

Memorial Library - Fiscal Year 2021 Budget Review Summary

Proposed FY 2021 Operating Budget

Expenditures by Fund Type							
Fund	FY 2020 Approved	FY 2020 Estimated	FY 2021 Proposed	4/20/2020 CEX Adjustment	FY 2021 Revised Proposed	\$ Change	% Change
General Fund	\$ 33,203,500	\$ 33,152,700	\$ 33,993,800	\$ (250,000)	\$ 33,743,800	\$ 540,300	1.6%
Total	\$ 33,203,500	\$ 33,152,700	\$ 33,993,800	\$ (250,000)	\$ 33,743,800	\$ 540,300	1.6%

Authorized Staffing - All Classifications

Fund	FY 2020 Approved		FY 2021 Proposed		4/20/2020 CEX Adjustment		FY 2021 Revised Proposed		Change		% Change	
	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
General Fund	311	29	301	40	0	0	301	40	-10	11	-3.2%	37.9%
Total	311	29	301	40	0	0	301	40	-10	11	-3.2%	37.9%

FY 2021 Proposed Budget – Key Highlights

- Increased Compensation: Due to salary adjustments and additional part-time building and grounds employee; funding includes 290 of the 301 full-time positions, and all part-time positions (40)
- Increased Fringe Benefits: Related to compensation adjustments
- Decreased Operating Expenses: Aligns with historical spending
- Cost Recoveries: Remain constant
- Key Programs/Initiatives: Continue expansion of Books from Birth program; begin implementation of new Strategic Framework; continued improvement of services to non-English speakers; provide customer-focused information resources; enable customers to develop work-ready personal skills; provide public access to the internet

County Executive's Recommended Adjustments

- Reduce Operating Expenses: reduce expenditures for materials, periodicals and office automation (net change \$250,000)

Category	FY 2020 Approved	FY 2020 Estimated	FY 2021 Proposed	4/20/2020 CEX Adjustment	FY 2021 Revised Proposed	Change Amount	% Change
Compensation	\$ 19,413,400	\$ 19,438,800	\$ 19,971,800	\$ -	\$ 19,971,800	\$ 558,400	2.9%
Fringe Benefits	4,542,400	4,563,200	4,993,000	-	4,993,000	450,600	9.9%
Operating Expenses	9,147,700	9,045,900	8,929,000	(250,000)	8,679,000	(468,700)	-5.1%
Recoveries	100,000	104,800	100,000	-	100,000	-	0.0%
Total	\$ 33,203,500	\$ 33,152,700	\$ 33,993,800	\$ (250,000)	\$ 33,743,800	\$ 540,300	1.6%

Proposed FY 2021 -FY 2026 Capital Improvement Program

	Expended thru FY20	Proposed FY21 Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total Proposed CIP Funding
9 Projects	\$ 67,078,000	\$ 17,207,000	\$ 17,763,000	\$ 11,500,000	\$ 18,275,000	\$ 2,600,000	\$ 2,600,000	\$ 137,023,000

Highlights

- Funded by General Obligation Bonds (94.2%), and Other (5.8%)
- Key Projects: Surratts-Clinton Branch Renovation construction continues, Bladensburg Library Replacement construction begins, and Hyattsville Branch Library Replacement completion.



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Audits and Investigations

MEMORANDUM

May 4, 2020

TO: Todd M. Turner, Chair
Prince George's County Council

THRU: David H. Van Dyke, County Auditor DHV

FROM: Inez N. Claggett, Senior Legislative Budget and Policy Analyst IUC

RE: Prince George's County Memorial Library System
Fiscal Year 2021 Budget Review

Budget Overview

The FY 2021 Proposed Budget for the Prince George's County Memorial Library System (the "Memorial Library") is \$33,993,800. This is an increase of \$790,300, or 2.4%, over the FY 2020 Approved Budget. The increase is primarily driven by one-time salary adjustments, merit/cost-of-living increases, and related fringe benefit increases, offset by a budgetary decrease in historical spending related to operating expenses.

Budget Comparison

Approved Fiscal Year 2020 to Proposed Fiscal Year 2021

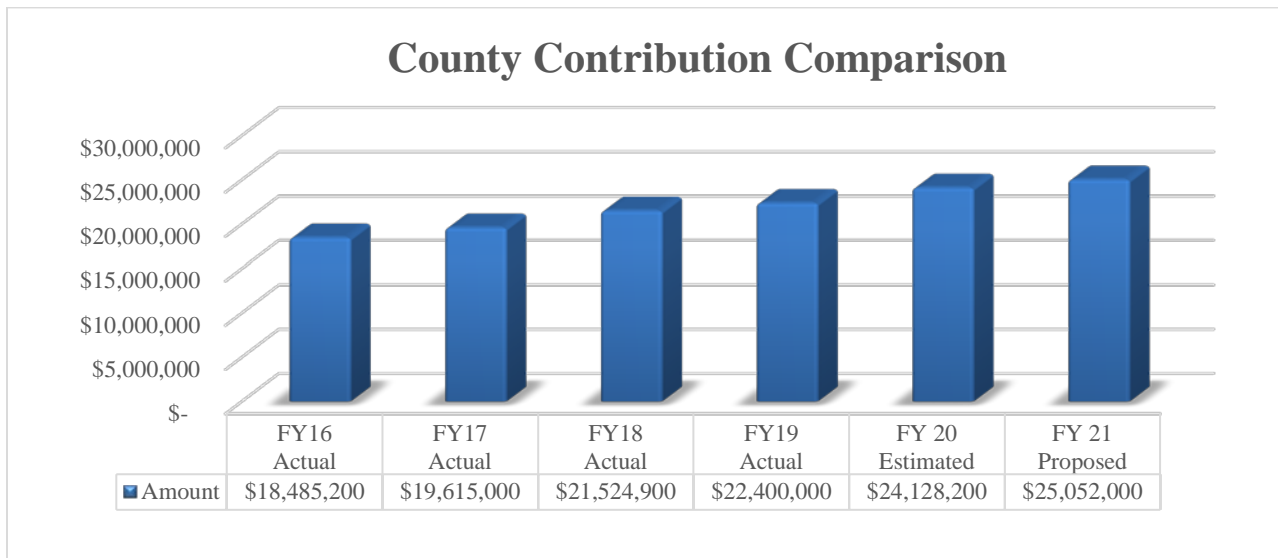
Funding Source	FY 2019 Actual	FY 2020 Approved	FY 2020 Estimated	% Change - Est vs App	FY 2021 Proposed	\$ Change	% Change
County Contribution	\$22,400,000	\$ 24,128,200	\$24,128,200	0.0%	\$ 25,052,000	\$ 923,800	3.8%
State Aid	7,476,544	7,628,000	7,628,000	0.0%	7,641,000	13,000	0.2%
Interest	688	900	18,900	2000.0%	19,200	18,300	2033.3%
Fines/Fees	227,129	250,100	223,200	-10.8%	-	(250,100)	-100.0%
Miscellaneous	880,479	797,000	755,100	-5.3%	881,200	84,200	10.6%
Fund Balance	200,000	399,300	399,300	0.0%	400,400	1,100	0.3%
Total	\$31,184,840	\$ 33,203,500	\$33,152,700	-0.2%	\$ 33,993,800	\$ 790,300	2.4%

Authorized Staffing

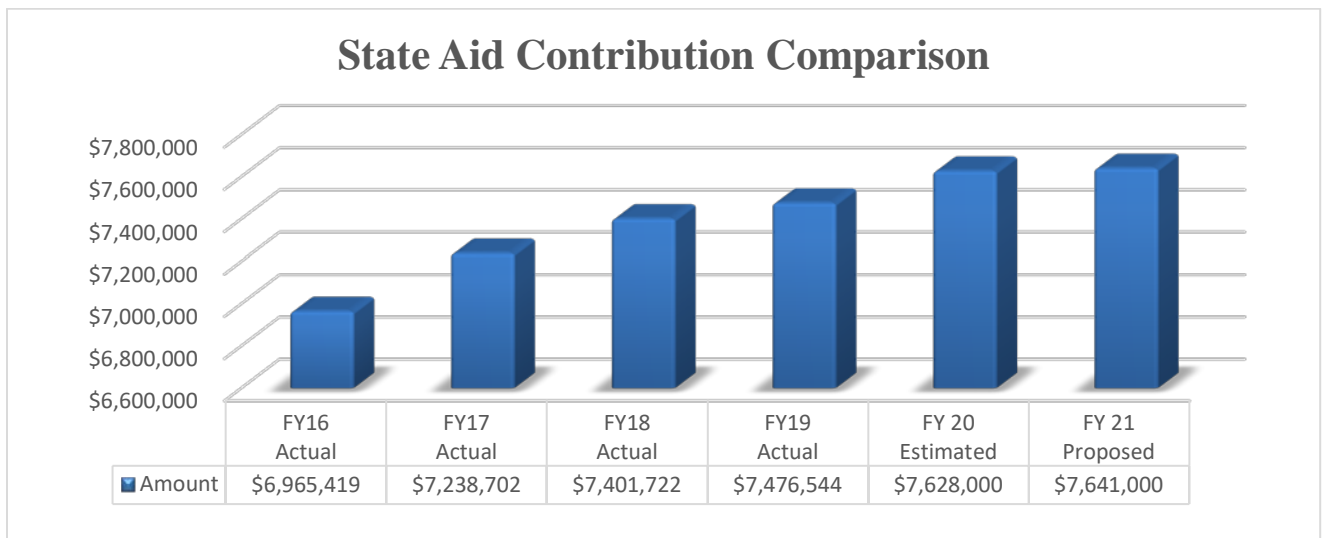
	FY 2020 Approved	FY 2021 Proposed	Change Amount	Percentage Change
Full-Time	311	301	-10	-3.2%
Part-Time	29	40	11	37.9%
Total	340	341	1	0.3%

Budget Comparison – Revenues

- The proposed FY 2021 County contribution to the Memorial Library is \$25,052,000, an increase of \$923,800, or 3.8%, over the FY 2020 Approved Budget. The County’s contribution comprises 73.7% of the Memorial Library’s total proposed budget. The contribution has increased \$6,566,800, or 35.5%, since FY 2016.



- Proposed State Aid for FY 2021 is \$7,641,000, an increase of \$13,000, or 0.2%, over the FY 2020 Approved Budget. State Aid comprises 22.5% of the Memorial Library’s total proposed funding. State Aid has increased \$675,581, or 10.0%, over the amount provided in FY 2016.



- Revenue from other funding sources within the FY 2021 Proposed Budget is \$1,300,800, a decrease of \$146,500, or 10.1%, under the FY 2020 Approved Budget. Other funding sources include revenues generated from interest, from detention center costs, from the sale of books and materials, copier commissions, printing and account collections, meeting room rentals, passport application fees, and from the use of fund balance.
- The Memorial Library proposes to use \$400,400 of their General Fund Fund Balance during FY 2021. As of the June 30, 2019 audited financial statements, the Memorial Library's General Fund Fund Balance is \$5,771,967. Of that amount, \$399,300 was assigned to supplement the current fiscal year's budget, \$1,502,890 was assigned by management for emergency capital repairs, and the remainder, \$3,869,777, was unassigned.

Budget Comparison – Expenditures

Approved Fiscal Year 2020 to Proposed Fiscal Year 2021

Expenditures	FY 2019 Actual	FY 2020 Approved	FY 2020 Estimated	% Change - Est vs App	FY 2021 Proposed	\$ Change	% Change
Compensation	\$ 17,893,031	\$ 19,413,400	\$ 19,438,800	0.1%	\$ 19,971,800	\$ 558,400	2.9%
Fringe Benefits	4,469,660	4,542,400	4,563,200	0.5%	4,993,000	450,600	9.9%
Operating Expenses	8,663,266	9,147,700	9,045,900	-1.1%	8,929,000	(218,700)	-2.4%
Capital Outlay	-	100,000	104,800	4.8%	100,000	-	0.0%
Total	\$ 31,025,957	\$ 33,203,500	\$ 33,152,700	-0.2%	\$ 33,993,800	\$ 790,300	2.4%

Budget and Staffing, by Division

Category	FY 2019 Actual	FY 2020 Approved	FY 2020 Estimated	% Change - Est vs App	FY 2021 Proposed	\$ Change	% Change
Public Services	\$ 23,524,060	\$ 25,264,500	\$ 25,302,400	0.2%	\$ 25,861,200	\$ 596,700	2.4%
Administration	1,986,880	2,094,700	2,313,100	10.4%	2,379,900	285,200	13.6%
Support Services	5,515,017	5,844,300	5,537,200	-5.3%	5,752,700	(91,600)	-1.6%
Total	\$ 31,025,957	\$ 33,203,500	\$ 33,152,700	-0.2%	\$ 33,993,800	\$ 790,300	2.4%

Category	FY 2020 Approved		FY 2021 Proposed		Change Amount		Change Percentage	
	FT	PT	FT	PT	FT	PT	FT	PT
Public Services	229	22	216	27	-13	5	-5.7%	22.7%
Administration	16	4	20	3	4	-1	25.0%	-25.0%
Support Services	66	3	65	10	-1	7	-1.5%	233.3%
Total	311	29	301	40	-10	11	-3.2%	37.9%

Staffing Changes and Compensation

- Proposed funding for FY 2021 compensation is \$19,971,800, an increase of \$558,400, or 2.9%, over the current budgeted amount. Anticipated compensation costs include funding for 290 of the 301 full-time positions, and all part-time positions (40). The compensation expenditure increase is due to salary adjustments and compensation for one additional part-time building and ground employee.

- In accordance with the Memorial Library’s agreement with Municipal and County Government Employees Organization, the Memorial Library paid a general wage adjustment of 2.0% to eligible employees, as well as a merit increase of 3.5% to employees who obtained a satisfactory performance evaluation, during FY 2020.
- Included in the proposed FY 2021 budget is funding to support a wage increase for eligible union employees in accordance with the negotiated agreement. The agreement requires a 2.0% general wage adjustment, and a 3.5% merit increase for employees who have obtained a satisfactory performance evaluation on July 1, 2020. The cost of which are \$357,600 and \$551,700, respectively.
- As of March 2020, the Memorial Library’s attrition rate is 6.2%. Key factors contributing to the attrition level are voluntary resignation or retirement.

Fringe Benefits

- Fringe benefits expenditures in FY 2021 are proposed to increase by \$450,600, or 9.9%, over the current year’s approved level of funding to align with compensation adjustments.

Fringe Benefits Historical Trend					
	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Proposed
Fringe Benefits Expenditures	\$ 3,881,637	\$ 3,990,220	\$ 4,469,660	\$ 4,563,200	\$ 4,993,000
As a % of Compensation	25.2%	24.7%	25.0%	23.5%	25.0%
Annual % Change	-5.0%	2.8%	12.0%	2.1%	9.4%

Operating Expenses

- Proposed funding for FY 2021 operating expenditures is \$8,929,000, a decrease of \$218,700, or 2.4%, below the current approved level to align with historical spending. (See the itemized Operating Objects chart below.) Proposed operating expenditures are comprised of the following major items:

- Periodicals \$3,506,600
- Office Automation \$1,132,100
- General and Administrative Contracts \$1,048,100
- Building Repair & Maintenance \$1,027,200
- Utilities \$ 955,800

Operating Objects	FY 2020 Budget	FY 2021 Proposed	FY 2020 - FY2021	
			\$ Change	% Change
Training	-	82,400	82,400	N/A
Office and Operating Equipment Repair/Maintenance	195,500	257,000	61,500	31.5%
Telephone	265,100	309,400	44,300	16.7%
Office Automation	1,119,900	1,132,100	12,200	1.1%
Printing	6,000	14,000	8,000	133.3%
Gas and Oil	52,700	60,700	8,000	15.2%
Membership Fees	24,100	31,600	7,500	31.1%
Advertising	99,400	105,900	6,500	6.5%
Insurance Premiums	175,600	179,600	4,000	2.3%
Building Repair/Maintenance	1,024,500	1,027,200	2,700	0.3%
General & Administrative Contracts	1,045,600	1,048,100	2,500	0.2%
General Office Supplies	118,100	118,700	600	0.5%
Vehicle Equipment Repair Maintenance	58,800	58,800	-	0.0%
Mileage Reimbursement	24,200	21,100	(3,100)	-12.8%
Utilities	1,017,100	955,800	(61,300)	-6.0%
Equipment Lease	88,000	20,000	(68,000)	-77.3%
Travel: Non-Training	80,400	-	(80,400)	-100.0%
Periodicals	3,752,700	3,506,600	(246,100)	-6.6%
TOTAL	\$ 9,147,700	\$ 8,929,000	\$ (218,700)	-2.4%

- For FY 2021, Training expenditures of \$82,400 have been proposed, and the object for Travel expenditures has been removed from the proposed budget.
- The Memorial Library's FY 2021 Periodicals expenditures are proposed to decrease \$246,100, or 6.6%, below the FY 2020 approved level due to anticipated cost cutting measures.
- Equipment Lease expenditures are proposed to decrease by \$68,000, or 77.3% when compared with the current fiscal year, due to the realignment of these expenditures between other operating object accounts.
- A decrease of \$61,300, or 6.0%, is anticipated within the Utilities category for FY 2021 due to a budgetary realignment with prior year actual costs.
- Additional information regarding increases/decreases in operating expenses is shown on page 6 within the Memorial Library's response to *First Round Budget Review Question 14*.

Capital Outlay

- Capital Outlay expenditures are proposed to remain constant for FY 2021. The Memorial Library anticipates purchasing three fleet vehicles during FY 2021.

HIGHLIGHTS

- The Memorial Library System provides high quality library services through the utilization of a broad range of contemporary media and technologies available to public libraries. The Memorial Library administers the policies set forth by the Board of Library Trustees and provides for and delivers library services through three major activities: Public Services, Administration and Support Services.
- The Memorial Library is governed by a Board of Library Trustees (Board) which is a policy making body that guides the development of library services. The Board consists of seven volunteer members appointed

by the County Executive. The terms of four (4) Board Members have expired, and a vacancy exists for one Member. The current member list includes:

- Mr. Brett Crawford, President (expired term)
 - Mr. Samuel A. Epps, IV, Vice President (expired term)
 - Ms. Sylvia Bolivar
 - Dr. Hiram Larew (expired term)
 - Ms. Toni Smith (expired term)
 - Dr. Arthuree Wright
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- Some of the Memorial Library's notable achievements during FY 2020 were the hiring of the Director of Development and Donor Engagement, establishment of the Library Foundation, restoration of Friday service hours to all branch locations, addition of Sunday hours to three branches, and the re-opening of the Mount Rainier Branch Library.
 - During calendar year 2019 a Staff Working Group, the Board of Library Trustees, community stakeholders, and government partners engage in a robust strategic planning process. The process resulted in a proposed new mission, vision, values, strategic areas of focus, and the Strategic Framework 2020-2023 strategic plan document. The strategic plan is being reviewed and approved by the Board of Library Trustees for anticipated implementation during FY 2020. (Please see the enclosed Attachments D and E for a draft of the proposed documents.)
 - Staff of the Memorial Library identify their service demands as Kindergarten readiness services, workforce development services, resources for English language learners, all which have created a greater demand for additional staff. Customer expectations have increased, and the Memorial Library is providing additional services related to STEM programming, services for seniors, and passport services.

Initiatives/Programs

- The Memorial Library's early literacy "Ready to Read: Books from Birth Program" continues. The Program officially rolled out during FY 2019 as part of the County's New Born Initiative. The Program enables a child to have a home library of 60 books by the time he/she reaches Kindergarten and encourages parents to read with and to their children. Over 15,119 children have been registered for participation in the Program to date, and over 217,552 books have been provided free of charge to children to keep. Staff are proposing FY 2021 enrollment in the Program to reach beyond a cumulative 16,000 children, and for 110,000 books to be distributed.
- Using grant funds received from the Urban Libraries Council, the Memorial Library staff held STEM activities during October and November of 2019 in collaboration with middle school students in Oklahoma via a video chat platform. The eight-week sessions taught students STEM concepts in meteorology, chemistry of cosmetology, neuroscience, artificial intelligence, engineering and 3D design. The students participated in hands-on design, listened to guest lecturers, and held discussions which assisted in development of effective collaboration and communication skills, problem-solving skills and social-emotional understanding.

- The Memorial Library reports continued improvement in services to non-English Speakers. A Bilingual Outreach Coordinator was added to support the work of the English Language Learner Coordinator. There continues to be a Kids Achieve Club in every branch where a Title I school, and a large population of Spanish speakers exists. The club assists all children but is designed to assist children who do not speak English in their home, to get homework help. Leamos, a program to teach illiterate Spanish speaking adults to read in Spanish first and then later English, was established. There remains thirty-six (36) staff members certified to speak and or read in a language other than English. A Spanish language Facebook page was launched to maintain library service awareness among Latinx customers.
- The Memorial Library collaborates with non-profits, cultural organizations, and local, state, and national government agencies to continue, and to expand, programs and services. Various collaborations include partnerships with the Human Relations Commission, the Department of Health and Human Services, Judy Hoyer Center, Employee Prince George's, Operation Warm, Joe's Movement Emporium, Washington Nationals, Capital Area Food Bank, Prince George's County Public Schools, Dolly Parton Foundation, and the Urban Library Council.

Information Technology

- The following information technology projects are anticipated to be completed during FY 2021:
 - Upgrade monochrome printers to color printers – 7 printers were planned to be purchased during FY 2020 and the remaining during FY 2021;
 - Staff computer upgrades – 50 staff computers were planned to be purchased during FY 2020 and the remaining 50 during FY 2021;
 - Cisco firewall – 2 firewalls are planned for purchase and installation during FY 2021;
 - Smartboards – interactive smartboards are planned to be purchased during FY 2021 for Fairmount Heights; Oxon Hill, and Spauldings branches;
 - Early Literacy – 23 iPads are anticipated for purchase during FY 2021 to replace old end of life early literacy computers at the branches;
 - Public computers - 120 public computers are anticipated to be replaced during FY 2021 completing the 3-year replacement project.
- An upgrade of the Memorial Library's Wi-Fi network is planned for FY 2022.
- Electric vehicle charging stations are operational at the Laurel and New Carrollton branches. Charging stations are planned to be installed at the Hyattsville (currently under construction) and Bladensburg (in permitting) branches.

Capital Improvement Program (CIP) Overview

The Memorial Library System is comprised of nineteen (19) branch locations, and one (1) library facility at the County Correctional Center for use by correctional facility inmates.

New libraries are programmed for underserved areas of the County. Existing library facilities are over 25 years old and require regular inspections, comprehensive repairs and preventive maintenance. Capital needs are identified and prioritized with special attention given to addressing safety issues and to preserving or preventing further deterioration of public libraries. Public libraries are used heavily by the public and thus require frequent updating and preventative maintenance.

• **Funding Source**

General Obligation Bonds \$16,207,000; or 94.2%
 Other \$1,000,000; or 5.8%

• **Capital Improvement Budget Overview**

The Proposed FY 2021 Capital Budget for the Memorial Library System is \$17.207 million, or 34.20%, less than the Approved FY 2020 Capital Budget, with total project costs of \$198.189 million. The decrease in Capital Budget funding is primarily due to an anticipated decrease in expenditures for branch construction projects.

Project Name	Est. Comp.	Approved FY 2020 - 2025 CIP		Proposed FY 2021 - 2026 CIP				Change in Fiscal Year Budget FY 20 to FY 21		Change in Total Funding FY 20 to FY 21	
		Approved FY20 Capital Budget	Total Approved Project Funding	Funding thru FY20	Proposed FY21 Capital Budget	FY22 and beyond	Total Proposed Project Funding	\$ Change	% Change	\$ Change	% Change
Baden Public Library	FY 2022	\$ 500,000	\$ 2,500,000	\$ 500,000	\$ 1,000,000	\$ 1,000,000	\$ 2,500,000	\$ 500,000	100.0%	\$ -	0.0%
Bladensburg Library Replacement	FY 2022	\$ 2,200,000	\$ 18,641,000	\$ 2,155,000	\$ 5,518,000	\$ 10,968,000	\$ 18,641,000	\$ 3,318,000	150.8%	\$ -	0.0%
Brandywine Library	TBD	\$ -	\$ 20,825,000	\$ -	\$ -	\$ 21,995,000	\$ 21,995,000	\$ -	0.0%	\$ 1,170,000	5.6%
Hillcrest Heights Branch Replacement (formerly named District 7 Branch Library)	TBD	\$ -	\$ 19,179,000	\$ 201,000	\$ -	\$ 17,951,000	\$ 18,152,000	\$ -	0.0%	\$ (1,027,000)	-5.4%
Glenn Dale Branch Library	TBD	\$ -	\$ 18,350,000	\$ -	\$ -	\$ 21,220,000	\$ 21,220,000	\$ -	0.0%	\$ 2,870,000	15.6%
Hyattsville Branch Replacement	FY 2022	\$10,771,000	\$ 36,536,000	\$31,572,000	\$ 4,964,000	\$ -	\$ 36,536,000	\$ (5,807,000)	-53.9%	\$ -	0.0%
Langley Park Branch	FY 2025	\$ 400,000	\$ 22,350,000	\$ 1,825,000	\$ -	\$ 24,676,000	\$ 26,501,000	\$ (400,000)	-100.0%	\$ 4,151,000	18.6%
Library Branch Renovations 2	Ongoing	\$ 3,293,000	\$ 37,391,000	\$24,966,000	\$ 2,675,000	\$ 13,345,000	\$ 40,986,000	\$ (618,000)	-18.8%	\$ 3,595,000	9.6%
New Carrollton Branch Renovations		\$ 2,191,000	\$ 13,511,000	\$ -	\$ -	\$ -	\$ -	\$ (2,191,000)	-100.0%	\$ (13,511,000)	-100.0%
Surratts-Clinton Branch Renovation	FY 2022	\$ 6,794,000	\$ 9,108,000	\$ 7,058,000	\$ 3,050,000	\$ 1,550,000	\$ 11,658,000	\$ (3,744,000)	-55.1%	\$ 2,550,000	28.0%
TOTAL		\$26,149,000	\$ 198,391,000	\$68,277,000	\$17,207,000	\$112,705,000	\$ 198,189,000	\$ (8,942,000)	-34.2%	\$ (202,000)	-0.1%

The Memorial Library's proposed FY 2021 Capital Budget includes the five (5) projects detailed and discussed below.

- *Baden Public Library (FY 21 Funding Request: \$1.000 million)*
 - Project is for renovation of an existing building to become the new Baden Branch library to replace the existing facility located in the Baden Elementary School.
 - The feasibility study which investigated the possibility of converting the adjacent Health Center Building into a new Baden Branch was completed during FY 2020.
 - Discussions with Office of Central Services on next steps.
 - Proposed FY 2021 funding will be from PAYGO bonds.

- *Bladensburg Library Replacement (FY 21 Funding Request: \$5.518 million)*
 - Project is for design and construction of a new approximately 24,000 square foot branch library to replace the existing branch.
 - Project is currently in permitting with construction scheduled to begin in FY 2021.
 - Proposed FY 2021 funding will be from general obligation bonds.

- *Hyattsville Branch Replacement (FY 21 Funding Request: \$4.964 million)*
 - Construction will continue for the Hyattsville Branch in FY 2021 with opening anticipated in Spring 2021.
 - This project consists of building a new one-story, 40,000 square feet facility, with additional study rooms and community meeting space as well as a parking garage. The plan is to also provide emergency power for a portion of the building so that it can be used as a cooling/warming shelter in the event of catastrophic weather.
 - Proposed FY 2021 funding will be from general obligation bonds.

- *Library Branch Renovations 2 (FY 21 Funding Request: \$2.675 million)*
 - This project consists of updating and renovating branch libraries including replacing carpeting, roofs, HVAC systems, installing Americans with Disabilities Act (ADA) compliant entrances, fences, walkways, parking lots, and renovating public restrooms.
 - This project also provides a source of funding for unanticipated and/or emergency library renovation projects.
 - FY 2021 funding will be general obligation bonds.
 - A summary of planned (FY 2020) and proposed (FY 2021) branch renovations is provided on *pages 23 and 24 of the First Round Budget Response Questions*.

- *Surratts-Clinton Branch (FY 21 Funding Request: \$3.050 million)*
 - This project consists of renovating the existing space to create multiple study rooms, a separate teen learning area, and a separate children's room with interactive learning features.
 - The HVAC, restrooms, ceiling and furnishings need to be refurbished. The lighting needs to be replaced with a more energy-efficient system.
 - Project is currently in the construction phase with an anticipated opening planned for Summer 2021.