

OPERATING BUDGET FISCAL YEAR 2018

Approved by the Howard County Library System Board of Trustees - January 18, 2017



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OPERATING BUDGET FISCAL YEAR 2018

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Howard County Library System Board of Trustees

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Howard County Library System
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Howard
COUNTY Library
SYSTEM

INTRODUCTION

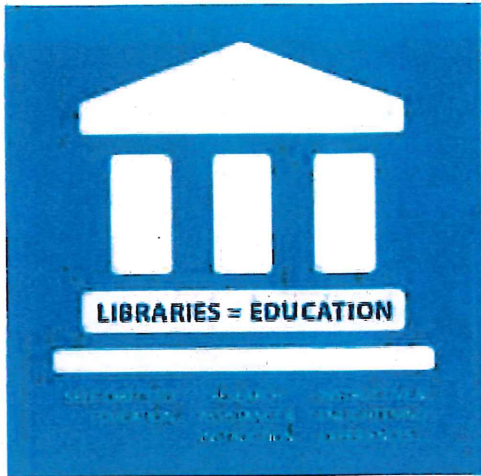
Dear Mr. Kittleman:

The Howard County Library System (HCLS) Board of Trustees is pleased to present its proposed FY 18 Operating Budget. Our proposed budget recognizes the exacting standards to which Howard County residents hold HCLS, expecting us to deliver an ever-evolving and pertinent curriculum, and yet is always mindful of the need for fiscal responsibility in allocating funds.

As always, the proposed budget places a *high priority on our creative, talented team of educators and support staff*, as well as on our premier collection of materials.

The following summarizes why funding HCLS is a judicious and crucial investment.





SUMMARY

Howard County is known as *the* place to live—to move to, stay, raise a family, and retire. Although many reasons contribute to this stellar reputation, what is the most compelling factor? **High-quality public education.** Indeed, Howard County leads the state and country in educating its people.

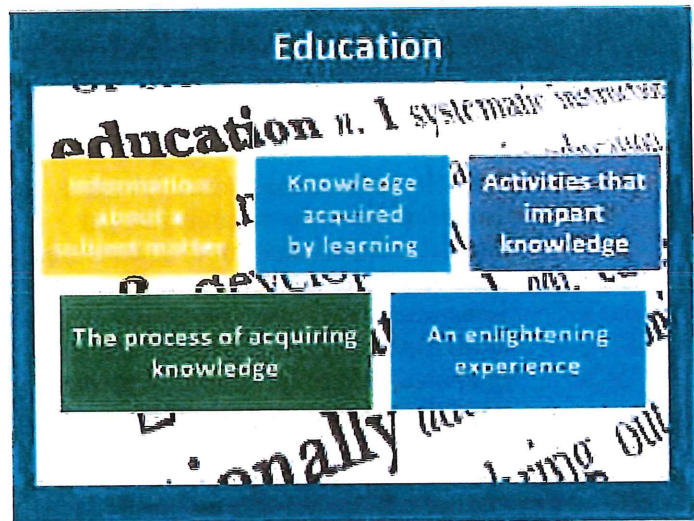
HCLS takes great pride in our contributions to this achievement by delivering the very best in education, 21st century style—for everyone. Where else but Howard County would 6,000 people turn out to cheer on 283 teams (1,500 fifth grade students) at six simultaneous Battle of the Books venues on a Friday night?

A recognized leader among the great public library systems in the region, state, and nation, HCLS continues to be lauded for

having been named *Library Journal's* Library of the Year. This prestigious award singled out HCLS from amongst a field of some 21,000 library systems across North America for living the Libraries = Education vision and delivering an outstanding curriculum under each of the three pillars:

- I. **Self-Directed Education** through our collection of *one million items*, available in print and electronic formats. Our special collections, such as American Sign Language, English as a Second Language, and World Languages fall under this pillar, as do our *Health Education Center* and *Foundation Center*. Specialized online research tools include *Access Science*, *HeritageQuest*, *Wall Street Journal*, *Mango*, and online homework assistance. The *Historical Center* at our Miller Branch improves educational opportunities for retiring baby boomers desiring to delve into genealogy.

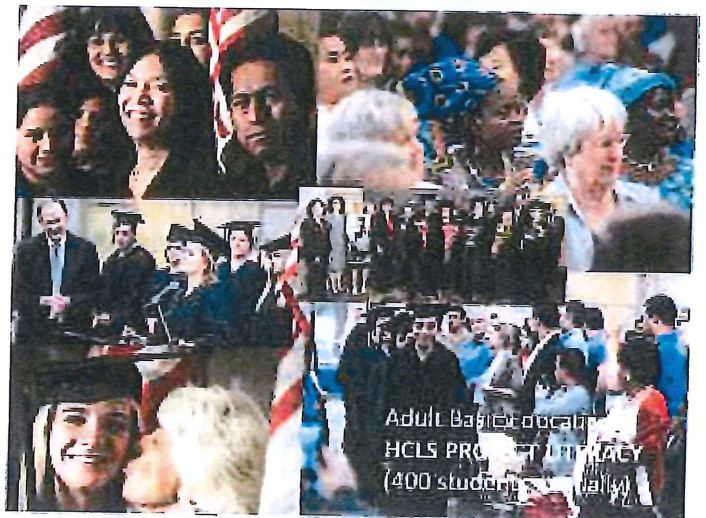
- II. **Research Assistance & Instruction** for individuals and groups includes:
 - *Personalized research assistance* in-person at our six branches, as well as by telephone and online.
 - *Classes taught by HCLS Instructors*, such as *Mini Milestones* and *1 to 10 and Back Again* for toddlers & preschoolers; *Fairy Tale Engineering* and *Totally Cool Winter Science* for K-5; *Zombie Gardening* and *Rudimentary Robots* for tweens & teens; and *The Urban Pantry* for adults.
 - *Teen Time and Homework Clubs*, which deliver academic assistance to at-risk students after school.



- *HiTech*, our STEM education initiative for teens that teaches cutting-edge science, technology, engineering, and math (STEM) via project-based classes that include computer programming (Python and Javascript), 3D animation, nanotechnology, music/video production, e-books, game apps, cybersecurity, green energy, and robotics. The popular initiative teaches students ages 11-18 the critical skill sets needed for 21st century careers. Attendance has surpassed 15,000.
- *Enchanted Garden*, an innovative outdoor teaching venue at the Miller Branch that centers on science and health education (e.g., the garden features a pond and stream, 65 native species of plants, a Peter Rabbit Patch, and a Pizza Garden) as well as environmental concepts—including a rain garden, bioswale, and compost bins. Open year-round for classes and general enjoyment, the garden entices students of all ages during the growing season.
- *HCLS Project Literacy*, our adult basic education initiative, which has taught English to 8,400 adults from 43 countries, including speaking, reading, writing, and basic math. One hundred sixty-one students have received their high school diplomas through HCLS Project Literacy, and 151 have become U.S. citizens.



III. Instructive/Enlightening Experiences through cultural and community center concepts, events, and partnerships—such as *A+ Partners in Education*, *Choose Civility*, and *Well & Wise*, our health education partnership with Howard County General Hospital: A Member of Johns Hopkins Medicine. The HCLS Spelling Bee, BumbleBee, Battle of the Books, HCLS Rube Goldberg Challenge, and HiTech Expo also fall under this category. Festivals such as CultureFest, Children’s Discovery Fair, and Summer Reading Kickoff continue to draw huge crowds, while marquee author appearances by the likes of Isabel Wilkerson and Dr. Neal Barnard enthrall standing-room-only audiences.





NOTABLE STATISTICS

Excellence in education remains a most valued commodity in Howard County, with HCLS continuing to engage ever increasing segments of the community. In the past year, customers visited HCLS branches **2.5 million** times to borrow nearly **8 million** items—the highest borrowing per capita in the state, and among the highest in the country.

Class & Event attendance reached **308,000** (the *highest* in the state), setting a new record; and research assistance totaled **2 million** interactions. These statistics represent a doubling/tripling since the beginning of the millennium and underscore the *major return on funds invested* in HCLS.

FY 17 HIGHLIGHTS

Regardless of the economy, HCLS leverages overall funding through creative partnerships, open source technology, and efficient allocation of staffing.

FY 18 REVENUE

We are committed to maintaining our current level of quality curriculum delivery in FY 18 with only a 7.49 percent increase over FY 17 County funding levels. Maryland State Department of Education funding is projected to increase by \$15,000. HCLS revenue is projected to remain level.

The Grants line remains level at \$1M to accommodate year one of a possible \$3M, five-year National Science Foundation grant in collaboration with UMBC to enhance HiTech Savage Branch, and to expand the initiative to our Central, East Columbia and Elkridge branches. We also anticipate a small increase in the grant funding for HCLS Project Literacy through the State of Maryland.

FY 18 EXPENDITURES – Increases/Decreases over FY 17

Details for the proposed FY 18 expenditure increases/decreases are as follows:

Object 1: Salaries & Benefits — \$1,255,278

- Merit increases for staff members to preserve career advancement (\$433,505)
- Balance of FY 17 mid-year COLA (\$140,293)
- 2% COLA adjustment for FY 18 (\$280,586)
- New staff for enlarged HCLS Elkridge Branch + DIY Center for four months of FY18 – 6.0 FTEs (\$72,400)
- One new instructor for HCLS Project Literacy – 0.5 FTE (\$21,000)
- Enhance security for HCLS East Columbia and Savage Branches (\$30,000)
- FICA and Workers Compensation insurance increases (\$62,285)
- Medical Plan increases (\$215,209)

Object 2: Contracts — \$29,610

- Liability/property insurance (\$29,610)

Object 3: Curriculum — \$162,500

- Publisher cost increases of 2% (\$55,000)
- Partial restoration of lost purchasing power due to budget reductions since FY 08 (\$100,000). This restoration would:
 - Restore purchasing power to just below FY 09 levels
 - Reduce the current average customer wait time of 12-13 weeks, to 6-8 weeks
 - Afford us the opportunity to begin replacing the most heavily borrowed items necessitated by the continued high use of the HCLS collection. A lack of funds for replacements has diminished the quality and scope of the collection at all branches.
- Increase in supply funding for HiTech and Children's classes (\$7,500)

Object 4: Professional Development — \$1,600

- To cover expected vendor price increases

Object 5: Equipment — \$30,000

- The replacement of furniture and equipment at our branches due to wear and tear, a result of ongoing, heavy use (\$25,000)
- Addition of five to six security cameras and monitoring equipment at East Columbia Branch (\$5,000)

CONCLUSION

While we have aimed to present a budget that takes into consideration current economic constraints, we also realize that optimal operating budgets are needed to support all three pillars of our curriculum in light of continually changing technology, as well as to hire and retain a team of extraordinary staff members. This team of experts supplies a first-rate collection of materials in a wide variety of formats; teaches classes, seminars and workshops for our large and diverse student body; and orchestrates outstanding signature events throughout the year, all within the framework of exceptional customer service.

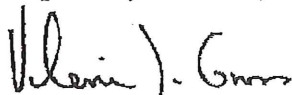
At Howard County Library System, we are serious about:

- delivering exceptional education,
- advancing the economy, and
- improving quality of life for everyone who lives and works here.

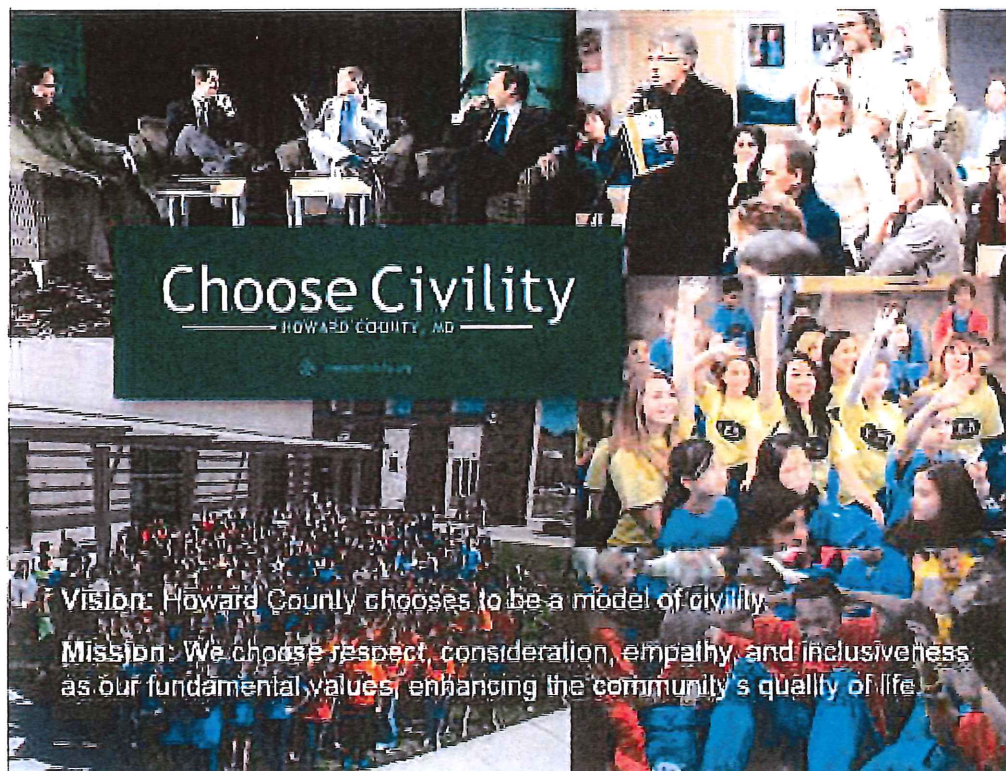
We recognize and appreciate the difficult decisions you will be making over the next several months as you compile your overall FY 18 County budget. It is our sincere hope that you will find our proposed budget to be both prudent under the circumstances, and a wise investment.

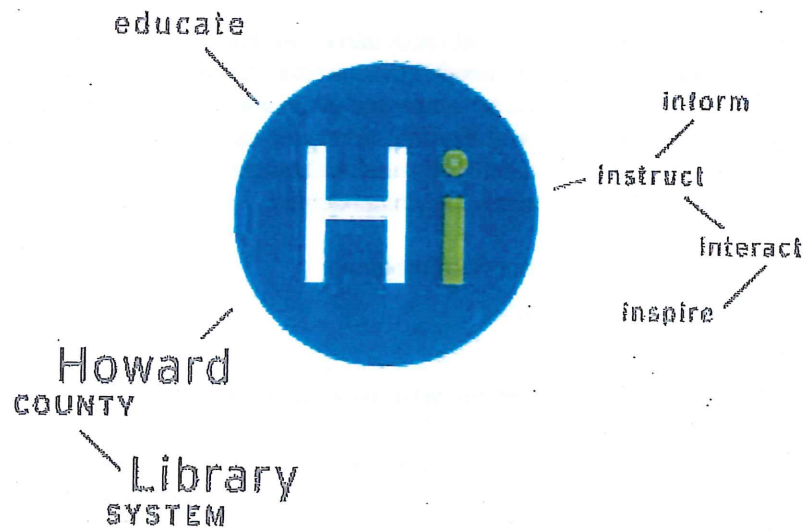
Thank you for your consideration.

Respectfully submitted,



Valerie J. Gross
President & CEO



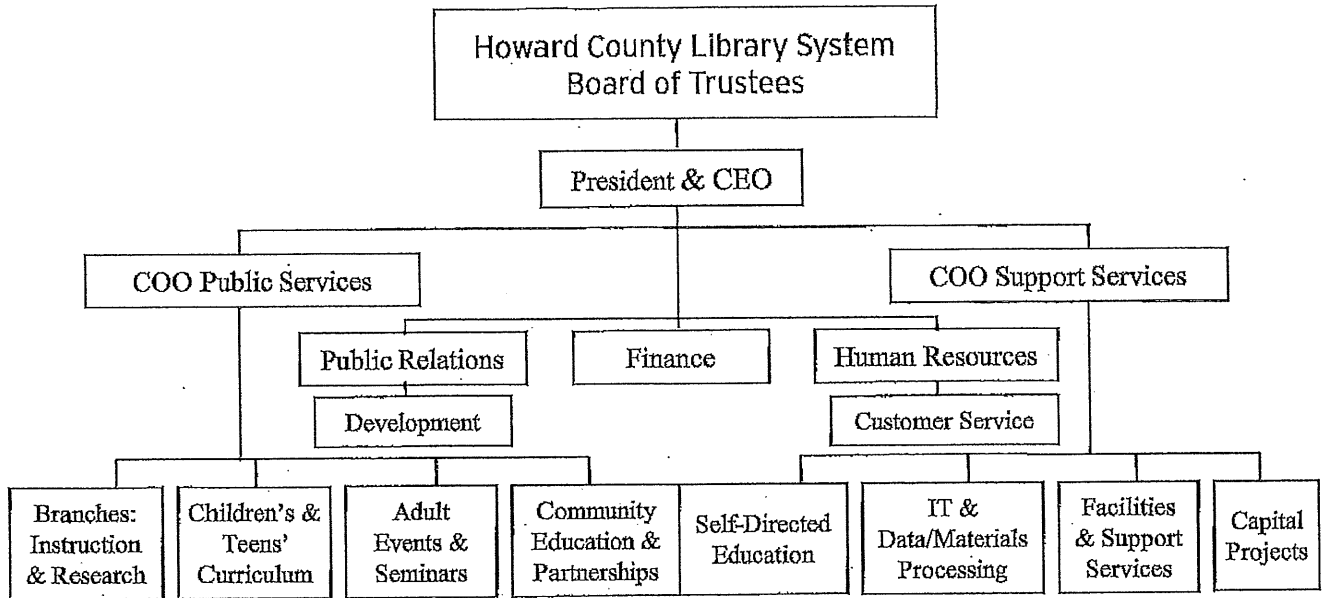


Our MISSION:

We deliver high-quality public education for all.

Our VISION:

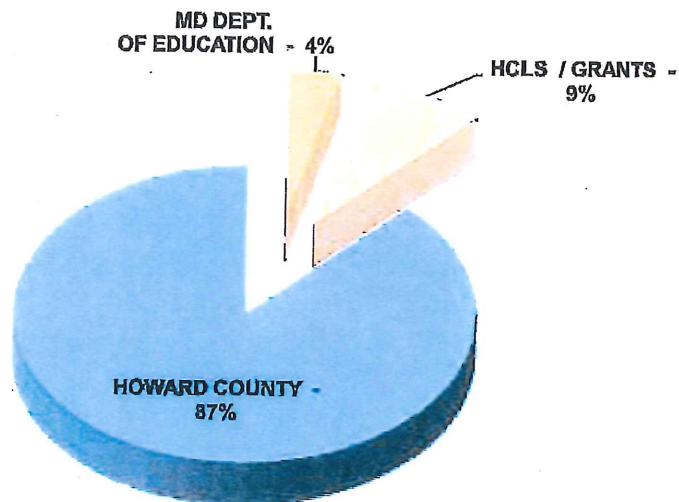
A vital component of Howard County's renowned education system, we deliver excellence in education for everyone, advancing the economy and quality of life.



FY 18 OPERATING BUDGET

REVENUE BUDGET SUMMARY HCLS Board Approved January 18, 2017

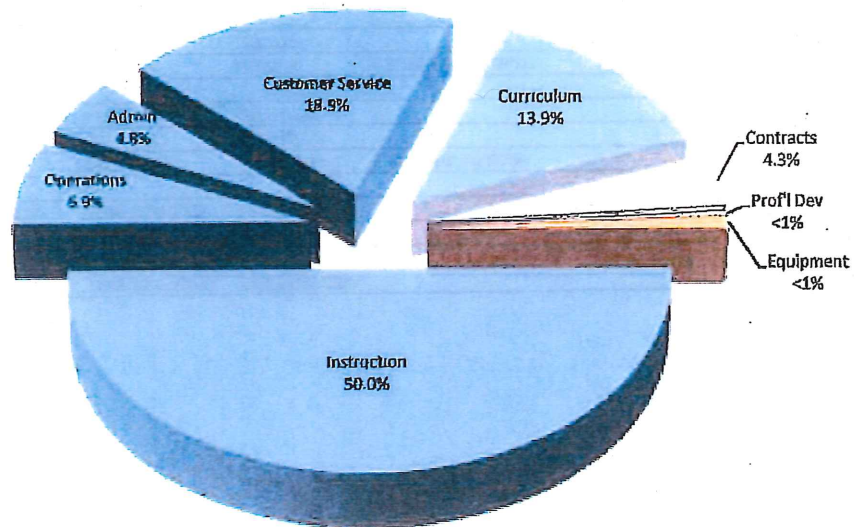
	APPROVED FY17	PROPOSED FY18	DIFFERENCE	PERCENT CHANGE
Howard County	\$19,543,923	\$21,007,911	\$1,463,988	7.49%
MD Dept. of Education	\$899,398	\$914,398	\$15,000	1.67%
HCLS	\$1,012,000	\$1,012,000	\$0	.00%
Sub-total	\$21,455,321	\$22,934,309	\$1,478,988	6.89%
Grants (Contingent)	\$1,000,000	\$1,000,000	\$0	.00%
TOTAL WITH GRANTS	\$22,455,321	\$23,934,309	\$1,478,988	6.59%



FY 18 OPERATING BUDGET

EXPENDITURE BUDGET SUMMARY HCLS Board Approved January 18, 2017

	APPROVED FY17	PROPOSED FY18	DIFFERENCE	PERCENT CHANGE
Object 1: Salaries & Benefits	\$17,218,606	\$18,473,884	\$1,255,278	7.29%
Object 2: Contracts	\$924,649	\$954,259	\$29,610	3.20%
Object 3: Curriculum	\$3,043,427	\$3,205,927	\$162,500	5.34%
Object 4: Professional Development	\$82,015	\$83,615	\$1,600	1.95%
Object 5: Equipment	\$186,624	\$216,624	\$30,000	16.08%
Sub-total	\$21,455,321	\$22,934,309	\$1,478,988	6.89%
Potential Grants	\$1,000,000	\$1,000,000	\$0	.00%
TOTAL WITH GRANTS	\$22,455,321	\$23,934,309	\$1,478,988	6.59%



FY 18 OPERATING BUDGET

EXPENDITURE BUDGET — LINE ITEMS HCLS Board Approved January 18, 2017

	APPROVED FY17	PROPOSED FY18	DIFFERENCE	PERCENT CHANGE
OBJECT 1: SALARIES & BENEFITS				
Salaries	\$13,935,882	\$14,883,665	\$947,783	6.80%
Other payroll expenses (FICA, unemployment insurance, etc.)	\$1,476,882	\$1,569,167	\$92,285	6.25%
Medical plans	\$1,805,843	\$2,021,052	\$215,209	11.92%
TOTAL OBJECT 1	\$17,218,606	\$18,473,884	\$1,255,278	7.29%
OBJECT 2: CONTRACTS				
Telecommunications	\$49,688	\$49,688	\$0	.00%
Broadband data	\$26,100	\$26,100	\$0	.00%
Pass-through telecom charges from county	\$65,022	\$65,022	\$0	.00%
Contract services	\$680,709	\$680,709	\$0	.00%
Liability and property insurance	\$103,130	\$132,740	\$29,610	28.71%
TOTAL OBJECT 2	\$924,649	\$954,259	\$29,610	3.20%
OBJECT 3: CURRICULUM				
Books and materials	\$2,783,265	\$2,938,265	\$155,000	5.57%
Postage, printing and supplies	\$195,002	\$200,002	\$5,000	2.56%
Classes and seminars	\$65,161	\$67,661	\$2,500	3.84%
TOTAL OBJECT 3	\$3,043,427	\$3,205,927	\$162,500	5.34%
OBJECT 4: PROFESSIONAL DEVELOPMENT				
Continuing education	\$82,015	\$83,615	\$1,600	1.95%
TOTAL OBJECT 4	\$82,015	\$83,615	\$1,600	1.95%
OBJECT 5: EQUIPMENT				
Technology	\$116,624	\$121,624	\$5,000	4.29%
Replace/repair furniture	\$70,000	\$95,000	\$25,000	35.71%
TOTAL OBJECT 5	\$186,624	\$216,624	\$30,000	16.08%
Sub-total	\$21,455,321	\$22,934,309	\$1,478,988	6.89%
Potential grants	\$1,000,000	\$1,000,000	\$0	.00%
TOTAL WITH GRANTS	\$22,455,321	\$23,934,309	\$1,478,988	6.59%



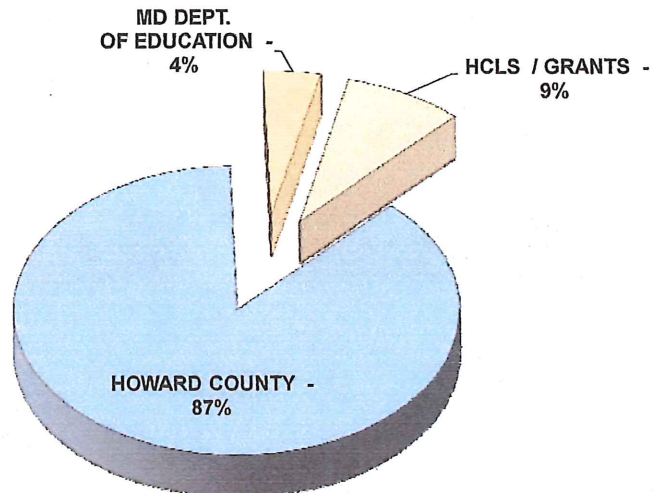
**HOWARD COUNTY
LIBRARY SYSTEM**
Public Education for All

FY 18 OPERATING BUDGET

REVENUE BUDGET SUMMARY HCLS Board Approved — Revised April 12, 2017

	APPROVED FY17	PROPOSED FY18	DIFFERENCE	PERCENT CHANGE
Howard County	\$19,543,923	\$20,309,381	\$765,458	3.92%
MD Dept. of Education	\$899,398	\$940,242	\$40,844	4.54%
HCLS	\$1,012,000	\$1,012,000	\$0	.00%
Sub-total	\$21,455,321	\$22,261,623	\$806,302	3.76%
Grants (Contingent)	\$1,000,000	\$1,000,000	\$0	.00%
TOTAL WITH GRANTS	\$22,455,321	\$23,261,623	\$806,302	3.59%

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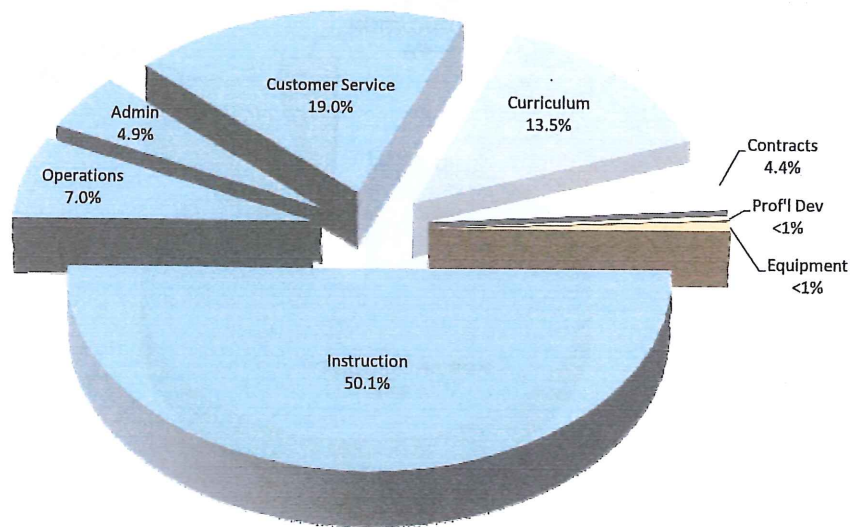
FY 18 OPERATING BUDGET

EXPENDITURE BUDGET SUMMARY

HCLS Board Approved — Revised

April 12, 2017

	APPROVED FY17	PROPOSED FY18	DIFFERENCE	PERCENT CHANGE
Object 1: Salaries & Benefits	\$17,218,606	\$17,995,298	\$776,692	4.51%
Object 2: Contracts	\$924,649	\$954,259	\$29,610	3.20%
Object 3: Curriculum	\$3,043,427	\$3,043,427	\$0	.00%
Object 4: Professional Development	\$82,015	\$82,015	\$0	.00%
Object 5: Equipment	\$186,624	\$186,624	\$0	.00%
Sub-total	\$21,455,321	\$22,261,623	\$806,302	3.76%
Potential Grants	\$1,000,000	\$1,000,000	\$0	.00%
TOTAL WITH GRANTS	\$22,455,321	\$23,261,623	\$806,302	3.59%





FY 18 OPERATING BUDGET

EXPENDITURE BUDGET — LINE ITEMS

HCLS Board Approved — Revised

April 12, 2017

	APPROVED FY17	PROPOSED FY18	DIFFERENCE	PERCENT CHANGE
OBJECT 1: SALARIES & BENEFITS				
Salaries	\$13,935,882	\$14,503,047	\$567,166	4.07%
Other payroll expenses (FICA, unemployment insurance, etc.)	\$1,476,882	\$1,510,050	\$33,168	2.25%
Medical plans	\$1,805,843	\$1,982,201	\$176,358	9.77%
TOTAL OBJECT 1	\$17,218,606	\$17,995,298	\$776,692	4.51%
OBJECT 2: CONTRACTS				
Telecommunications	\$49,688	\$49,688	\$0	.00%
Broadband data	\$26,100	\$26,100	\$0	.00%
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TOTAL OBJECT 3	\$3,043,427	\$3,043,427	\$0	.00%
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Potential grants	\$1,000,000	\$1,000,000	\$0	.00%
TOTAL WITH GRANTS	\$22,455,321	\$23,261,623	\$806,302	3.59%



**HOWARD COUNTY
LIBRARY SYSTEM**
Public Education for All

Discussion Worksheet

Reference	Cameras	Security Personnel	Building	High Level Estimates for Installation
Item A	Limited	No	Administrative Branch	\$ 4,000
Item B	Limited	Limited Hours 3-7	Central	\$ 30,000
Item C	In plans	Yes -24 hours during construction	East Columbia	\$ 30,000
Item D	In plans	Not planned	Elkridge	\$ 40,000
Item E	No	No	Glenwood	\$ 30,000
Item F	No	No	Miller	\$ 40,000
Item G	Yes	Yes 3-7	Savage	\$ -
				\$ 174,000