	68,000	84,137	84,678
Total Circulating Subscription	\$ <u>187,695</u>	\$ <u>188,864</u>	\$ <u>205,356</u>	\$ <u>194,678</u>

#### Performance Measures

Demand/Workload	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
1. Hoopla and Kanopy Checkouts	50,459	16,000	47,450	50,000
2. Active Hoopla and Kanopy Unique Visits	67,515	70,000	79,900	80,000
3. Searches Conducted on Databases*	95,832	10,000	114,875	115,000

**Library Services**  
**Circulating Subscription and Online Databases**  
**Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
<hr/>							
On-line Databases							
10	5250	44	On-line Database	117,752	120,864	121,219	110,000
			Total On-line Database	<u>117,752</u>	<u>120,864</u>	<u>121,219</u>	<u>110,000</u>
Services and Charges							
10	5303	44	Subscriptions, Publications and Dues	69,943	68,000	84,137	84,678
			Total Services and Charges	<u>69,943</u>	<u>68,000</u>	<u>84,137</u>	<u>84,678</u>
			Total Circulating Subscription	<u>187,695</u>	<u>188,864</u>	<u>205,356</u>	<u>194,678</u>

**Library Services**  
**Circulating Subscription and Online Databases**  
**Explanation of Accounts**

Fund	Acct	Dept	Project	Account Name	Additional Description	Budgeted 2023
10	5250	44		On-line Database	Various Media	110,000
				Total On-line Database		<u>110,000</u>
10	5303	44		Subscriptions, Publications and Dues	Hoopla & Kanopy	84,678
				Total Subscriptions, Publications and Dues		<u>84,678</u>
				Total Budgeted for 2023		<u><u>194,678</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 2023, Shared Programming goals are the following:

1. Grow True Lit: Literary Festival through expanded partnerships and author events for all ages.
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. Improve event evaluation process and analysis.
5. Continue the Visiting Artist program to supplement library programming and showcase new library spaces.

<u>Program Expenditures</u>	<u>Actual 2021</u>	<u>Budgeted 2022</u>	<u>Estimated 2022</u>	<u>Budgeted 2023</u>
Materials and Supplies	\$ -	\$ 19,500	\$ 18,984	\$ 1,200
Services and Charges	4,981	50,000	65,516	39,510
Total Shared Programming	<u>\$ 4,981</u>	<u>\$ 69,500</u>	<u>\$ 84,500</u>	<u>\$ 40,710</u>

### Performance Measures

<u>Demand/Workload</u>	<u>Actual 2021</u>	<u>Budgeted 2022</u>	<u>Estimated 2022</u>	<u>Budgeted 2023</u>
1. Program Attendance (Shared Programming Only)	Postponed	4,000	8,000	6,500
2. Attendee Feedback as Very Good or Higher		98%	100%	98%
3. Number of Partnerships		13	13	13

**Library Services  
Shared Programming  
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2021	Budget 2022	Estimated 2022	Budgeted 2023
<b>Materials and Supplies</b>							
10	5200	55	Office Supplies & Printing	-	500	500	-
10	5210	55	Food & Catering for Events	-	1,000	1,000	-
10	5251	55	Programming Materials & Supplies	-	18,000	17,484	1,200
Total Materials and Supplies				-	19,500	18,984	1,200
<b>Services and Charges</b>							
10	5301	55	Advertisement	2,556	-	500	-
10	5303	55	Subscriptions, Dues and Publications	2,425	2,500	2,516	2,516
10	5350	55	Programming Services	-	47,500	62,500	36,994
Total Services and Charges				4,981	50,000	65,516	39,510
Total Shared Programming				4,981	69,500	84,500	40,710



**Library Services  
Shared Programming  
Explanation of Accounts**

						Budgeted
Fund	Acct	Dept	Project	Account Name	Additional Description	2023
10	5251	55		Programming Materials & Supplies	Visiting Artist Program Supplies	1,200
				Total Programming Materials & Supplies		1,200
10	5303	55		Subscriptions, Publications and Dues	Licensing: Movie Licensing USA	1,700
10	5303	55		Subscriptions, Publications and Dues	Licensing: ASCAP	250
10	5303	55		Subscriptions, Publications and Dues	Licensing: SESAC	350
10	5303	55		Subscriptions, Publications and Dues	Licensing: BMI	216
				Total Subscriptions, Publications and Dues		2,516
10	5350	55	10002	Programming Services	True Lit: Keynote for Fall	32,494
10	5350	55		Programming Services	Visiting Artist Stipends	4,500
				Total Programming Services		36,994
				Total Budgeted for 2023		40,710

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## **Library Services Adult & Reference Services**

### Program Description, Goals, and Objectives:

The Adult Services Department offers a variety of services to the community, most of which fall into three categories:

*Reference and Research Assistance:* This team provides customer service to patrons, offering quick reference and detailed research guidance, database and technology demonstrations, interlibrary loan services, test proctoring, computer and printing assistance, faxing and scanning help, and readers' advisory services. Team members are also the primary point for patrons who make material suggestions, whether in person, by telephone, or through email. Team members spend approximately 20 hours per week on the service desk assisting patrons in addition to their programming and collection development responsibilities.

*Adult Collections Development:* Adult and Reference Services selectors develop and maintain reference, fiction, nonfiction, graphic novel, film, music, audiobook, and electronic collections that are balanced and diverse, as well as educational and entertaining. These collections are designed to represent the varied viewpoints and interests of the community. Selectors are responsive to patron suggestions, ordering a majority of the titles recommended by the public. This team regularly evaluates and decommisions outdated and low circulating materials, ensuring that the collections reflect current information, multiple viewpoints, and materials of interest to everyone. Additionally, selectors develop specialized collections for genealogy, world languages and the Nonprofit and Small Business Resource Center.

*Programming:* The staff is responsible for planning over 300 adult programs annually, showcasing a wide variety of community interests featuring author talks, concerts, yoga and dance sessions, arts and craft classes, writing workshops, computer classes, cooking instruction, genealogy seminars, monthly book clubs, hands-on workshops, and a wide variety of themed lectures. The programming schedule is highly diverse and includes offerings with strong appeal that meet the needs of targeted groups. Programs range from small, focused sessions like the computer classes and Find It, Fund It classes for nonprofits to large-scale keynote author events and concert series productions.

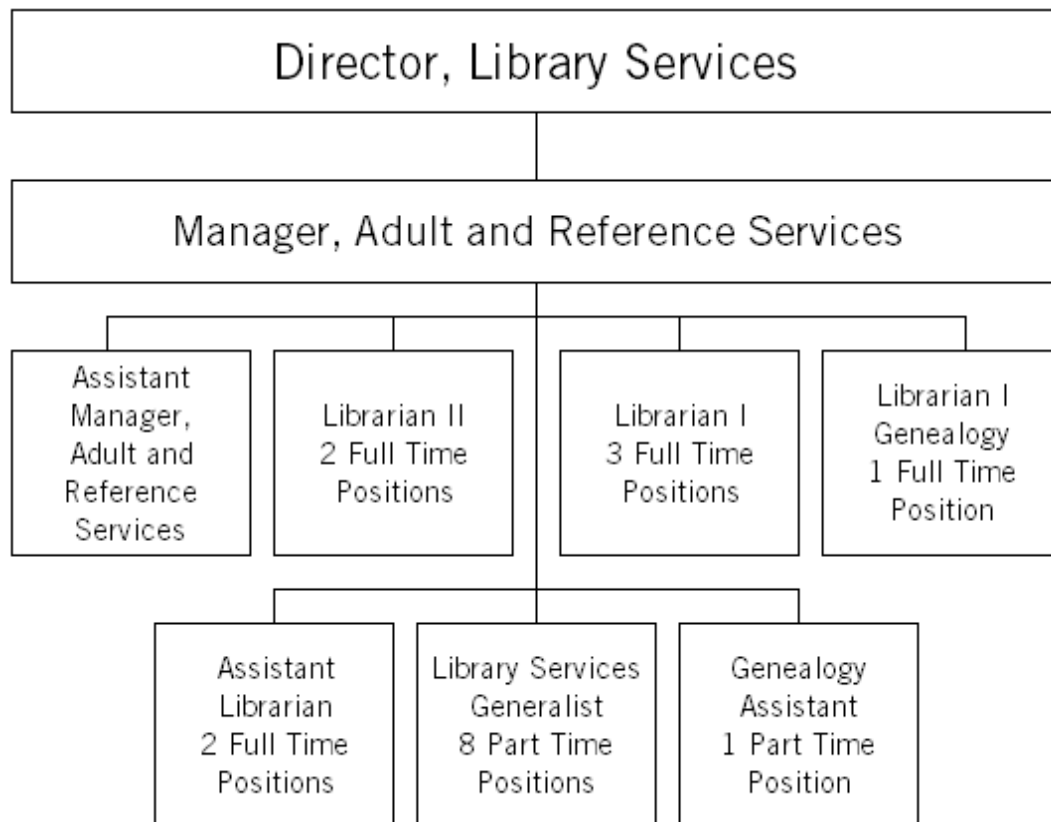
This team supports established programs such as True Lit, Gathering of the Groups, University of Arkansas Press Author Series, Mountain Street Stage, and Summer Reading Club as well as a variety of programs serving varied customer interests. The Adult Services staff offer in-person and virtual programming, with many in-person programs livestreamed and recorded for home viewing. In an effort to gain a larger overall audience, Adult Services will continue to promote on social media and increase the number of programs that it streams or records for public viewing.

In 2023, Adult Services goals are the following:

1. Maintain excellent customer service for patrons by providing quality reference and genealogy research services, balanced and diverse collections, and varied and informative programming options.
2. Increase purchasing of high demand titles to fortify collections and reduce wait time.
3. Increase specialized collection purchases for genealogy materials, focusing on immigration records and recent patterns of migration into Northwest Arkansas.
4. Expand programming to showcase new spaces available, highlighting cooking, tech, art and movement.
5. Create projects and programs showcasing cultural experiences/family stories from the international communities moving into Northwest Arkansas.
6. Ensure collections are maintained with proper ordering and weeding and ensure collections can be readily moved to new locations as needed.

**Library Services  
Adult & Reference Services**

Program Expenditures	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Personnel Services	\$ 863,225	\$ 855,921	\$ 857,192	\$ 852,650
Materials and Supplies	12,279	22,610	19,720	23,475
Services and Charges	37,804	73,200	56,700	65,976
Total Adult & Reference Services	<u>\$ 913,308</u>	<u>\$ 951,731</u>	<u>\$ 933,612</u>	<u>\$ 942,101</u>



Performance Measures

Demand/Workload	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
1. Reference & Genealogy Query Transactions	20,757	20,700	21,765	21,700
2. Reference & Genealogy Directional Transactions		22,000	21,655	22,000
3. ILL Borrowing / Requests	621 / 80	1300 / 100	1225 / 97	1300 / 100
4. Total Ref/Gen Consultations	699	700	500	700
5. Total Circulation Rates	953,359	1,000,000	1,056,300	1,120,000
6. Adult Programs Offered	278	325	425	475
7. Adult Program Attendance	3,582	6,000	7,810	8,100
8. Total Collection Items Added	20,563	21,000	25,000	27,100

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

Fund	Acct	Dept	Account Name	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Personnel Services							
10	5100	10	Salaries	567,484	678,016	712,597	258,523
10	5102	10	Hourly Wages	-	-	-	404,250
10	5103	10	Overtime	1,720	-	1,005	-
10	5105	10	Vacation Pay	67,379	-	16,625	-
10	5106	10	Sick Pay	38,362	-	10,341	-
10	5112	10	Holiday Pay	13,507	-	10,310	-
			Total Salaries & Wages	688,451	678,016	750,879	662,773
10	5109	10	LT Disability	-	1,716	-	1,720
10	5113	10	Social Security Taxes	45,274	48,697	27,604	50,702
10	5115	10	Unemployment	1,037	-	530	-
10	5120	10	Health Insurance	67,305	74,295	41,391	83,361
10	5121	10	Health Savings Account	6,417	-	3,438	-
10	5122	10	Life Insurance	3,072	2,062	1,909	1,689
10	5125	10	AD&D	329	281	202	281
10	5135	10	Retirement Saving Plan	51,340	50,854	31,240	52,124
			Total Personnel Services	863,225	855,921	857,192	852,650
Materials and Supplies							
10	5200	10	Office Supplies & Printing	7,229	8,560	8,722	9,900
10	5210	10	Food & Catering for Events	-	1,650	1,457	3,450
10	5251	10	Programming Materials & Supplies	4,683	12,400	9,541	10,125
10	5255	10	Circulating Equipment	428	-	-	-
10	5280	10	Periodicals	(60)	-	-	-
			Total Materials and Supplies	12,279	22,610	19,720	23,475
Services and Charges							
10	5301	10	Advertisement	33	100	-	100
10	5303	10	Subscriptions, Publications and Dues	157	150	150	400
10	5305	10	Postage	14	-	-	-
10	5344	10	Contract Services	926	-	-	-
10	5350	10	Programming Services	36,524	71,800	55,400	64,526
10	5361	10	Training & Development	150	1,150	1,150	950
			Total Services and Charges	37,804	73,200	56,700	65,976
			Total Adult & Reference Services	913,308	951,731	933,612	942,101

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

Fund	Acct	Dept	Project	Account Name	Additional Description	Budgeted 2023
10	5200	10		Office Supplies & Printing	Copier Paper - Reference Use	1,000
10	5200	10		Office Supplies & Printing	Copier Maintenance Charges	5,750
10	5200	10		Office Supplies & Printing	Special Printing Paper - Ref/Gen Use	250
10	5200	10		Office Supplies & Printing	Reference Supplies	1,000
10	5200	10		Office Supplies & Printing	ILL / Weeding Supplies	500
10	5200	10		Office Supplies & Printing	Business Cards/Name Tags/Thank You Cards	400
10	5200	10		Office Supplies & Printing	Genealogy Supplies	1,000
				Total Office Supplies & Printing		9,900
10	5210	10		Food & Catering for Events	Genealogy Keynote Luncheon	800
10	5210	10		Food & Catering for Events	Meet the Funders (Coffee)	250
10	5210	10		Food & Catering for Events	Opportunity Program (Light Refreshments)	200
10	5210	10		Food & Catering for Events	Gathering of the Groups Luncheon	2,200
				Total Food & Catering for Events		3,450
10	5251	10	10001	Programming Materials & Supplies	SRC Prizes - Weekly and Grand	3,000
10	5251	10	10001	Programming Materials & Supplies	SRC Workshops	400
10	5251	10		Programming Materials & Supplies	Conquer the Kitchen Series (Ingredients/Fee)	1,200
10	5251	10		Programming Materials & Supplies	Kitchen Essentials Series (Ingredients/Fee)	1,200
10	5251	10		Programming Materials & Supplies	Opportunity Kitchen (Ingredients/Fee)	600
10	5251	10		Programming Materials & Supplies	Opportunity Author Talk	100
10	5251	10		Programming Materials & Supplies	Book Club	200
10	5251	10		Programming Materials & Supplies	Human Library - Event Registration Fee	250
10	5251	10		Programming Materials & Supplies	Technology (Supplies)	500
10	5251	10		Programming Materials & Supplies	Nonprofit and Small Business Center	300
10	5251	10		Programming Materials & Supplies	Genealogy	300
10	5251	10		Programming Materials & Supplies	Art (Supplies)	500
10	5251	10		Programming Materials & Supplies	Sewing (Supplies)	500
10	5251	10		Programming Materials & Supplies	Movement (Yoga Supplies)	200
10	5251	10		Programming Materials & Supplies	Gathering of the Groups	200
10	5251	10		Programming Materials & Supplies	Opportunity Program (Supplies)	250
10	5251	10		Programming Materials & Supplies	Virtual Program Expenses - Zoom Fees	425
				Total Programming Materials & Supplies		10,125
10	5301	10		Advertisement	Advertisement	100
				Total Advertisement		100
10	5303	10		Subscriptions, Publications and Dues ALA / ArLA Memberships		400
				Total Subscriptions, Publications and Dues		400

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

Fund	Acct	Dept	Project	Account Name	Additional Description	Budgeted 2023
10	5350	10	10001	Programming Services	SRC Mountain Street Stage (Summer Series)	5,400
10	5350	10	10001	Programming Services	SRC Workshops	400
10	5350	10		Programming Services	True Lit - Virtual Agent/Publisher Pitch Sessions	1,500
10	5350	10		Programming Services	True Lit - Workshops	400
10	5350	10		Programming Services	Stockdell Holiday Harp - 1 session	100
10	5350	10		Programming Services	SoNA Beyond (May Poetry Tie-In)	450
10	5350	10		Programming Services	Gathering of the Groups (Fee/Travel Expenses)	10,000
10	5350	10		Programming Services	Genealogy Keynote (Fee/Travel Expenses)	1,700
10	5350	10		Programming Services	Genealogy Virtual Workshop	300
10	5350	10		Programming Services	UA English Dept Partnership Author (March 15)	1,000
10	5350	10		Programming Services	Technology Workshop	376
10	5350	10		Programming Services	Sewing (6 Sewing Scheduled)	1,200
10	5350	10		Programming Services	Movement/Dance	800
10	5350	10		Programming Services	Art Class	1,000
10	5350	10		Programming Services	Theatre	300
10	5350	10		Programming Services	Writing Classes	800
10	5350	10		Programming Services	Mountain Street Stage (Spring Series/Fall Series)	4,800
10	5350	10		Programming Services	Opportunity Programs	4,000
10	5350	10	10006	Programming Services	Distinguished Author Fee	30,000
Total Programming Services						<u>64,526</u>
10	5361	10		Training & Development	ALA Virtual Summer Conference	150
10	5361	10		Training & Development	Staff Webinars/Trainings	300
10	5361	10		Training & Development	Other Travel Expenses (Mileage, etc.)	500
Total Training & Development						<u>950</u>
Total Budgeted for 2023						<u><u>89,451</u></u>

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## Library Services Circulation Services

### Program Description, Goals, and Objectives:

The Circulation Services Department's mission is to handle the annual circulation of 1 million materials with aplomb and to streamline processes for maximum patron convenience. Often the first face that patrons see, the department focuses on providing outstanding customer service at the Welcome Desk, Lucky Day Gallery desk, over the phone, via curbside holds pickup, and via email. The circulation team registers patrons for new library accounts, updates existing accounts, provides voter registration forms, assists patrons with returns, checks out materials, accepts fee payments, sells merchandise and Friends bookstore items, helps patrons with meeting room reservations, and assists with all library account questions. The Circulation department operates the automated conveyor system, manages held items for patrons, and shelves all returned library materials.

In 2023, Circulation Services goals are the following:

1. Provide outstanding customer service in person, online, via curbside, and via phone.
2. Strive for more convenient workflows for patrons and staff.
3. Ensure that staff and patrons are educated about all the latest changes to the library.
4. Implement and manage new Holds Locker and FPL+ services.

Program Expenditures	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Personnel Services	\$ 700,595	\$ 657,766	\$ 595,304	\$ 569,669
Materials and Supplies	10,577	15,964	16,937	14,761
Services and Charges	14,125	24,759	26,959	19,000
Total Circulation Services	<u>\$ 725,297</u>	<u>\$ 698,489</u>	<u>\$ 639,199</u>	<u>\$ 603,430</u>

Performance Measures				
Demand/Workload	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
1. Check-Outs (Physical)	-	1,057,852	1,082,064	1,100,000
2. Physical Card Holders	81,021	81,000	86,000	86,000
3. New Card Registrations	4,000	5,000	8,800	9,000
4. i-Cards	10,868	11,000	13,559	14,000
5. Holds Processed	39,342	26,299	45,084	46,000
6. Remote Drop Returns	20,708	21,000	36,302	40,000

**Library Services  
Circulation Services  
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Personnel Services							
10	5100	15	Salaries	505,498	559,047	498,254	119,122
10	5102	15	Hourly Wages	-	-	-	347,485
10	5103	15	Overtime	1,239	-	492	-
10	5105	15	Vacation Pay	63,628	-	22,877	-
10	5106	15	Sick Pay	16,133	-	6,408	-
10	5112	15	Holiday Pay	14,881	-	12,134	-
			Total Salaries & Wages	601,380	559,047	540,165	466,606
10	5109	15	LT Disability	-	860	-	1,035
10	5113	15	Social Security Taxes	41,131	40,052	23,429	35,695
10	5115	15	Unemployment	1,449	-	660	-
10	5120	15	Health Insurance	24,731	30,828	12,167	38,356
10	5121	15	Health Savings Account	5,137	-	2,766	-
10	5122	15	Life Insurance	1,604	844	848	1,016
10	5125	15	AD&D	171	73	91	169
10	5135	15	Retirement Saving Plan	24,993	26,062	15,178	26,791
			Total Personnel Services	700,595	657,766	595,304	569,669
Materials and Supplies							
10	5200	15	Office Supplies & Printing	4,847	6,470	7,398	5,662
10	5220	15	Tech Supplies	961	2,110	2,154	2,110
10	5226	15	Merchandise for Resale	2,051	4,464	4,464	4,064
10	5252	15	Repair Parts & Damaged Repairs	2,661	2,920	2,920	2,925
10	5255	15	Circulating Equipment	57	-	-	-
			Total Materials and Supplies	10,577	15,964	16,937	14,761
Services and Charges							
10	5303	15	Subscriptions, Publications and Dues	3,000	-	-	-
10	5344	15	Contract Services	-	10,894	10,894	1,000
10	5346	15	Drop Box Services	11,125	12,264	14,464	15,000
10	5360	15	Mileage Reimbursement	-	1,261	1,261	-
10	5361	15	Training & Development	-	340	340	3,000
			Total Services and Charges	14,125	24,759	26,959	19,000
			Total Circulation Services	725,297	698,489	639,199	603,430

**Library Services  
Circulation Services  
Explanation of Accounts**

Fund	Acct	Dept	Project	Account Name	Additional Description	Budgeted 2023
10	5200	15		Office Supplies & Printing	Print and Apply Labels	4,000
10	5200	15		Office Supplies & Printing	Receipt Paper	1,400
10	5200	15		Office Supplies & Printing	Miscellaneous Office Supplies	262
				Total Office Supplies & Printing		5,662
10	5220	15		Tech Supplies	Disc Repair Supplies	2,110
				Total Tech Supplies		2,110
10	5226	15	10001	Merchandise for Resale	SRC Shirts for Sale to Public	1,764
10	5226	15		Merchandise for Resale	Reusable Bags	1,300
10	5226	15		Merchandise for Resale	Earbuds and USB Drives	1,000
				Total Merchandise for Resale		4,064
10	5252	15		Repair Parts & Damaged Repairs	AV/Book Repair	2,925
				Total Repair Parts & Damaged Repairs		2,925
10	5344	15		Contract Services	NCOA Project	1,000
				Total Contract Services		1,000
10	5346	15		Drop Box Services	Remote Drop Pickup	15,000
				Total Drop Box Services		15,000
10	5361	15		Training & Development	ARLA, ALL-IN, Opportunity Trainings	3,000
				Total Training & Development		3,000
				Total Budgeted for 2023		33,761

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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 OCLC Wise. 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 2023, Technical Services goals are the following:

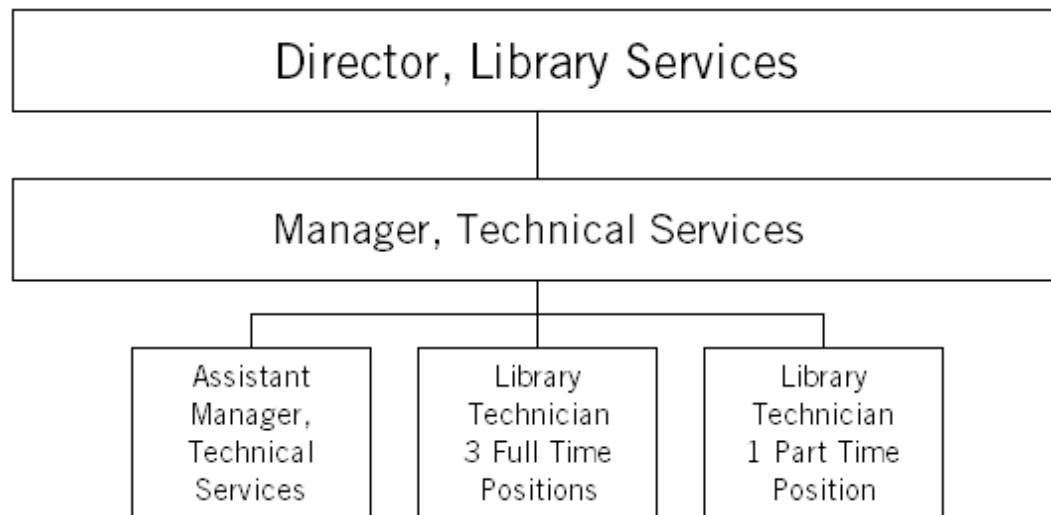
1. Ensure that patrons are able to easily identify and access materials through the online catalog.
2. Maintain the data integrity of the catalog and collections.
3. Acquire new materials by placing orders, receiving and paying invoices, monitoring funds and fiscal year through OCLC Wise.
4. Process collections as accurately and efficiently to ensure that patrons have timely access to the newest collections.
5. Maintain the physical integrity and appearance of the collections with proper repair and preservation methods and supplies.

Program Expenditures	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Personnel Services	\$ 341,334	\$ 340,025	\$ 292,746	\$ 338,756
Materials and Supplies	23,203	34,700	34,750	34,640
Services and Charges	-	1,700	1,700	1,760
Total Technical Services	<u>\$ 364,537</u>	<u>\$ 376,425</u>	<u>\$ 329,196</u>	<u>\$ 375,156</u>

### Performance Measures

Demand/Workload	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
1. Total Items Added	11,358	29,700	29,700	29,700
2. Digital Materials Added	6,000	6,000	6,000	6,000
3. Items Withdrawn	8,310	27,500	10,000	27,500

**Library Services  
Technical Services**



**Library Services  
Technical Services  
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Personnel Services							
10	5100	40	Salaries	233,538	268,377	231,719	123,677
10	5102	40	Hourly Wages	-	-	-	123,191
10	5103	40	Overtime	65	-	5,129	-
10	5105	40	Vacation Pay	28,621	-	11,909	-
10	5106	40	Sick Pay	9,144	-	6,416	-
10	5112	40	Holiday Pay	4,232	-	3,684	-
			Total Salaries & Wages	275,599	268,377	258,857	246,868
10	5109	40	LT Disability	-	794	-	759
10	5113	40	Social Security Taxes	18,263	19,669	9,777	18,885
10	5115	40	Unemployment	300	-	219	-
10	5117	40	Miscellaneous Personnel	-	-	750	-
10	5120	40	Health Insurance	20,415	26,328	10,645	51,132
10	5121	40	Health Savings Account	4,392	-	2,088	-
10	5122	40	Life Insurance	1,619	723	549	745
10	5125	40	AD&D	172	67	63	124
10	5135	40	Retirement Saving Plan	20,574	24,067	9,798	20,243
			Total Personnel Services	341,334	340,025	292,746	338,756
Materials and Supplies							
10	5200	40	Office Supplies & Printing	4,398	3,600	3,649	3,960
10	5220	40	Tech Supplies	8,401	15,000	15,000	16,880
10	5233	40	Computer Software - Cataloging	10,404	16,100	16,100	13,800
			Total Materials and Supplies	23,203	34,700	34,750	34,640
Service and Charges							
10	5303	40	Subscriptions, Publications and Dues	-	300	300	360
10	5361	40	Training & Development	-	1,400	1,400	1,400
			Total Services and Charges	-	1,700	1,700	1,760
			Total Technical Services	364,537	376,425	329,196	375,156

**Library Services  
Technical Services  
Explanation of Accounts**

Fund	Acct	Dept	Project	Account Name	Additional Description	Budgeted 2023
10	5200	40		Office Supplies & Printing	Supplies/Copies/Printing	<u>3,960</u>
				Total Office Supplies & Printing		<u>3,960</u>
10	5220	40		Tech Supplies	Physical Processing Supplies	<u>16,880</u>
				Total Tech Supplies		<u>16,880</u>
10	5233	40		Computer Software - Cataloging	OCLC	10,000
10	5233	40		Computer Software - Cataloging	Baker & Taylor TS360	3,500
10	5233	40		Computer Software - Cataloging	Ingram (Online Book Review)	<u>300</u>
				Total Computer Software - Cataloging		<u>13,800</u>
10	5303	40		Subscriptions, Publications and Dues	ARLA, ALA, ALCTS, ALPS, IUG	<u>360</u>
				Total Subscriptions, Publications and Dues		<u>360</u>
10	5361	40		Training & Development	Online Opportunities	<u>1,400</u>
				Total Training & Development		<u>1,400</u>
				Total Budgeted for 2023		<u><u>36,400</u></u>



## 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 and building confidence in reading, food insecurity and developing healthy habits, and building relationships with and offering programming for our diverse community members and their needs. Existing pop-up libraries 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 2023, 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, including exploring a more robust partnership with Cobblestone Farm.
3. Linguistically diversify volunteers to support ongoing internal programming and outreach efforts in engaging multilingual audiences.
4. Expand access to library services, programs, information and technology with the addition of FPL's first bookmobile.
5. Continue to evaluate existing outreach programs and explore new opportunities including cultivating new community connections and implementing FPL's first Story Walk.
6. Continue to provide educational programming resources and pop-up libraries geared toward multilingual audiences.

Program Expenditures	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Personnel Services	\$ 183,888	\$ 163,580	\$ 138,810	\$ 170,785
Materials and Supplies	46,395	76,725	73,554	35,900
Services and Charges	3,758	31,969	33,747	7,515
Capital - Library Operations	-	-	-	6,500
Total Community Engagement	\$ 234,041	\$ 272,274	\$ 246,111	\$ 220,700

### Performance Measures

Demand/Workload	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
1. Number of Active Volunteers	242	250	250	250
2. Number of Volunteer Hours	2,881	12,500	7,617	12,500
3. Number of Special Events Staffed by Volunteers	-	4	20	10
4. Number of Outreach Programs	76	400	140	250
5. Number of Attendance	929	20,000	5,800	15,000

**Library Services  
Community Engagement**



**Library Services  
Community Engagement  
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Personnel Services							
10	5100	45	Salaries	137,285	133,362	120,303	111,072
10	5102	45	Hourly Wages	-	-	-	15,725
10	5103	45	Overtime	1,615	-	-	-
10	5105	45	Vacation Pay	6,109	-	2,433	-
10	5106	45	Sick Pay	2,891	-	60	-
10	5112	45	Holiday Pay	705	-	237	-
			Total Salaries & Wages	148,605	133,362	123,034	126,797
10	5109	45	LT Disability	-	361	-	367
10	5113	45	Social Security Taxes	10,535	9,535	5,162	9,700
10	5115	45	Unemployment	199	-	88	-
10	5120	45	Health Insurance	10,601	9,000	3,346	22,394
10	5121	45	Health Savings Account	2,407	-	850	-
10	5122	45	Life Insurance	899	354	328	360
10	5125	45	AD&D	97	31	34	60
10	5135	45	Retirement Saving Plan	10,544	10,937	5,968	11,107
			Total Personnel Services	183,888	163,580	138,810	170,785
Materials and Supplies							
10	5200	45	Office Supplies & Printing	1,401	900	919	900
10	5209	45	Programming Materials & Supplies	44,550	73,325	70,089	32,500
10	5210	45	Food & Catering for Events	444	2,500	2,545	2,500
			Total Materials and Supplies	46,395	76,725	73,554	35,900
Services and Charges							
10	5303	45	Subscriptions, Publications and Dues	341	415	415	415
10	5344	45	Contract Services	1,898	-	1,778	2,500
10	5350	45	Programming Services	200	26,954	26,954	-
10	5360	45	Mileage Reimbursement	-	500	500	500
10	5361	45	Training & Development	154	600	600	600
10	5368	45	Event Cost	909	-	-	-
10	5385	45	Board & Volunteer Recognition	255	3,500	3,500	3,500
			Total Services and Charges	3,758	31,969	33,747	7,515
Capital							
10	5871	45	Furniture & Equipment (> \$5k)	-	-	-	6,500
			Total Capital	-	-	-	6,500
			Total Community Engagement	234,041	272,274	246,111	220,700

**Library Services  
Community Engagement  
Explanation of Accounts**

Fund	Acct	Dept	Project	Account Name	Additional Description	Budgeted 2023
10	5200	45		Office Supplies & Printing	Miscellaneous Office Supplies	400
10	5200	45		Office Supplies & Printing	Lanyards	500
				Total Office Supplies & Printing		900
10	5209	45		Programming Materials & Supplies	Outreach Materials	16,000
10	5209	45		Programming Materials & Supplies	Funds for Library Giveaways	6,000
10	5209	45		Programming Materials & Supplies	Tabling Costs for Community Outreach Events	1,000
10	5209	45		Programming Materials & Supplies	Books for Babies - Partnership with WRMC	7,000
10	5209	45		Programming Materials & Supplies	ABOS Conference	2,500
				Total Programming Materials & Supplies		32,500
10	5210	45		Food & Catering for Events	Volunteer Holiday Party	2,500
				Total Food & Catering for Events		2,500
10	5303	45		Subscriptions, Publications and Dues	Membership Dues	50
10	5303	45		Subscriptions, Publications and Dues	Booth Fees	365
				Total Subscriptions, Publications and Dues		415
10	5344	45		Contract Services	Courthouse Concepts	2,500
				Total Contract Services		2,500
10	5360	45		Mileage Reimbursement	Mileage Reimbursement	500
				Total Mileage Reimbursement		500
10	5361	45		Training & Development	Professional Development	600
				Total Training & Development		600
10	5385	45		Board & Volunteer Recognition	Gifts, Incentives, Miscellaneous	3,500
				Total Board & Volunteer Recognition		3,500
10	5871	45	40008_B	Furniture & Equipment (> \$5k)	StoryWalk - Aluminum Posts	6,500
				Total Furniture & Equipment (> \$5k)		6,500
				Total Budgeted for 2023		49,915

## **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. 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 AR 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 2023, Youth Services goals are the following:

1. Continue all regular weekly and monthly programs and events for children, teens and families.
2. Provide consistent and helpful customer service at all points of service. Proactively seek to help and promote
3. Evaluate programs with diversity, equity and inclusion as priority. This encompasses many areas including topic, approach, and presenter.
4. Maintain collections. Evaluate, weed, and add resources to enrich the community and collection itself. Incorporate DEI into collection evaluation, seeking balance and diversity in all aspects of youth collections. Obtain patron feedback through interactions and the patron request platform.
5. Offer an engaging Summer Reading program for the community. Continue to promote through FPS and other
6. Incorporate new spaces into programs for youth and teens: Teaching Kitchen, Art and Movement, CFI.
7. 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 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Personnel Services	\$ 645,863	\$ 636,041	\$ 603,433	\$ 596,349
Materials and Supplies	22,636	54,950	47,394	46,480
Services and Charges	8,581	46,950	36,037	30,790
Total Youth & Teen Services	<u>\$ 677,079</u>	<u>\$ 737,941</u>	<u>\$ 686,864</u>	<u>\$ 673,619</u>

### Performance Measures

Demand/Workload	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
1. Number of Programs Offered	272	675	650	675
2. Program Attendance	4,503	16,500	28,306	34,000
3. Summer Reading Registrations	2,303	2,900	2,522	2,700
4. Summer Reading Programs	140	180	201	201
5. Summer Reading Program Attendance	3,908	5,000	17,315	17,500
6. Live Program Streaming Number of Viewers	39,136		75,000	75,500

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

Account #	Fund	Acct	Dept	Account Name	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Personnel Services								
10-2-5100-50	10	5100	50	Salaries	300,319	348,191	517,118	226,970
10-2-5100-42	10	5100	50	Salaries	-	163,597	-	-
10-2-5102-50	10	5102	50	Hourly Wages	147,726	-	-	253,001
10-2-5103-50	10	5103	50	Overtime	34	-	116	-
10-2-5103-42	10	5103	50	Overtime	332	-	-	-
10-2-5105-50	10	5105	50	Vacation Pay	43,813	-	6,909	-
10-2-5105-42	10	5105	50	Vacation Pay	13,474	-	1,665	-
10-2-5106-50	10	5106	50	Sick Pay	15,759	-	2,405	-
10-2-5106-42	10	5106	50	Sick Pay	3,628	-	1,042	-
10-2-5112-42	10	5112	50	Holiday Pay	2,410	-	357	-
10-2-5112-50	10	5112	50	Holiday Pay	6,623	-	8,073	-
Total Salaries & Wages					534,118	511,788	537,684	479,970
10-2-5109-42	10	5109	50	LT Disability	-	528	-	-
10-2-5113-42	10	5113	50	Social Security Taxes	10,950	12,232	1,933	-
10-2-5115-42	10	5115	50	Unemployment	148	-	77	-
10-2-5120-42	10	5120	50	Health Insurance	12,870	22,613	2,219	-
10-2-5121-42	10	5121	50	Health Savings Account	3,218	-	548	-
10-2-5122-42	10	5122	50	Life Insurance	941	518	165	-
10-2-5125-42	10	5125	50	AD&D	100	45	17	-
10-2-5135-42	10	5135	50	Retirement Saving Plan	15,704	15,989	2,608	-
10-2-5109-50	10	5109	50	LT Disability	-	715	-	1,243
10-2-5113-50	10	5113	50	Social Security Taxes	24,144	24,474	20,062	36,718
10-2-5115-50	10	5115	50	Unemployment	609	-	367	-
10-2-5120-50	10	5120	50	Health Insurance	18,465	27,113	15,442	39,340
10-2-5121-50	10	5121	50	Health Savings Account	1,912	-	2,857	-
10-2-5122-50	10	5122	50	Life Insurance	1,444	702	1,258	1,220
10-2-5125-50	10	5125	50	AD&D	157	61	135	203
10-2-5135-50	10	5135	50	Retirement Saving Plan	21,084	19,263	18,060	37,655
Total Personnel Services					645,863	636,041	603,433	596,349
Materials and Supplies								
10-2-5200-42	10	5200	50	Office Supplies & Printing	14	-	-	-
10-2-5210-42	10	5210	50	Food & Catering for Events	762	1,000	275	-
10-2-5209-42	10	5251	50	Programming Materials & Supplies	5,315	12,000	4,376	-
10-2-5200-50	10	5200	50	Office Supplies & Printing	2,217	7,500	4,635	4,000
10-2-5201-50	10	5201	50	Small Tools & Equipment	-	-	658	-
10-2-5210-50	10	5210	50	Food & Catering for Events	189	2,000	1,886	690
10-2-5240-50	10	5235	50	Signage	-	-	182	-
10-2-5209-50	10	5251	50	Programming Materials & Supplies	12,997	30,450	33,380	41,790
10-2-5208-50	10	5258	50	Parenting Kit	1,142	2,000	2,002	-
Total Materials and Supplies					22,636	54,950	47,394	46,480

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

Account #	Fund	Acct	Dept	Account Name	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Services and Charges								
10-2-5350-42	10	5350	50	Programming Services	2,038	4,100	1,000	-
10-2-5303-50	10	5303	50	Subscriptions, Publications and Dues	-	-	75	-
10-2-5344-50	10	5344	50	Contract Services	-	-	1,300	-
10-2-5350-50	10	5350	50	Programming Services	6,343	39,850	33,261	30,200
10-2-5361-50	10	5361	50	Training & Development	200	3,000	401	590
Total Services and Charges					<u>8,581</u>	<u>46,950</u>	<u>36,037</u>	<u>30,790</u>
Total Youth & Teen Services					<u>677,079</u>	<u>737,941</u>	<u>686,864</u>	<u>673,619</u>



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

Fund	Acct	Dept	Project	Account Name	Additional Description	Budgeted 2023
10	5200	50		Office Supplies & Printing	Paper and Copier Charges	2,000
10	5200	50		Office Supplies & Printing	Other Office Supplies	2,000
				Total Office Supplies & Printing		<u>4,000</u>
10	5210	50		Food & Catering for Events	Food & Catering for Events	690
				Total Food & Catering for Events		<u>690</u>
10	5251	50		Programming Materials & Supplies	Halloween Event	600
10	5251	50		Programming Materials & Supplies	Chinese New Year Event	400
10	5251	50		Programming Materials & Supplies	Teen Summer Reading	3,300
10	5251	50		Programming Materials & Supplies	Teen School Year	3,000
10	5251	50		Programming Materials & Supplies	WordPlay Zine	500
10	5251	50		Programming Materials & Supplies	Comics Workshop	700
10	5251	50		Programming Materials & Supplies	Teen Cuisine	800
10	5251	50		Programming Materials & Supplies	Wordplay Writer's Club	600
10	5251	50		Programming Materials & Supplies	Free Comic Book Day	1,500
10	5251	50		Programming Materials & Supplies	Banned Book Programming	900
10	5251	50		Programming Materials & Supplies	Boxed Book Society	1,500
10	5251	50	40009_A	Programming Materials & Supplies	1,000 Books before Kindergarten	3,000
10	5251	50		Programming Materials & Supplies	Sweets with Santa	800
10	5251	50	10001	Programming Materials & Supplies	SRC - Kickoff	7,340
10	5251	50	40008_C	Programming Materials & Supplies	SRC - Kickoff	3,000
10	5251	50	10001	Programming Materials & Supplies	SRC - Incentives and Prizes	4,000
10	5251	50	10001	Programming Materials & Supplies	SRC - Workshops & Camps	2,000
10	5251	50		Programming Materials & Supplies	School Year Weekly Programs & ASW	2,500
10	5251	50		Programming Materials & Supplies	Program and Craft Supplies and Kits	3,500
10	5251	50	40008_D	Programming Materials & Supplies	Preschool Learning Tools	1,350
10	5251	50	40008_F	Programming Materials & Supplies	Preschool Puzzles	500
				Total Programming Materials & Supplies		<u>41,790</u>
10	5350	50	10001	Programming Services	SRC - Kickoff & Finale	5,000
10	5350	50	10001	Programming Services	SRC Wild for Wednesday	6,800
10	5350	50	10001	Programming Services	SRC Super Saturdays	6,000
10	5350	50	10001	Programming Services	SRC Workshops Presenters	1,200
10	5350	50		Programming Services	Special Event Performers (Holiday, Free Comic)	1,200
10	5350	50		Programming Services	School Year Super Saturdays	8,000
10	5350	50		Programming Services	School Year Workshops & Presenters	2,000
				Total Programming Services		<u>30,200</u>
10	5361	50		Training & Development	Other Training	590
				Total Training & Development		<u>590</u>
				Total Budgeted for 2023		<u><u>77,270</u></u>

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## 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 Center houses a professional simulation lab, allowing patrons to learn new skills such as piloting an aircraft, operating heavy equipment, large truck driving, etc. The Center also offers Audio, Video and Photography spaces to develop the creativity of patrons and to foster learning of new, marketable skills. The Center also houses a Fabrication and Robotics lab where patrons can learn about micro manufacturing on a variety of equipment as well as learn about robotics and electronics. Rounding out the Center is a VR and Computer Lab where patrons can discover virtual worlds or use VR to learn new skills, explore coding, edit AV projects, or develop 3D models.

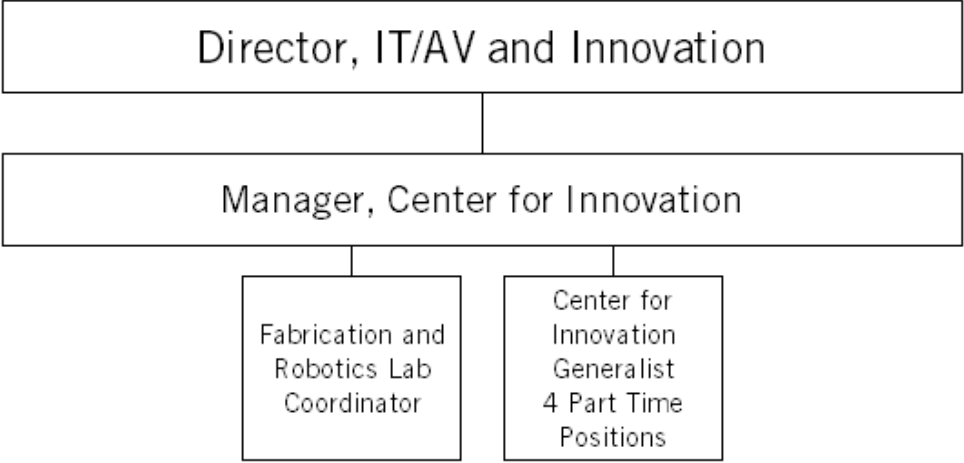
In 2023, Center for Innovation Services goals are the following:

1. Develop and offer more internal 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 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Personnel Services	\$ 29,227	\$ 155,879	\$ 170,009	\$ 202,350
Materials and Supplies	2,584	49,500	56,298	32,271
Services and Charges	375	86,000	118,353	65,000
Maintenance	-	4,500	4,506	7,695
Capital - Library Operations	-	17,768	19,696	6,896
Total Center for Innovation Services	\$ <u>32,187</u>	\$ <u>313,647</u>	\$ <u>368,863</u>	\$ <u>314,212</u>

### Performance Measures

Demand/Workload	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
1. Number of Programs Offered	n/a	n/a	427	300
2. Program Attendance	n/a	n/a	4,390	3,000
3. Number of Suite Reservations	n/a	n/a	6,184	7,000



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

Fund	Acct	Dept	Account Name	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
<b>Personnel Services</b>							
10	5100	9	Salaries	24,528	129,764	153,080	110,406
10	5102	9	Hourly Wages	-	-	-	55,695
10	5105	9	Vacation Pay	1,039	-	188	-
10	5106	9	Sick Pay	-	-	381	-
10	5112	9	Holiday Pay	-	-	404	-
Total Salaries & Wages				25,567	129,764	154,052	166,102
10	5109	9	LT Disability	-	346	-	364
10	5113	9	Social Security Taxes	1,819	8,032	5,528	12,707
10	5115	9	Unemployment	37	-	98	-
10	5120	9	Health Insurance	1,401	10,617	5,698	11,719
10	5121	9	Health Savings Account	283	-	496	-
10	5122	9	Life Insurance	108	340	390	358
10	5125	9	AD&D	12	29	41	60
10	5135	9	Retirement Saving Plan	-	6,751	3,707	11,041
Total Personnel Services				29,227	155,879	170,009	202,350
<b>Materials and Supplies</b>							
10	5200	9	Office Supplies & Printing	128	2,000	2,000	9,771
10	5201	9	Small Tools & Equipment	-	-	6,009	-
10	5230	9	Computer Hardware Supplies	2,457	12,000	12,064	12,000
10	5251	9	Programming Materials & Supplies	-	35,500	36,225	10,500
Total Materials and Supplies				2,584	49,500	56,298	32,271
<b>Services and Charges</b>							
10	5344	9	Contract Services	-	36,000	64,478	-
10	5350	9	Programming Services	375	50,000	53,875	65,000
Total Services and Charges				375	86,000	118,353	65,000
<b>Maintenance</b>							
10	5410	9	Equipment Maintenance	-	3,000	3,006	3,200
10	5415	9	Software Maintenance	-	1,500	1,500	4,495
Total Maintenance				-	4,500	4,506	7,695
Total CFI Before Capital				32,187	295,879	349,167	307,316
<b>Capital</b>							
10	5810	9	Computer & Technological Equipment	-	17,768	19,696	6,896
Total Capital				-	17,768	19,696	6,896
Total Center for Innovation Services				32,187	313,647	368,863	314,212

**Library Services**  
**Center for Innovation Services**  
**Explanation of Accounts**

Fund	Acct	Dept	Project	Account Name	Additional Description	Budgeted 2023
10	5200	9		Office Supplies & Printing	3D Printing Supplies and Consumables	9,495
10	5200	9	40008_A	Office Supplies & Printing	VR Face Cover Replacements & Disposable Masks	276
				Total Office Supplies & Printing		<u>9,771</u>
10	5230	9		Computer Hardware Supplies	Center for Innovation Hardware	12,000
				Total Computer Hardware Supplies		<u>12,000</u>
10	5251	9		Programming Materials & Supplies	CFI Program Materials	10,500
				Total Programming Materials & Supplies		<u>10,500</u>
10	5350	9		Programming Services	CFI Foundations	1,200
10	5350	9		Programming Services	STEM Programming	9,000
10	5350	9		Programming Services	Skilled Trades Fair	500
10	5350	9		Programming Services	Maker Faire	5,000
10	5350	9		Programming Services	Advanced CFI Topics	4,100
10	5350	9	10001	Programming Services	Summer Reading in CFI	2,000
10	5350	9		Programming Services	Visiting Artist/Maker	3,000
10	5350	9		Programming Services	AV Programming	25,200
10	5350	9	40008_A	Programming Services	Interplay Learning VR Platform	15,000
				Total Programming Services		<u>65,000</u>
10	5410	9		Equipment Maintenance	Micromanufacturing Maintenance	3,200
				Total Equipment Maintenance		<u>3,200</u>
10	5415	9		Software Maintenance	AVID ALP Program/Forklift License	4,495
				Total Software Maintenance		<u>4,495</u>
10	5810	9	40008_A	Computer & Tech Equipment	Meta Quest VR Headsets	6,896
				Total Computer & Technological Equipment		<u>6,896</u>
				Total Budgeted for 2023		<u><u>111,862</u></u>

## Support Services Administration

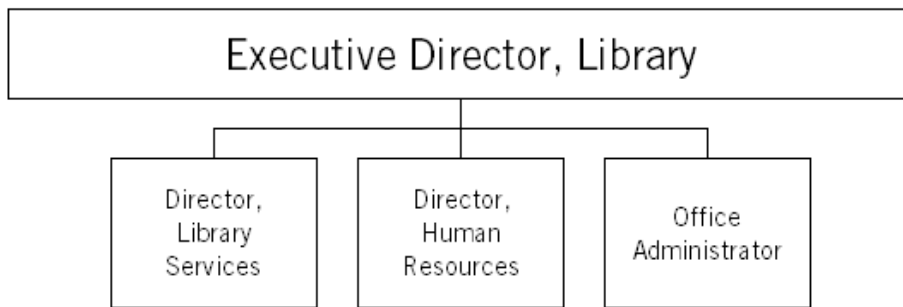
### Program Description, Goals, and Objectives:

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 2023, the Administration Department's goals are the following:

1. Develop strategies that ensure and enhance consistent evaluation of program offerings and staff performance.
2. Lead implementation of the Library's strategic plan.
3. Hire, retain, and grow our talent at all levels and develop and prepare a pipeline of candidates who are ready for next level leadership assignments.
4. Work to ensure that our community feels welcome and included at the Fayetteville Public Library.

Program Expenditures	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Personnel Services	\$ 276,171	\$ 563,667	\$ 538,548	\$ 569,632
Materials and Supplies	31,430	35,856	37,112	39,000
Services and Charges	648,882	690,335	693,325	307,534
Administration Total Before Transfers	956,483	1,289,858	1,268,985	916,166
Transfers				
Transfer to Furniture & Equipment	15,000	25,000	25,000	-
Transfer to Facility Reserve	42,500	128,000	128,000	30,000
Transfer to Events	-	96,200	96,200	150,000
Transfer to Food Services	-	113,500	113,500	12,000
Transfer to IT Reserve	42,500	130,000	130,000	50,000
Transfer to Foundation	-	3,550	3,000	-
Total Transfers	100,000	496,250	495,700	242,000
Total Administration	\$ 1,056,483	\$ 1,786,108	\$ 1,764,685	\$ 1,158,166



**Support Services  
Administration  
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Personnel Services							
10	5100	5	Salaries	369,753	396,095	431,838	351,811
10	5102	5	Hourly Wages	-	-	-	44,450
10	5103	5	Overtime	433	-	276	-
10	5105	5	Vacation Pay	(166,265)	-	4,195	-
10	5106	5	Sick Pay	(55,708)	-	1,280	-
10	5112	5	Holiday Pay	1,650	-	1,182	-
Total Salaries & Wages				149,864	396,095	438,771	396,261
10	5109	5	LT Disability	-	1,268	-	1,308
10	5110	5	Salary Contingency	-	-	-	-
10	5113	5	Social Security Taxes	26,970	28,938	16,702	30,314
10	5115	5	Unemployment	218	7,130	120	7,130
10	5116	5	Workers' Compensation	-	31,000	30,748	23,000
10	5120	5	Health Insurance	28,239	34,656	17,032	37,695
10	5121	5	Health Savings Account	5,388	-	3,184	-
10	5122	5	Life Insurance	2,155	1,245	1,334	1,284
10	5125	5	AD&D	212	207	130	214
10	5135	5	Retirement Saving Plan	37,847	37,828	22,765	39,626
10	5136	5	Retirement & Benefit Admin Fees	25,277	25,300	7,761	32,800
Total Personnel Services				276,171	563,667	538,548	569,632
Materials and Supplies							
10	5200	5	Office Supplies & Printing	30,763	34,856	36,112	36,000
10	5236	5	Computer Software - Application	667	1,000	1,000	3,000
Total Materials and Supplies				31,430	35,856	37,112	39,000
Services and Charges							
10	5301	5	Advertisement	481	2,600	2,600	2,600
10	5303	5	Subscriptions, Publications and Dues	725	1,453	1,636	1,453
10	5304	5	Licenses & Permits	-	-	2,500	-
10	5305	5	Postage	10,079	12,100	9,654	5,000
10	5421	5	Insurance - Building	50,621	126,900	125,922	-
10	5422	5	Insurance - Liability	9,787	19,765	19,765	-
10	5424	5	Equipment Lease/Rental	416,000	372,000	372,000	233,000
10	5341	5	Legal	3,888	8,000	8,000	8,000
10	5344	5	Contract Services	114,050	27,700	48,964	31,500
10	5358	5	Hospitality	-	1,200	1,200	1,200
10	5360	5	Mileage Reimbursement	112	500	500	500
10	5361	5	Training & Development	36,480	103,117	93,267	17,281
10	5375	5	Employee Recognition	6,659	14,500	6,500	6,500
10	5385	5	Board & Volunteer Recognition	-	500	817	500
Total Services and Charges				648,882	690,335	693,325	307,534



**Support Services  
Administration  
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Transfers							
10	6020	5	Int. Transfer Out (Transfer to Furniture & Equipment)	15,000	25,000	25,000	-
10	6020	5	Int. Transfer Out (Transfer to Facility Reserve)	42,500	128,000	128,000	30,000
10	6020	5	Int. Transfer Out (Transfer to Events)	-	96,200	96,200	150,000
10	6020	5	Int. Transfer Out (Transfer to Food Services)	-	113,500	113,500	12,000
10	6020	5	Int. Transfer Out (Transfer to IT Reserve)	42,500	130,000	130,000	50,000
10	6500	5	Ext. Transfer Out (Transfer to Foundation)	-	3,550	3,000	-
Total Transfers				100,000	496,250	495,700	242,000
Total Administration				1,056,483	1,786,108	1,764,685	1,158,166

**Support Services  
Administration  
Explanation of Accounts**

Fund	Acct	Dept	Project	Account Name	Additional Description	Budgeted 2023
10	5115	5		Unemployment	Librarywide	7,130
				Total Unemployment		7,130
10	5116	5		Workers Compensation	Workers Compensation	23,000
				Total Workers Compensation		23,000
10	5136	5		Retirement & Benefit Admin Fees	Retirement Fund Bank Fees	32,800
				Total Retirement & Benefit Admin Fees		32,800
10	5200	5	20006	Office Supplies & Printing	Copier Charges	16,000
10	5200	5		Office Supplies & Printing	Copier Charges	20,000
				Total Office Supplies & Printing		36,000
10	5236	5		Computer Software - Application	DB Squared	3,000
				Total Computer Software - Application		3,000
10	5301	5		Advertisement	General Notice Ads	1,800
10	5301	5		Advertisement	Employment Recruiting	800
				Total Advertisement		2,600
10	5303	5		Subscriptions, Publications and Dues	Dues to ALA, etc.	1,453
				Total Subscriptions, Publications and Dues		1,453
10	5305	5		Postage	Postage for Vendor Payments	5,000
				Total Postage		5,000
10	5424	5		Equipment Lease/Rental	Equipment Lease/Rental	233,000
				Total Equipment Lease/Rental		233,000
10	5341	5		Legal	Policy Amendment Review	2,000
10	5341	5		Legal	Attorney Fees for HR and Admin	6,000
				Total Legal		8,000
10	5344	5		Contract Services	Board Retreat	1,000
10	5344	5		Contract Services	Monthly Payroll Processing (ADP)	19,500
10	5344	5		Contract Services	Shred-It	1,000
10	5344	5		Contract Services	Benefit Consulting (Gallagher)	3,500
10	5344	5		Contract Services	Background Checks	1,500
10	5344	5		Contract Services	Johanson Salary Market Survey	5,000
				Total Contract Services		31,500
10	5358	5		Hospitality	Miscellaneous Business Meals	1,200
				Total Hospitality		1,200

**Support Services  
Administration  
Explanation of Accounts**

Fund	Acct	Dept	Project	Account Name	Additional Description	Budgeted 2023
10	5360	5		Mileage Reimbursement	Reimbursement for Personal Vehicle	500
				Total Mileage Reimbursement		500
10	5361	5		Training & Development	Opportunity Trainings	3,623
10	5361	5		Training & Development	In-Service Training for Staff	3,000
10	5361	5		Training & Development	ALA	3,000
10	5361	5		Training & Development	University of TN	2,500
10	5361	5		Training & Development	HR Training	3,100
10	5361	5		Training & Development	Traliant (3 year contract)	2,058
				Total Training & Development		17,281
10	5375	5		Employee Recognition	In-Year Misc. Morale Boosters	6,500
				Total Employee Recognition		6,500
10	5385	5		Board & Volunteer Recognition	Service Plaques	500
				Total Board & Volunteer Recognition		500
				Total Budgeted for 2023		409,464

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## Support Services Finance & Accounting

### Program Description, Goals, and Objectives:

The Finance & Accounting Department prepares all financial reports in accordance with Governmental Accounting Standards and General Accepted Accounting Procedure (GAAP) in order for the Board of Trustees and the Executive Director to make monetary decisions. The Finance & Accounting Department is responsible for all financial activities of the Library, including preparing and monitoring the annual budget, financial reporting, internal controls, treasury/investments, purchasing, accounts payable, accounts receivable, payroll, regulatory compliance, asset management, and audits.

In 2023, the Finance & Accounting Department's goals are the following:

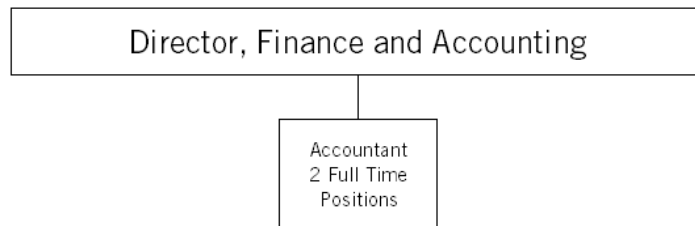
1. Prepare monthly budget to actual reports for Board of Trustees and management staff.
2. Ensure Library obligated payments, via checks and electronic transfers, are complete, accurate, and timely
3. Safeguard assets through strong financial management
4. Implement operational efficiencies

Program Expenditures	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Personnel Services	\$ 261,313	\$ 258,695	\$ 235,507	\$ 518,722
Materials and Supplies	3,369	13,800	13,800	51,110
Services and Charges	63,218	79,795	71,311	254,139
Maintenance	8,649	14,000	8,975	-
Capital - Library Operations	-	17,000	17,000	-
Total Finance & Accounting	<u>\$ 336,550</u>	<u>\$ 383,290</u>	<u>\$ 346,592</u>	<u>\$ 823,971</u>

### Performance Measures

Demand/Workload	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
1. Funds Budgeted - FPL/FPLF		8 / 7	10 / 7	10 / 7
1. Bank Accounts Reconciled - FPL/FPLF		8	8	8
2. % of Bank Accounts Reconciled within 30 days - FPL/FPLF				100%
3. Vendor Payments Processed FPL/FPLF		1,275 / 120	1,275 / 120	1275 / 120
4. Investment Accounts - FPL/FPLF		8 / 6	8 / 7	8 / 7
5. % of Payments issued - Check/Electronic			100% / 0%	90% / 10%
7. Annual Payroll Checks Processed Timely		1,212	1,200	1,224
8. Refresh and update internal controls (policies and procedures, and workflows)				2
9. % of Invoices Issued by due date <sup>(1)</sup>				95%
10. "Clean" Audit Review for Prior Fiscal Year		1	1	1

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



**Support Services  
Finance & Accounting  
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Personnel Services							
10	5100	7	Salaries	194,106	204,967	210,014	232,024
10	5103	7	Overtime	256	-	-	25,000
10	5105	7	Vacation Pay	26,036	-	-	-
10	5106	7	Sick Pay	6,951	-	-	-
10	5112	7	Holiday Pay	734	-	-	-
			Total Salaries & Wages	228,082	204,967	210,014	257,024
10	5109	7	LT Disability	-	618	-	766
10	5110	7	Salary Contingency	-	-	-	181,966
10	5113	7	Social Security Taxes	16,587	14,336	8,125	17,750
10	5115	7	Unemployment	287	-	90	-
10	5120	7	Health Insurance	3,850	19,866	5,575	18,737
10	5121	7	Health Savings Account	920	-	1,423	-
10	5122	7	Life Insurance	1,195	607	823	752
10	5125	7	AD&D	118	101	83	125
10	5135	7	Retirement Saving Plan	10,274	18,200	9,375	23,202
10	5136	7	Retirement & Benefit Admin Fees	-	-	-	18,400
			Total Personnel Services	261,313	258,695	235,507	518,722
Materials and Supplies							
10	5200	7	Office Supplies & Printing	900	3,000	3,000	3,030
10	5201	7	Small Tools & Equipment	1,776	-	-	-
10	5236	7	Computer Software - Application	693	10,800	10,800	48,080
			Total Materials and Supplies	3,369	13,800	13,800	51,110
Services and Charges							
10	5301	7	Advertisement	67	-	-	-
10	5303	7	Subscriptions, Publications and Dues	190	1,595	1,595	830
10	5340	7	Audit	48,500	49,500	49,500	49,000
10	5344	7	Contract Services	2,487	-	65	-
10	5360	7	Mileage Reimbursement	-	500	-	-
10	5361	7	Training & Development	1,786	11,200	3,466	6,900
10	5375	7	Employee Recognition	34	-	-	-
10	5395	7	Bank Service Charges	10,154	17,000	16,685	24,709
10	5421	7	Insurance - Building	-	-	-	150,000
10	5422	7	Insurance - Liability	-	-	-	22,700
			Total Service and Charges	63,218	79,795	71,311	254,139

**Support Services  
Finance & Accounting  
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Maintenance							
10	5415	7	Software Maintenance	8,649	14,000	8,975	-
			Total Maintenance	8,649	14,000	8,975	-
Capital							
10	5810	7	Computer & Technological Equipment	-	17,000	17,000	-
			Total Capital	-	17,000	17,000	-
			Total Finance & Accounting	336,550	383,290	346,592	823,971

**Support Services**  
**Finance and Accounting**  
**Explanation of Accounts**

Fund	Acct	Dept	Project	Account Name	Additional Description	Budgeted 2023
10	5200	7		Office Supplies & Printing	Binders for Budgets	120
10	5200	7		Office Supplies & Printing	Office Supplies	50
10	5200	7		Office Supplies & Printing	Ink Cartridges for Printer	560
10	5200	7		Office Supplies & Printing	Checks	800
10	5200	7		Office Supplies & Printing	Check Envelopes	1,500
				Total Office Supplies & Printing		<u>3,030</u>
10	5236	7		Computer Software - Application	Stampli	10,080
10	5236	7		Computer Software - Application	Sage Intacct	38,000
				Total Computer Software - Application		<u>48,080</u>
10	5303	7		Subscriptions, Publications and Dues	Dues for GFOA - 3 Employees	300
10	5303	7		Subscriptions, Publications and Dues	Dues for AGFOA - 2 Employees	530
				Total Subscriptions, Publications and Dues		<u>830</u>
10	5340	7		Audit	Auditors (FORVIS)	49,000
				Total Audit		<u>49,000</u>
10	5361	7		Training & Development	Continuing Professional Education	6,000
10	5361	7		Training & Development	GFOA - 3	300
10	5361	7		Training & Development	AGFOA - 3	600
				Total Training & Development		<u>6,900</u>
10	5395	7		Bank Service Charges	Bank Service Charges	24,709
				Total Bank Service Charges		<u>24,709</u>
10	5421	7		Insurance - Building	Insurance - Building	150,000
				Total Insurance - Building		<u>150,000</u>
10	5422	7		Insurance - Liability	Insurance - Liability	21,900
10	5422	7		Insurance - Liability	Volunteer	800
				Total Insurance - Liability		<u>22,700</u>
				Total Budgeted for 2023		<u><u>305,249</u></u>



## Support Services Facilities Services

### Program Description, Goals, and Objectives:

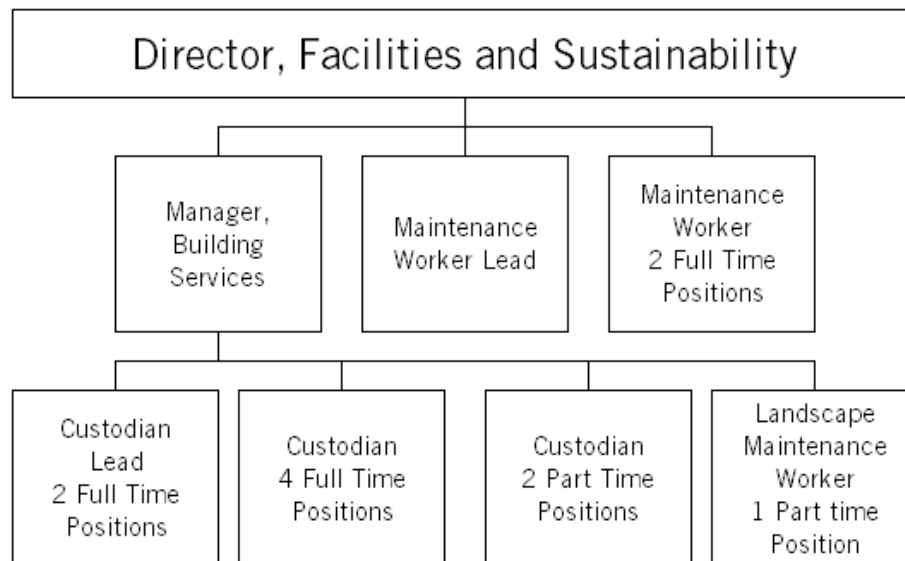
The Facilities Services Department maintains the building and grounds, and oversees the following:

1. Housekeeping and building maintenance for Blair Library.
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 of the expansion.
8. Assist in kitchen and catering production
9. Ensure kitchen maintenance and safety

<u>Program Expenditures</u>	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Personnel Services	\$ 628,097	\$ 693,628	\$ 620,706	\$ 704,554
Materials and Supplies	160,362	97,000	106,079	99,500
Services and Charges	485,277	545,285	555,596	611,680
Maintenance	63,042	79,500	74,212	60,600
Capital - Library Operations	<u>-</u>	<u>426,000</u>	<u>404,690</u>	<u>752,000</u>
Facilities Total Before Facility Capital Reserve	1,336,779	1,841,413	1,761,282	2,228,334
Capital Reserve Funds				
Facility	-	8,500	-	12,000
Furniture & Equipment	<u>-</u>	<u>32,500</u>	<u>-</u>	<u>-</u>
Total Capital Reserves	<u>-</u>	<u>41,000</u>	<u>-</u>	<u>12,000</u>
Total Facilities Services	<u><u>\$ 1,336,779</u></u>	<u><u>\$ 1,882,413</u></u>	<u><u>\$ 1,761,282</u></u>	<u><u>\$ 2,240,334</u></u>

### Performance Measures

Demand/Workload	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
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	25
7. Lighting Replacements or repairs		200	200	300
8. Expansion Hours		5,000	5,000	0
9. Boiler Inspection Hours		150	150	50
10. HVAC repairs and replacements		0	0	75
11. Events set up and tear down		0	0	800
12. Assist in kitchen and catering		0	0	1,920
13. Shipping and Receiving				450



**Support Services  
Facilities Services  
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
<b>Personnel Services</b>							
10	5100	25	Salaries	415,467	520,194	504,628	150,467
10	5102	25	Hourly Wages	-	-	-	372,424
10	5103	25	Overtime	11,021	-	4,186	-
10	5105	25	Vacation Pay	49,118	-	11,193	-
10	5106	25	Sick Pay	15,823	-	9,368	-
10	5112	25	Holiday Pay	10,294	-	8,243	-
			<b>Total Salaries &amp; Wages</b>	<b>501,723</b>	<b>520,194</b>	<b>537,617</b>	<b>522,891</b>
10	5109	25	LT Disability	-	1,513	-	1,529
10	5113	25	Social Security Taxes	32,244	37,667	19,953	40,001
10	5115	25	Unemployment	755	-	409	-
10	5120	25	Health Insurance	56,233	93,661	34,733	93,918
10	5121	25	Health Savings Account	5,703	-	3,645	-
10	5122	25	Life Insurance	2,404	129	1,485	250
10	5125	25	AD&D	269	1,473	166	1,501
10	5135	25	Retirement Saving Plan	28,766	38,991	22,698	44,463
			<b>Total Personnel Services</b>	<b>628,097</b>	<b>693,628</b>	<b>620,706</b>	<b>704,554</b>
<b>Materials and Supplies</b>							
10	5200	25	Office Supplies & Printing	1,303	1,000	1,055	1,000
10	5201	25	Small Tools & Equipment	24,445	18,500	20,207	18,500
10	5203	25	Medical Supplies	12,037	2,000	4,110	4,000
10	5210	25	Food & Catering for Events	960	2,500	542	2,500
10	5211	25	Kitchen Smallwares	74,849	-	2,712	-
10	5218	25	Cleaning Supplies	43,521	51,000	63,252	54,000
10	5224	25	Landscape Materials	150	12,000	12,017	12,000
10	5230	25	Computer Hardware Supplies	-	-	57	-
10	5235	25	Signage	-	1,000	903	1,000
10	5236	25	Computer Software - Application	3,097	9,000	1,224	6,500
			<b>Total Materials and Supplies</b>	<b>160,362</b>	<b>97,000</b>	<b>106,079</b>	<b>99,500</b>

**Support Services  
Facilities Services  
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
<b>Services and Charges</b>							
10	5303	25	Subscriptions, Publications and Dues	198	600	1,939	600
10	5312	25	Natural Gas	22,155	56,160	50,847	57,500
10	5314	25	Electricity	241,638	202,000	216,317	262,000
10	5316	25	Municipal Water	13,154	38,025	10,380	13,900
10	5318	25	Other Utility Expense	1,604	-	-	-
10	5344	25	Contract Services	74,041	201,000	232,191	231,880
10	5360	25	Mileage Reimbursement	605	1,000	1,526	1,000
10	5361	25	Training & Development	303	19,000	19,000	17,000
10	5390	25	Uniform Expense	3,803	9,500	9,700	12,600
10	5423	25	Other Rental	16,437	17,000	12,496	13,200
10	5424	25	Equipment Lease/Rental	9,778	1,000	1,200	2,000
30	5344	25	Contract Services	101,562	-	-	-
Total Services and Charges				485,277	545,285	555,596	611,680
<b>Maintenance</b>							
10	5401	25	Building Maintenance	57,655	55,000	52,211	54,000
10	5405	25	Landscape Maintenance	64	5,000	5,000	500
10	5410	25	Equipment Maintenance	3,199	17,000	17,000	5,100
10	5415	25	Software Maintenance	2,124	2,500	-	1,000
Total Maintenance				63,042	79,500	74,212	60,600
<b>Capital</b>							
10	5810	25	Computer & Technological Equipment	-	6,000	4,690	2,000
10	5871	25	Furniture & Equipment (> \$5k)	-	320,000	300,000	750,000
10	5873	25	Vehicles	-	100,000	100,000	-
30	5871	25	Furniture & Equipment (> \$5k)	-	8,500	-	12,000
40	5871	25	Furniture & Equipment (> \$5k)	-	32,500	-	-
Total Capital				-	467,000	404,690	764,000
Total Facilities Services				1,336,779	1,882,413	1,761,282	2,240,334

**Support Services  
Facilities Services  
Explanation of Accounts**

Fund	Acct	Dept	Project	Account Name	Additional Description	Budgeted 2023
10	5200	25		Office Supplies & Printing	Lanyards, Security Badges, Holders, etc.	1,000
				Total Office Supplies & Printing		1,000
10	5201	25		Small Tools & Equipment	Hand Tools	12,000
10	5201	25		Small Tools & Equipment	Meraki Cameras (6)	6,500
				Total Small Tools & Equipment		18,500
10	5203	25		Medical Supplies	First Aid Supplies, Automatic External Defibrillator	4,000
				Total Medical Supplies		4,000
10	5210	25		Food & Catering for Events	Food for Authors/Expansion Meetings/Staff Events	2,500
				Total Food & Catering for Events		2,500
10	5218	25		Cleaning Supplies	Janitorial	54,000
				Total Cleaning Supplies		54,000
10	5224	25		Landscape Materials	Mulch, Plants, etc.	12,000
				Total Landscape Materials		12,000
10	5235	25		Signage	SRC and Author Events	1,000
				Total Signage		1,000
10	5236	25		Computer Software - Application	Computer Software - Application	2,500
10	5236	25		Computer Software - Application	Building Automation System Software	1,000
10	5236	25		Computer Software - Application	Meraki Camera License (6)	3,000
				Total Computer Software - Application		6,500
10	5303	25		Subscriptions, Publications & Dues	Green Council	500
10	5303	25		Subscriptions, Publications & Dues	Bicycle Friendly Business	100
				Total Subscriptions, Publications & Dues		600
10	5312	25		Natural Gas	Black Hills	57,500
				Total Natural Gas		57,500

**Support Services  
Facilities Services  
Explanation of Accounts**

Fund	Acct	Dept	Project	Account Name	Additional Description	Budgeted 2023
10	5314	25		Electricity	SWEPCO	262,000
				Total Electricity		262,000
10	5316	25		Municipal Water	Building & Landscape	13,900
				Total Municipal Water		13,900
10	5344	25		Contract Services	Piano Tuning	3,600
10	5344	25		Contract Services	Conveyor	41,500
10	5344	25		Contract Services	Elevators	24,000
10	5344	25		Contract Services	Pest Control	26,400
10	5344	25		Contract Services	Generator	4,000
10	5344	25		Contract Services	Solar Panels	2,000
10	5344	25		Contract Services	Carpet Cleaning	6,000
10	5344	25		Contract Services	Painting	8,000
10	5344	25		Contract Services	Heating	11,000
10	5344	25		Contract Services	Cooling	11,000
10	5344	25		Contract Services	Water Treatment	3,000
10	5344	25		Contract Services	Fire Safety	4,500
10	5344	25		Contract Services	Backflow Preventer	2,500
10	5344	25		Contract Services	Electrical	4,500
10	5344	25		Contract Services	Plumbing	3,400
10	5344	25		Contract Services	Floors	4,500
10	5344	25		Contract Services	Coring and Cutting and Grinding	1,000
10	5344	25		Contract Services	Millwork	2,500
10	5344	25		Contract Services	Furniture	980
10	5344	25		Contract Services	Ice-Snow-Landscape Maintenance	5,500
10	5344	25		Contract Services	Signs and Pictures	2,500
10	5344	25		Contract Services	Landscape Contract	55,000
10	5344	25		Contract Services	CAS Service - Captiveaire	4,500
				Total Contract Services		231,880
10	5360	25		Mileage Reimbursement	Personal Vehicle	1,000
				Total Mileage Reimbursement		1,000

**Support Services  
Facilities Services  
Explanation of Accounts**

Fund	Acct	Dept	Project	Account Name	Additional Description	Budgeted 2023
10	5361	25		Training & Development	Facilities Expo (Oregon)	4,500
10	5361	25		Training & Development	Facilities Summit (Several Staff) NY	6,500
10	5361	25		Training & Development	VRF Training (Several Staff) ISSA	6,000
				Training & Development		<u>17,000</u>
10	5390	25		Uniform Expense	Employee Uniforms	12,600
				Total Uniform Expense		<u>12,600</u>
10	5401	25		Building Maintenance	Parts, Paint, Filters, Carpet & Drywall Repair, etc.	54,000
				Total Building Maintenance		<u>54,000</u>
10	5405	25		Landscape Maintenance	Repairs to the Sprinkler System and Lighting	500
				Total Landscape Maintenance		<u>500</u>
10	5410	25		Equipment Maintenance	Repair Parts	5,100
				Total Equipment Maintenance		<u>5,100</u>
10	5415	25		Software Maintenance	Software Maintenance	1,000
				Total Software Maintenance		<u>1,000</u>
10	5423	25		Other Rental	Rent & Storage	13,200
				Total Other Rental		<u>13,200</u>
10	5424	25		Equipment Lease/Rental	Heavy Equipment	2,000
				Total Equipment Lease/Rental		<u>2,000</u>
10	5810	25		Computer & Technological Equipr	Cords and Cable Systems	2,000
				Total Computer & Technological Equipment		<u>2,000</u>
10	5871	25	20035	Furniture & Equipment (> \$5k)	HVAC Replacement	750,000
30	5871	25		Furniture & Equipment (> \$5k)	Replace Sliding Doors	12,000
				Total Furniture & Equipment (> \$5k)		<u>762,000</u>
				Total Budgeted for 2023		<u><u>1,535,780</u></u>

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## Support Services Information Technology Services

### Program Description, Goals, and Objectives:

The Information Technology Department encompasses all areas of technology including LAN and Wi-Fi administration, network cabling, switch deployment, and administration of 55 servers and over 200 public and staff PCs. Staff manages the public PC access control and printing system, the VoIP phone system and paging system. Software administration includes Windows AD domain, SharePoint, OCLC WISE ILS system, Office 365 Exchange, Laserfiche document management system among others. Staff facilitates events that require audiovisual support and manages the event center technology systems and all meeting room av systems, weekly live streaming, and video and audio editing services for the library's original digital content. Staff also manages the Center for Innovation including course development and instruction in the audio, video and fabrication labs. Staff provides orientation and support for the simulators, photo studio, edit suite, AV lab, VR Studio, Fabrication and robotics lab, and audio and video studios.

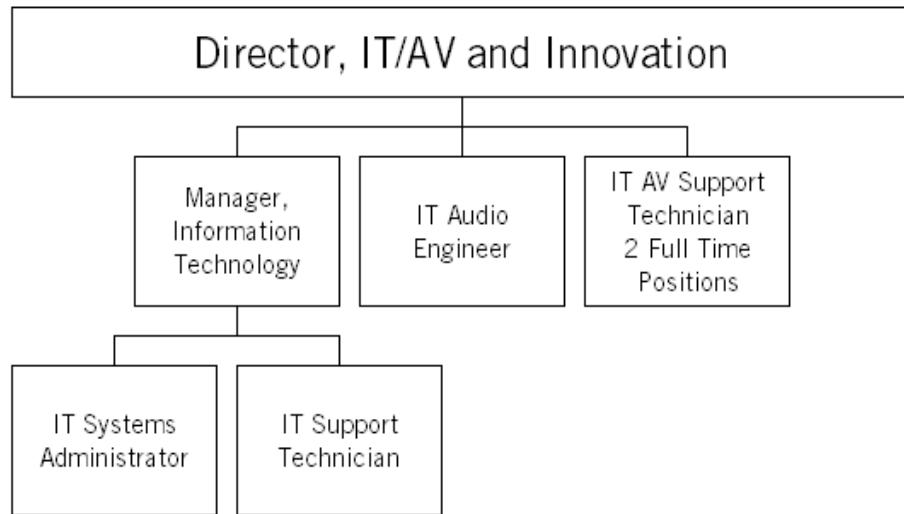
In 2023, Information Technology Services goals are the following:

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 programming in new event spaces including Event Center, Art & Movement, Storytime, the Gathering Glade and Reception Room.
4. Manage and program the Center for Innovation to provide top quality training opportunities for the public.
5. Continue to implement cloud technologies to lighten the administration burden of the IT systems.

Program Expenditures	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Personnel Services	\$ 497,691	\$ 494,566	\$ 482,411	\$ 485,756
Materials and Supplies	169,674	81,999	50,868	53,485
Services and Charges	64,095	70,500	71,073	67,500
Maintenance	115,761	305,323	282,836	282,200
Capital - Library Operations	8,750	241,160	142,225	64,300
Information Technology Total				
Before IT Capital Reserve	855,972	1,193,548	1,029,414	953,241
Capital - IT Reserve	-	80,000	80,000	30,500
Total Information Technology Services	\$ 855,972	\$ 1,273,548	\$ 1,109,414	\$ 983,741

### Performance Measures

Demand/Workload	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
1. Public Wi-Fi Hours Used		387,696	323,481	388,000
2. Audio/Video Productions		154	156	163
3. Live Streamed Events		451	408	428



**Support Services  
Information Technology Services  
Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
<b>Personnel Services</b>							
10	5100	30	Salaries	351,321	380,913	404,459	222,976
10	5102	30	Hourly Wages	-	-	-	149,760
10	5103	30	Overtime	4,002	-	2,134	-
10	5105	30	Vacation Pay	38,791	-	9,263	-
10	5106	30	Sick Pay	15,783	-	5,169	-
10	5112	30	Holiday Pay	4,335	-	3,794	-
			<b>Total Salaries &amp; Wages</b>	<b>414,232</b>	<b>380,913</b>	<b>424,820</b>	<b>372,736</b>
10	5109	30	LT Disability	-	1,200	-	1,230
10	5113	30	Social Security Taxes	27,563	27,814	16,522	28,514
10	5115	30	Unemployment	398	-	240	-
10	5120	30	Health Insurance	27,362	49,190	18,045	46,468
10	5121	30	Health Savings Account	5,569	-	3,865	-
10	5122	30	Life Insurance	2,084	1,155	1,305	1,208
10	5125	30	AD&D	222	102	139	201
10	5135	30	Retirement Saving Plan	20,262	34,192	17,476	35,399
			<b>Total Personnel Services</b>	<b>497,691</b>	<b>494,566</b>	<b>482,411</b>	<b>485,756</b>
<b>Materials and Supplies</b>							
10	5200	30	Office Supplies & Printing	986	1,000	771	895
10	5230	30	Computer Hardware Supplies	52,475	39,000	43,998	39,000
10	5236	30	Computer Software - Application	116,214	41,999	6,100	13,590
			<b>Total Materials and Supplies</b>	<b>169,674</b>	<b>81,999</b>	<b>50,868</b>	<b>53,485</b>
<b>Services and Charges</b>							
10	5310	30	Telecommunications	53,147	47,000	49,451	47,000
10	5337	30	Contributed Services Expense	-	-	5,425	-
10	5344	30	Contract Services	4,513	11,000	10,486	9,500
10	5361	30	Training & Development	6,435	12,500	4,210	11,000
10	5362	30	Travel	-	-	1,500	-
			<b>Total Services and Charges</b>	<b>64,095</b>	<b>70,500</b>	<b>71,073</b>	<b>67,500</b>
<b>Maintenance</b>							
10	5410	30	Equipment Maintenance	23,230	112,178	107,127	93,455
10	5415	30	Software Maintenance	92,532	193,145	175,708	188,745
			<b>Total Maintenance</b>	<b>115,761</b>	<b>305,323</b>	<b>282,836</b>	<b>282,200</b>
			<b>Total IT Before Capital</b>	<b>847,222</b>	<b>952,388</b>	<b>887,189</b>	<b>888,941</b>

**Support Services**  
**Information Technology Services**  
**Line Item Detail**

Fund	Acct	Dept	Account Name	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Capital							
10	5810	30	Computer & Technological Equipment	8,750	241,160	142,225	64,300
50	5810	30	Computer & Technological Equipment	-	80,000	80,000	30,500
Total Capital				8,750	321,160	222,225	94,800
Total Information Technology Services				855,972	1,273,548	1,109,414	983,741

**Support Services**  
**Information Technology Services**  
**Explanation of Accounts**

Fund	Acct	Dept	Project	Account Name	Additional Description	Budgeted 2023
10	5200	30		Office Supplies & Printing	Office Supplies	895
				Total Office Supplies & Printing		895
10	5230	30	20007	Computer Hardware Supplies	IT Hardware	18,000
10	5230	30	20008	Computer Hardware Supplies	AV Gear	21,000
				Total Computer Hardware Supplies		39,000
10	5236	30		Computer Software - Application	SSL Certificates - Catalog/Phone System/Exchange	4,390
10	5236	30		Computer Software - Application	Kaseya 0365 Backup Solution	4,200
10	5236	30		Computer Software - Application	CONTENT DM Implementation	5,000
				Total Computer Software - Application		13,590
10	5310	30		Telecommunications	MiFis	22,000
10	5310	30		Telecommunications	FPL Internet & VoIP	25,000
				Total Telecommunications		47,000
10	5344	30		Contract Services	eRate Consultant	2,500
10	5344	30		Contract Services	Network Engineering Services	6,000
10	5344	30		Contract Services	Microsoft Pay-Per-Incident Tickets	1,000
				Total Contract Services		9,500
10	5361	30		Training & Development	Avixa Team Membership	500
10	5361	30		Training & Development	ALA Midwinter (2)	2,500
10	5361	30		Training & Development	Infocomm (1)	2,500
10	5361	30		Training & Development	Avid Training (1)	1,500
10	5361	30		Training & Development	ARLA Conference (3)	1,500
				Training & Development	Computers in Libraries (1)	2,500
				Total Training & Development		11,000
10	5410	30		Equipment Maintenance	Bibliotheca Maintenance - Holds Locker, Gates, Open+ RFID Pads, Self Checks, SmartPay Terminals	50,000
10	5410	30		Equipment Maintenance	Laptops Anywhere Kiosk Maintenance	5,700
10	5410	30		Equipment Maintenance	UPS Maintenance	3,600
10	5410	30		Equipment Maintenance	Envisionware Print Release Kiosk Maintenance	5,500
10	5410	30		Equipment Maintenance	Envisionware LDS Station Maintenance	655
10	5410	30		Equipment Maintenance	Cisco SmartNET	15,000
10	5410	30		Equipment Maintenance	Event Center Rigging Annual Inspection and Maintenance	5,000
10	5410	30		Equipment Maintenance	Scale Computing 1 Year Maintenance - Data Center & DR	8,000
				Total Equipment Maintenance		93,455

**Support Services**  
**Information Technology Services**  
**Explanation of Accounts**

Fund	Acct	Dept	Project	Account Name	Additional Description	Budgeted 2023
10	5415	30		Software Maintenance	Annual Adobe Creative Cloud, Acrobat Pro and Stock	26,000
10	5415	30		Software Maintenance	B&T Content Café	150
10	5415	30		Software Maintenance	CM.com Texting Service	7,500
10	5415	30		Software Maintenance	Bibliotheca CloudLibrary Software Maintenance	3,500
10	5415	30		Software Maintenance	Chrome OS Licenses	1,000
10	5415	30		Software Maintenance	Cisco AMP	5,175
10	5415	30		Software Maintenance	Communico	17,500
10	5415	30		Software Maintenance	DeepFreeze	3,200
10	5415	30		Software Maintenance	Envisionware CC Terminals	2,500
10	5415	30		Software Maintenance	Envisionware Mobile Print	725
10	5415	30		Software Maintenance	Envisionware PCRes, LPT1, AAM and Ecommerce	9,000
10	5415	30		Software Maintenance	Kaseya	2,500
10	5415	30		Software Maintenance	Laptops Anywhere Software Maintenance	2,800
10	5415	30		Software Maintenance	Livestream Service (Vimeo)	1,000
10	5415	30		Software Maintenance	MimeCast Email Filter	7,000
10	5415	30		Software Maintenance	Ninite	240
10	5415	30		Software Maintenance	O365 Licenses	6,000
10	5415	30		Software Maintenance	OCLC Wise	75,000
10	5415	30		Software Maintenance	OCLC Content DM	5,500
10	5415	30		Software Maintenance	Comprise Smart Pay Online Gateway	3,995
10	5415	30		Software Maintenance	Spotify for Storytimes	240
10	5415	30		Software Maintenance	Storyblox Annual Subscription	360
10	5415	30		Software Maintenance	Paypal Payflow Subscription for Communico	360
10	5415	30		Software Maintenance	Dropbox Annual Subscription	200
10	5415	30		Software Maintenance	UCP Creditcall	800
10	5415	30		Software Maintenance	Annual Network Vulnerability Assessment	6,500
				Total Software Maintenance		188,745
50	5810	30		Computer & Technological Equipment	Accessibility Stations for Adult and Grade School	20,000
50	5810	30		Computer & Technological Equipment	Scale Hyperconverged Cluster Replacement	10,500
10	5810	30		Computer & Technological Equipment	Scale Hyperconverged Cluster Replacement	64,300
				Total Computer & Technological Equipment		94,800
				Total Budgeted for 2023		497,985

## 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.

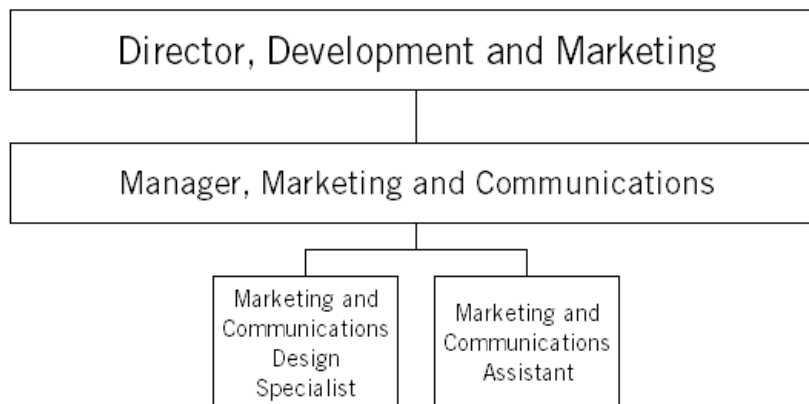
In 2023, Marketing Services goals are the following:

1. Continue buildout and updates to website.
2. Promote FPL as a community resource through new partnerships.
3. Strengthen social media strategy and follower engagement.

Program Expenditures	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Personnel Services	\$ 156,583	\$ 197,077	\$ 183,548	\$ 198,666
Materials and Supplies	6,024	31,100	21,874	17,113
Services and Charges	60,614	94,325	64,656	36,811
Total Marketing Services	<u>\$ 223,221</u>	<u>\$ 322,502</u>	<u>\$ 270,078</u>	<u>\$ 252,590</u>

### Performance Measures

Demand/Workload	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
1. Number of Social Media Ad Clicks		6,000		150
2. % of Program Attendees Reached by Marketing		87%		100%
3. Number of Advertising Outlets		13		8



**Support Services  
Marketing Services  
Line Item Detail**

Fund	Acct	Dept	Account Description	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Personnel Services							
10	5100	20	Salaries	121,535	151,892	157,499	73,106
10	5102	20	Hourly Wages	-	-	-	77,251
10	5103	20	Overtime	513	-	151	-
10	5105	20	Vacation Pay	5,068	-	1,950	-
10	5106	20	Sick Pay	1,835	-	1,561	-
10	5112	20	Holiday Pay	2,000	-	2,569	-
			Total Salaries & Wages	130,952	151,892	163,730	150,357
10	5109	20	LT Disability	-	482	-	496
10	5113	20	Social Security Taxes	9,539	11,166	6,342	11,502
10	5115	20	Unemployment	241	-	90	-
10	5120	20	Health Insurance	6,785	22,819	6,388	20,706
10	5121	20	Health Savings Account	1,416	-	1,487	-
10	5122	20	Life Insurance	594	462	510	487
10	5125	20	AD&D	65	41	55	81
10	5135	20	Retirement Saving Plan	6,993	10,215	4,946	15,036
			Total Personnel Services	156,583	197,077	183,548	198,666
Materials and Supplies							
10	5200	20	Office Supplies & Printing	4,376	5,100	4,975	8,448
10	5235	20	Signage	1,577	25,000	16,144	8,665
10	5251	20	Programming Supplies	70	1,000	756	-
			Total Materials and Supplies	6,024	31,100	21,874	17,113
Services and Charges							
10	5301	20	Advertisement	13,006	34,750	23,750	18,766
10	5303	20	Subscriptions, Publications and Dues	4,702	7,825	3,800	2,950
10	5344	20	Contract Services	42,858	47,500	35,134	14,790
10	5360	20	Mileage Reimbursement	-	250	-	-
10	5361	20	Training & Development	49	4,000	1,973	305
			Total Services and Charges	60,614	94,325	64,656	36,811
			Total Marketing Services	223,221	322,502	270,078	252,590



**Support Services  
Marketing Services  
Explanation of Accounts**

Fund	Acct	Dept	Project	Account Name	Additional Description	Budgeted 2023
10	5200	20		Office Supplies & Printing	General Office Supplies	440
10	5200	20		Office Supplies & Printing	Printing - English Welcome Brochures (2,000)	3,580
10	5200	20		Office Supplies & Printing	Printing - English Maps (2,000)	1,968
10	5200	20		Office Supplies & Printing	Printing - English CFI Brochures (2,000)	1,860
10	5200	20		Office Supplies & Printing	Printing - Spanish Welcome Brochures (500)	600
				Total Office Supplies & Printing		<u>8,448</u>
10	5235	20		Signage	Signs	7,500
10	5235	20		Signage	Sandwich Board Signs	260
10	5235	20		Signage	Vinyl Signs & Install	750
10	5235	20		Signage	(2) SRC Outdoor Banners	155
				Total Signage		<u>8,665</u>
10	5301	20		Advertisement	Social Media Ads	1,620
10	5301	20		Advertisement	Social Media Collaboration Posts	800
10	5301	20		Advertisement	2-week Web Banner Campaigns on Partner Sites	400
10	5301	20		Advertisement	Good Day NWA Segments	1,500
10	5301	20		Advertisement	NWABJ Ads	4,320
10	5301	20		Advertisement	Citiscapes Ads	2,760
10	5301	20		Advertisement	Radio - 15-Second Univision Ads	1,000
10	5301	20		Advertisement	Radio - KUAF PSAs	1,800
10	5301	20		Advertisement	Constant Contact	4,566
				Total Advertisement		<u>18,766</u>
10	5303	20		Subscriptions, Publications and Dues	Later Social Media Management Tool	150
10	5303	20		Subscriptions, Publications and Dues	Meltwater Subscription	2,800
				Total Subscriptions, Publications and Dues		<u>2,950</u>
10	5344	20		Contract Services	DOXA Ongoing Supplemental Design Work	12,000
10	5344	20		Contract Services	Super Saturday Photography	1,350
10	5344	20		Contract Services	Translation - Marshallese Designed File	540
10	5344	20		Contract Services	Translation - Spanish Designed File	900
				Total Contract Services		<u>14,790</u>
10	5361	20		Training & Development	Annual MasterClass Membership	305
				Total Training & Development		<u>305</u>
				Total Budgeted for 2023		<u><u>53,924</u></u>

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## Food & Event Services Food Services

### Program Description, Goals, and Objectives:

The kitchen and deli have 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 has provided good food and service at the deli with short wait times. The catering offering have been good and have developed nicely over the last 12 months. Some additional items and pricing structures have been created to standardize offerings.

The sheer workload has been the greatest challenge in 2022. With over 70 caterings and the deli open 5 hours a day 5 days a week as a new business; Developing SOPs and recipes, safety procedures and processes for a team of 4 FTEs has been a struggle.

In 2023, 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
4. Staff efficiency

Program Expenditures	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Personnel Services	\$ 37,608	\$ 267,080	\$ 149,441	\$ 164,879
Materials and Supplies	9,845	35,500	27,945	37,900
Services and Charges	1,740	19,200	11,041	23,740
Cost of Goods	10,918	92,408	122,832	105,800
Capital	-	-	449	-
Total Food Services	<u>\$ 60,112</u>	<u>\$ 414,188</u>	<u>\$ 311,708</u>	<u>\$ 332,319</u>

### Performance Measures

Demand/Workload	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Accurate Weekly Inventory				40
Servsafe Certification - all staff				6
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 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
<b>Personnel Services</b>							
80	5100	28	Salaries	31,243	136,140	134,672	39,998
80	5102	28	Hourly Wages	-	-	-	89,170
80	5103	28	Overtime	116	-	880	-
80	5105	28	Vacation Pay	1,486	-	1,957	-
80	5106	28	Sick Pay	110	-	1,628	-
80	5112	28	Holiday Pay	881	-	1,414	-
			Total Salaries & Wages	33,835	136,140	140,552	129,168
80	5109	28	LT Disability	-	244	-	230
80	5110	28	Salary Contingency	-	113,500	-	-
80	5113	28	Social Security Taxes	2,486	10,242	5,646	9,881
80	5115	28	Unemployment	111	-	185	-
80	5120	28	Health Insurance	891	4,500	2,273	18,848
80	5121	28	Health Savings Account	142	-	539	-
80	5122	28	Life Insurance	127	31	220	38
80	5125	28	AD&D	15	240	26	226
80	5135	28	Retirement Saving Plan	-	2,183	-	6,487
			Total Personnel Services	37,608	267,080	149,441	164,879
<b>Materials and Supplies</b>							
80	5200	28	Office Supplies & Printing	2,257	6,300	3,508	3,000
80	5201	28	Small Tools & Equipment	5,123	-	-	-
80	5210	28	Food and Catering for Events	328	5,000	1,391	8,200
80	5211	28	Kitchen Smallwares	145	18,000	18,547	18,000
80	5230	28	Computer Hardware Supplies	1,610	-	-	2,500
80	5235	28	Signage	293	2,000	-	2,000
80	5236	28	Computer Software - Application	89	4,200	4,499	4,200
			Total Materials and Supplies	9,845	35,500	27,945	37,900
<b>Services and Charges</b>							
80	5303	28	Subscriptions, Publications and Dues	297	1,000	1,099	1,000
80	5312	28	Natural Gas	-	8,400	-	-
80	5314	28	Electricity	-	6,000	-	-
80	5316	28	Municipal Water	-	1,800	-	-
80	5344	28	Contract Services	269	-	1,968	12,000
80	5390	28	Uniform Expense	884	2,000	2,000	2,400
80	5395	28	Bank Service Charges	291	-	5,974	8,340
			Total Services and Charges	1,740	19,200	11,041	23,740
80	5600	28	COGS - Food	6,852	87,408	82,613	33,500
80	5620	28	COGS - Catering	-	-	20,301	55,500
80	5640	28	COGS - Non-Alcoholic Beverage	615	-	5,773	3,600
80	5680	28	COGS - Packaging	3,452	5,000	14,145	13,200
			Total Cost of Goods	10,918	92,408	122,832	105,800

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

Fund	Acct	Dept	Account Name	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
<hr/>							
Capital							
80	5871	28	Furniture & Equipment (> \$5k)	-	-	449	-
			Total Capital	-	-	449	-
<hr/>							
			Total Food Services	60,112	414,188	311,708	332,319
<hr/>							

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

Fund	Acct	Dept	Project	Account Name	Additional Description	Budgeted 2023
80	5200	28		Office Supplies & Printing	Basic Stationery, Stickers, Labels, Menu	3,000
				Total Office Supplies & Printing		3,000
80	5210	28		Food & Catering for Events	Food for Authors/Expansion Meetings/Staff Events	1,200
80	5210	28		Food & Catering for Events	Branded Water Bottles and Cups	7,000
				Total Food & Catering for Events		8,200
80	5211	28		Kitchen Smallwares	Eating, Cooking, and Baking Utensils, Dish & Kitchenware	18,000
				Total Kitchen Smallwares		18,000
80	5230	28		Computer Hardware Supplies	Computer Hardware Supplies	2,500
				Total Computer Hardware Supplies		2,500
80	5235	28		Signage	Table Top, Wall, and Deli Signage	2,000
				Total Signage		2,000
80	5236	28		Computer Software - Application	Toast	4,200
				Total Computer Software - Application		4,200
80	5303	28		Subscriptions, Publications and Dues	Subscriptions, Publications and Dues	1,000
				Total Subscriptions, Publications and Dues		1,000
80	5344	28		Contract Services	Kitchen Equipment Contract (Hobart)	12,000
				Total Contract Services		12,000
80	5390	28		Uniform Expense	Uniform Expense	2,400
				Total Uniform Expense		2,400
80	5395	28		Bank Service Charges	Bank Service Charges	300
				Bank Service Charges	Credit Card Fees	8,040
				Total Bank Service Charges		8,340
80	5600	28		COGS - Food	Deli: Food & Spices	33,500
				Total COGS - Food		33,500
80	5620	28		COGS - Catering	Catering	55,500
				Total COGS - Catering		55,500
80	5640	28		COGS - Non-Alcoholic Beverage	Deli: Non-Alcoholic Beverage	3,600
				Total COGS - Non-Alcoholic Beverage		3,600
80	5680	28		COGS - Packaging	Clam Shells, Wax Wraps, Boxes,	13,200
				Total COGS - Packaging		13,200
				Total Budgeted for 2023		167,440

## Food & Event Services Events

### Program Description, Goals, and Objectives:

The Events department established a growth pattern that filled 2022. We have become profitable and provide top quality services to both internal and external clients. The #1 accomplishment in 2022 is profitability.

Additional projects to include would be more than 350 room rentals, 225 study room rentals and oversight of several community wide large-scale events namely Roots Fest, Summer Reading Kickoff, Matilda, LARP and Maker Fair.

Budget constraints has restricted the Events team from growing or adding additional staff. The team has experienced much growth in 2022 and will have limited staff to fill requests made by internal and external clients.

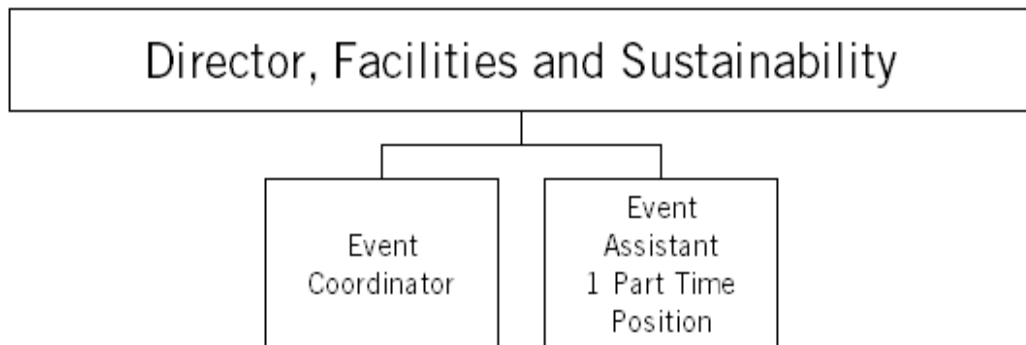
In 2023, the Events Department goals are the following:

1. Develop efficacy standards to reduce paperwork per client, one touch solutions for room rental
2. Reduce errors and mistakes that create additional workload for the events team
3. internal and external clients

Program Expenditures	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Personnel Services	\$ 30,659	\$ 111,929	\$ 64,179	\$ 71,858
Materials and Supplies	319	5,700	2,192	5,450
Services and Charges	250	34,500	8,034	48,500
Capital	-	219,000	50,922	40,000
Transfers				
Transfer to Foundation	-	-	-	150,000
Total Events	\$ <u>31,227</u>	\$ <u>371,129</u>	\$ <u>125,327</u>	\$ <u>315,808</u>

### Performance Measures

Demand/Workload	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
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			120	150
6. Study Room Usage			5,000	7,500
7. Public Hours of Usage			1,200	2,500





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

Fund	Acct	Dept	Account Name	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
<b>Personnel Services</b>							
85	5100	35	Salaries	23,023	59,669	56,420	42,848
85	5110	35	Salary Contingency	-	39,000	-	-
85	5102	35	Hourly Wages	-	-	-	15,122
85	5103	35	Overtime	1,012	-	-	-
85	5105	35	Vacation Pay	1,652	-	349	-
85	5106	35	Sick Pay	456	-	272	-
85	5112	35	Holiday Pay	285	-	286	-
Total Salaries & Wages				26,428	98,669	57,327	57,970
85	5109	35	LT Disability	-	137	-	141
85	5113	35	Social Security Taxes	1,843	4,316	2,220	4,435
85	5115	35	Unemployment	36	-	55	-
85	5120	35	Health Insurance	-	4,500	1,825	4,877
85	5121	35	Health Savings Account	779	-	425	-
85	5122	35	Life Insurance	-	12	132	12
85	5125	35	AD&D	-	135	15	139
85	5135	35	Retirement Saving Plan	1,573	4,160	2,181	4,285
Total Personnel Services				30,659	111,929	64,179	71,858
<b>Materials and Supplies</b>							
85	5200	35	Office Supplies & Printing	308	2,000	1,192	1,950
85	5210	35	Food & Catering for Events	11	-	-	-
85	5235	35	Signage	-	3,700	1,000	3,500
Total Materials and Supplies				319	5,700	2,192	5,450
<b>Services and Charges</b>							
85	5344	35	Contract Services	-	10,000	2,664	24,000
85	5361	35	Training & Development	250	-	-	-
85	5368	35	Event Cost	-	24,500	5,370	24,500
Total Services and Charges				250	34,500	8,034	48,500
Total Events Before Capital				31,227	152,129	74,405	125,808

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

Fund	Acct	Dept	Account Name	Actual 2021	Budgeted 2022	Estimated 2022	Budgeted 2023
Capital							
85	5810	35	Computer & Technological Equipment	-	70,000	25,922	-
85	5871	35	Furniture & Equipment (> \$5k)	-	149,000	25,000	40,000
Total Capital				-	219,000	50,922	40,000
Transfers							
85	6500	35	Ext. Transfer Out (Transfer to Foundation)	-	-	-	150,000
Total Transfers				-	-	-	150,000
Total Events				31,227	371,129	125,327	315,808

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

Fund	Acct	Dept	Project	Account Name	Additional Description	Budgeted 2023
85	5200	35		Office Supplies & Printing	General Office Supplies	1,950
				Total Office Supplies & Printing		1,950
85	5235	35		Signage	Signage and Branding	3,500
				Total Signage		3,500
85	5344	35		Contract Services	Event Rentals (Tents & Outside Equipment)	24,000
				Total Contract Services		24,000
85	5368	35		Event Cost	Buffet Setting	10,000
85	5368	35		Event Cost	Serveware, Table Settings	13,500
85	5368	35		Event Cost	Easels	1,000
				Total Event Cost		24,500
85	5871	35		Furniture & Equipment (> \$5k)	Stage Prop and Décor	15,000
85	5871	35		Furniture & Equipment (> \$5k)	Truss and Lighting	25,000
				Total Furniture & Equipment (> \$5k)		40,000
				Total Budgeted for 2023		93,950

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# Supplemental Information

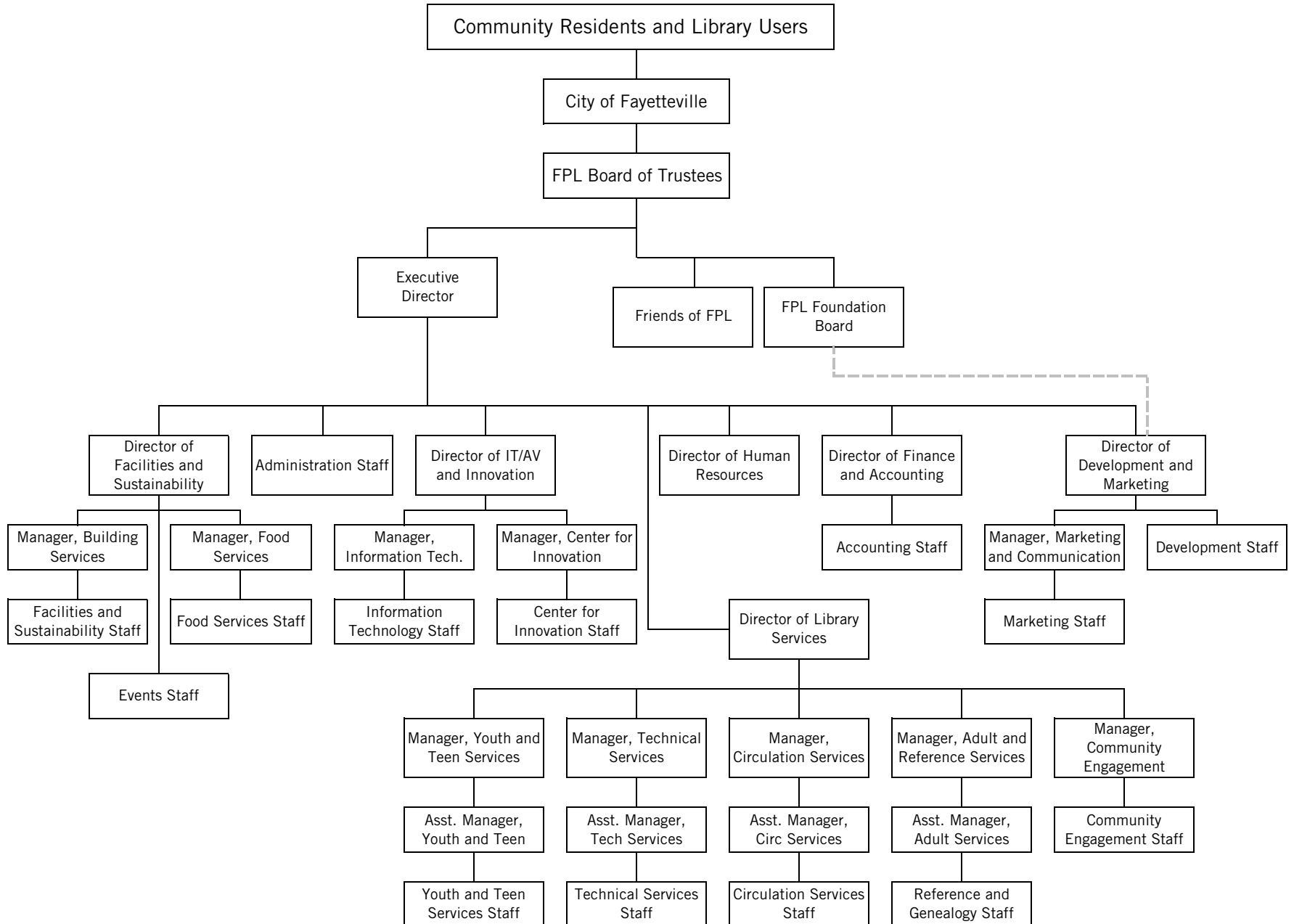


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# Fayetteville Public Library

## Organizational Chart





**Fayetteville Public Library  
Authorized Positions by Department  
2023 Budget**

<b>Position Title</b>	<b>Full Time Equivalent - 2022 Budget</b>	<b>2022 In Year Changes</b>	<b>Revised 2022 Budget</b>	<b>Proposed for 2023</b>	<b>Full Time Equivalent - 2023 Proposed</b>
Executive Director	1.00		1.00		1.00
Director, Library Services	1.00		1.00		1.00
Director, Human Resources	1.00		1.00		1.00
Office Administrator	1.00		1.00		1.00
Director, Finance & Accounting	1.00		1.00		1.00
Accountant	2.00		2.00		2.00
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
Library Services Generalist (PT)	4.00		4.00		4.00
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)	0.00	3.00	3.00		3.00
Library Services Generalist (PT)	10.50	(5.50)	5.00		5.00
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
Custodian, Lead	2.00		2.00		2.00
Custodian	4.70	0.30	5.00		5.00
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
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
Center for Innovation Generalist (PT)	0.00	2.00	2.00		2.00
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		1.75
Library Services Generalist (PT)	3.00		3.00		3.00



**Fayetteville Public Library  
Authorized Positions by Department  
2023 Budget**

<b>Position Title</b>	<b>Full Time Equivalent - 2022 Budget</b>	<b>2022 In Year Changes</b>	<b>Revised 2022 Budget</b>	<b>Proposed for 2023</b>	<b>Full Time Equivalent - 2023 Proposed</b>
Manager, Community Engagement	1.00		1.00		1.00
Community Engagement Assistant	0.50		0.50		0.50
Multicultural Liaison	1.00	(1.00)	0.00		0.00
Bilingual Outreach Programmer	0.00	1.00	1.00		1.00
Manager, Food Service	1.00		1.00		1.00
Food Service Worker	3.00		3.00		3.00
Event Coordinator	1.00		1.00		1.00
Event Assistant	0.50		0.50		0.50
Unfunded FTEs Created by Staffing Changes		0.70	0.70		
Unfunded FTEs Approved by BOT	0.50	9.50	9.50	2.90	13.10
FPL Full time Equivalent Employees	87.60	10.00	97.10	2.90	100.00

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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.