



**CITY  
OF  
SEMINOLE**

**ADMINISTRATION  
DEPARTMENT**

**LIBRARY  
DIVISION**



**CITY OF SEMINOLE**  
**FY17 BUDGET**  
**Administration Department - Library Division**

ACCOUNT	Dept/Div Acct. #0571	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D. 3/31/16	FY17 proposed	% Change FY16 TO FY17
Salaries - Regular	1200	432,219	468,319	515,151	514,026	476,485	476,485	234,975	494,547	3.8%
Salaries- Seasonal	1300	3,404	0	0	2,859	3,574	3,574	0	3,574	0.0%
Salaries - Part Time	1310	201,052	187,658	152,950	158,859	212,400	212,400	87,219	212,777	0.2%
Salaries- Overtime	1400	163	302	381	421	600	600	15	5,600	833.3%
Special Education	1503	11,770	11,880	10,560	11,880	11,880	11,880	0	11,160	-6.1%
FICA	2100	48,681	50,311	50,851	51,671	54,147	54,147	24,221	55,513	2.5%
FRS	2210	32,175	37,673	46,869	50,150	50,382	50,382	23,392	66,608	32.2%
Health/Life Insurance	2310	81,615	78,570	88,659	89,581	101,839	101,839	43,310	97,856	-3.9%
L/T Disability Insurance	2320	3,418	3,433	3,657	4,015	3,864	3,864	2,155	3,946	2.1%
Workers Compensation	2400	1,400	1,355	1,455	1,214	1,450	1,450	844	1,475	1.7%
<b>People Costs</b>		<b>815,897</b>	<b>839,501</b>	<b>870,533</b>	<b>884,676</b>	<b>916,621</b>	<b>916,621</b>	<b>416,130</b>	<b>953,056</b>	<b>4.0%</b>
Prof. Svcs - Other*	3190	4,799	4,980	11,946	14,520	14,900	14,900	8,021	13,500	-9.4%
Travel/Per Diem	4000	634	159	554	654	750	750	70	750	0.0%
Postage/UPS	4120	775	822	792	876	1,000	1,000	358	950	-5.0%
Insurance	4500	1,453	1,358	1,359	0	1,359	1,359	0	0	-100.0%
R & M - Copiers *	4610	3,325	3,825	5,192	3,632	3,000	3,000	891	4,000	33.3%
R & M - Computer	4620	0	0	0	0	500	500	0	0	-100.0%
R & M - Computer Software	4630	0	0	0	288	350	350	0	0	-100.0%
Printing	4790	62	35	586	706	800	800	63	800	0.0%
License and Permit	4912	0	0	0	0	0	0	0	1,250	0.0%
Office Supplies	5110	7,674	9,534	9,673	8,644	10,000	10,000	4,282	10,000	0.0%
Operating Supplies Children	5221	2,348	1,494	1,885	1,994	2,000	2,000	1,021	2,000	0.0%
Operating Supplies Teen prc	5222	1,517	2,392	900	1,012	1,000	1,000	238	1,000	0.0%
Operating Supplies Adult prc	5223	5,811	4,218	4,265	3,709	4,500	4,500	2,614	4,500	0.0%
Operating Supplies- General	5290	10,914	12,673	8,169	10,434	10,000	10,000	5,861	10,359	3.6%
Books/Publications	5410	0	0	137	0	250	250	0	250	0.0%
Subscriptions *	5420	7,973	7,507	6,569	6,656	7,500	7,500	2,308	7,500	0.0%
Dues/Memberships	5430	800	730	741	1,164	1,500	1,500	644	1,500	0.0%
Conf./ Training/Education	5440	538	130	465	1,079	1,000	1,000	175	1,000	0.0%
Tuition Reimbursement	5490							600	600	0.0%
<b>Operational Costs</b>		<b>48,623</b>	<b>49,857</b>	<b>53,233</b>	<b>55,368</b>	<b>60,409</b>	<b>60,409</b>	<b>27,147</b>	<b>59,959</b>	<b>-0.7%</b>
Books/Publications & Lib Ma	6600	80,000	77,779	75,513	76,604	0	80,000	37,935	80,000	0.0%
<b>Capital Outlay</b>		<b>80,000</b>	<b>77,779</b>	<b>75,513</b>	<b>76,604</b>	<b>0</b>	<b>80,000</b>	<b>37,935</b>	<b>80,000</b>	<b>0.0%</b>
Interfund Transfer	6912	0	2,221	5,487	4,396	0	1,000	0	0	-100.0%
<b>DEPARTMENT TOTAL</b>		<b>944,520</b>	<b>969,358</b>	<b>1,004,766</b>	<b>1,021,044</b>	<b>977,030</b>	<b>1,058,030</b>	<b>481,212</b>	<b>1,093,015</b>	<b>3.3%</b>

\* This account funded entirely or in part by special appropriation from the Friends of the Seminole Library.

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***CITY OF SEMINOLE***  
***Fiscal Year 2017***  
***Library Division***

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**PERSONNEL COSTS**

**Salaries -- Regular – 1200**

**\$494,547** -- Wages for ten full-time employee positions in the Library Division.

**Salaries – Seasonal – 1300**

**\$3,574** – Wages for one full-time employee for 10 weeks in the Library Division.

**Salaries – Part Time - 1310**

**\$212,777** – Wages for 14 part-time employee positions in the Library Division.

**Salaries – Overtime - 1400**

**\$5,600** – Overtime needed due to illness, vacations, and attendance at staff meetings and workshops.

**Special Education – 1503**

**\$11,160** – Education Special Pay is for completed work related degree programs.

**FICA - 2100**

**\$55,513** – FICA is budgeted at a rate of 7.65% of salary.

**FRS - 2210**

**\$66,608** – Pension benefits for the Florida Retirement plan.

**Health/Life Insurance - 2310**

**\$97,856** – Health and Life insurance coverage for Library Division employees.

**L/T Disability Insurance – 2320**

**\$3,946** – Long Term Disability insurance coverage for Library Division employees.

**Workers' Compensation - 2400**

**\$1,050** – Workers' compensation at a rate of .14% for clerical positions.

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**OPERATIONAL COSTS**

**Professional Services/Other – 3190**

**\$13,500** – Costs for adding bibliographic records of new material to OCLC database and for interlibrary loan searches in OCLC database (\$6,000). Seminole’s share of SirsiDynix automated system fees (\$4,600). Platform fees for Cooperative-wide “e-source” services, previously paid by PPLC (\$500). Annual maintenance for self checkout unit (\$2,400). *The Friends of the Seminole Library to fund \$4,000 of this account.*

**Travel/Per Diem – 4000**

**\$750** – Travel costs for staff attendance at meetings, conferences, classes, and workshops sponsored by the Florida Library Association (\$650), and Library Legislative Day (\$100).

**Postage/UPS – 4120**

**\$1,000** – Postage and package delivery for overdue notices, correspondence, orders, inter-library loan, OCLC orders and returns, borrow service.

**R & M / Copiers – 4610**

**\$4,000** – Repair, maintenance, supplies for Ricoh copier/printer. *The Friends of the Seminole Library to fund \$4,000 of this account.*

**Printing – 4790**

**\$800** – Printing of library bookmarks, brochures, stationery, business cards.

**License and Permit – 4912**

**\$1,250** – Covers computer software upgrades.

**Office Supplies – 5110**

**\$10,000** – Copier paper, copier/printer supplies, pens, pencils, labels, tape, rubber stamps and pads, binders, adhesives, batteries, file folders, cash register tape, poster board, foam board, etc.

**Operating Supplies / Children’s Programming – 5221**

**\$2,000** – Programming expenses for children: summer reading club materials, refreshments, prizes, game and craft materials, decorations, promotional materials, special guests and entertainers.

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**Operating Supplies / Teen Programming – 5222**

**\$1,000** – Programming expenses for teens: summer reading club materials, refreshments, prizes, decorations, promotional materials, special guests and entertainers.

**Operating Supplies / Adult Programming – 5223**

**\$4,500** – Friends of the Library Luncheon (\$2,000); Volunteer Appreciation Luncheon (\$2,500).

**Operating Supplies / General – 5290**

**\$10,359** – Library supplies: audio and video cases, signage, bottled water and cups, signs and badges, barcode readers, security cases, tags, and detach, date due cards, book carts, disposal of used electronic equipment, book pockets, labels, sign and brochure holders, bookends, batteries, flags, coffee supplies.

**Books/Publications/Subscriptions – 5410**

**\$250** – Professional publications for continuing education for staff.

**Subscriptions – 5420**

**\$7,500** – Subscriptions to magazines, newspapers, book reviews, and journals. *The Friends of the Seminole Library to fund \$7,500 of this account.*

**Dues/Memberships – 5430**

**\$1,500** – Dues/Memberships in the American Library Association (6 staff @ \$1,000) and Florida Library Association (9 staff @ \$500).

**Conferences/Training/Education – 5440**

**\$1,000** – Registration and tuition fees for staff attendance at Florida Library Association annual conference (2 staff @ \$400); annual staff development day (\$600).

**Tuition Reimbursement – 5490**

**\$600** – This category includes funds for education reimbursement for department personnel pursuing a degree program.