

# Maplewood Public Library

Budget Documents

FY 2019-2020

Adopted 06/19/19

MAPLEWOOD PUBLIC LIBRARY  
NOTES June

General Fund

The June draft includes the revisions made in May:

- Ac 535, Equipment: \$800 for a new laptop
- Ac521, Salaries:
  - across the board COLA raises of 2%
  - additional 2% raise for one employee

In addition,

- Changes to the current FY projected revenue and expenses (see below) altered some of the figures for utilities and other operating expense accounts and increased the surplus for the draft budget by \$2,239.
- Ac521, Salaries: one shelver left the library, replaced by 2 at \$8.75/hr, same total number of hours per week, no increase in July (decreases the salary budget by \$69)
- Ac525, LAGERS: the employee contribution rate drops from 9.7% to 8.4% in July (saving \$2,759)
- Ac541, Computer Maint: the MLC budget passed on 6/11/19 added a cost for a new iTiva server (runs the automated telephone notice and renewal system), our share is \$500

For the uncompleted budget, FY18-19, applying May tax revenue and actual expenses has resulted in a budget in the red by \$4,196; this can be offset by revising the budget and applying this amount of Unrestricted Reserves, AC399 (i.e. savings).

Debt Service Fund

This is based solely on the amount of our assessed valuation, the cost of premiums for 2020 and 2021 (85% of the 2021 cost, actually) and the amount of reserve funds in the Debt Service account. A spreadsheet provided by the State Auditor both determines the required tax rates to meet our obligations and gives an estimate of the revenue generated by those rates. This estimate is the basis for the amount shown in Ac 301, Tax Revenue. The Hancock tax revenue limits do not apply to debt service revenue. (The tax rate for this year should be around \$.117, down from \$.135 for last year, partly due to refinancing the bonds in 2017.)

NOTES May

Reminder: "Current FY" is the fiscal year we are in and about to finish in June: FY18-19; "Proposed FY" is the next fiscal year of July, 2019 – June, 2020.

I have applied the April revenue and expense figures to the "Prior" sheet of the budget, which means it is that much more accurate, since I only have to estimate for 2 months. The release of protested taxes has been delayed, but I still expect to receive more than we budgeted, for a final (estimated) surplus of \$190.00, without having to tap into savings (represented as Ac. 399 Reserves in the spreadsheet).

The proposed budget for FY 2019-2020 has a surplus of \$9,139. It includes Reserves of \$3,800 for the following reason: since we have a zero-sum budget in which unspent funds revert directly to savings and aren't carried over to the next year, I have included the payment of two years of liability insurance payments of \$3,800 each to the City in Ac. 544 (although I am still hopeful we will get the bill for the FY18-19 year and pay it this FY, and you will see that I included a payment of \$3,500 in Ac. 544 for this year), and I have included half of this, \$3,800, in revenue in Ac. 399, Reserves, to indicate funds from this FY earmarked for an expense carried over into the next FY.

In Ac. 521, Salaries, I have proposed across the board cost of living raises of 2% for almost everyone (CPI was 1.9% for the year in March). In addition, I've taken into account the 3 shelvers who will receive a mandatory minimum wage increase in January to \$9.45/hr. I have also given 2 other staff an additional raise of .5%, to keep a reasonable gap between their salary and the new minimum wage. Finally, I am proposing a 2% merit raise on top of the COLA for Dawn Yourtee, in recognition of the work she has done on the library programs. Since we are no longer paying for the after-school monitors, I was able to reduce the size of the Ac. 521 line item by 6%.

Except for the items in the various materials budgets, the 50x.x accounts, most of the other proposed expenses are based on this year's final expenses. Costs for participation in the Municipal Library Consortium (MLC) are set by the MLC budget, which has not been finalized, but will probably not change much from what I have here. I have estimated that we will not get much State help to pay for the items in Ac. 505 (Morenet connectivity and MALA delivery fees). I have not included any capital projects or major repairs, because I thought the new Director should have a hand in putting those together.

#### NOTES April

We start our discussion of the new budget with a projection of the final revenue and expenditures for this fiscal year (last 2 pages of the budget), partly because some of the figures in the new budget (salary, utilities) are based off of them. I am aware that I will only be here for a third of the new fiscal year, and I know you will be open to the new director if (s)he wants to make changes in it, but I am acting like we're making a budget for the whole year, just because it's easier. This part of the process focuses mostly on our current budget. Although I have filled in some figures for next year (eg. salary), these are in no way official recommendations at this point.

Speaking of salary, one of the issues you should think about is how you want to handle raises for those who will get mandatory minimum wage raises next January. These are the folks in the Salary section who have a figure in the Min Wg column. Basically, do you want to give them a Cost-of-living raise in July, or wait for the mandatory raise?

Ac 301, Tax revenue. So far, we have received \$420,808 through the end of March. I haven't gotten any word on the amount of protested taxes this year (\$208K last year), so I had to estimate how much we might receive of that. Last year we got \$143,000 in May; I was conservative and estimated that we would receive about 75% of that, or \$110,550.

I estimate a final surplus of around \$4,205. We had budgeted \$16,000 from Reserves, which I did not apply. (It looks like we took in less revenue than budgeted, but that figure includes the Reserves. Without the reserves, we budgeted \$540,700 vs projected revenue of \$547,739.)

Ac 535, Equipment. We had new CCTV cameras installed last Fall. The rest of this was to replace some of the chairs downstairs. I didn't do this because Barb wanted to see if we could get the old chairs reupholstered instead, and I left her to research it. Then she went on medical leave for a while, but she did indicate that she didn't think it could be done for the amount we had budgeted. If you feel strongly about replacing the chairs, I did have some picked out and we could get this done in this FY.

You should decide your threshold for adjusting line items in the budget (eg is a 2% overage not worth addressing), and you can make final adjustments in the old budget in June, when most figures will be firm and no longer estimates.

Respectfully submitted,  
Terry Donnelly

# General Fund

## Balance Sheet

	Budgeted, 19-20
Revenue	553,543.40
Expenditures	542,164.54
<b>Surplus (loss)</b>	<b>11,378.86</b>

## Revenue

	Budgeted, 19-20
301. Tax Revenue	535,289.40
302. Contributions	0.00
303. State Aid	3,174.00
304. Interest	3,500.00
306. Fines	3,200.00
307. Photocopies	3,300.00
308. Duplicate Cards	55.00
309. Nonresident Cards	0.00
310. Book Sales	500.00
311. Room Rental	125.00
390. Miscellaneous	600.00
399. Unrestricted Reserves	3,800.00
<b>3xx. TOTAL</b>	<b>553,543.40</b>

## Expenditures

	Budgeted, 19-20
<b>Grand Total</b>	<b>542,164.54</b>
501.1 Adult books*	30,000.00
501.2 Children's books*	15,000.00
501.3 Reference books	0.00
501.4 Professional books	700.00
501.6 Young Adult Materials*	2,600.00
503 Periodicals	2,719.06
504.1 Adult A-V materials*	5,000.00

504.2 Juv A-V materials*	3,000.00
504.3 Downloadable Media	15,995.00
<b>50xx TOTAL MATERIALS</b>	<b>75,014.06</b>
505 ILL Activity	11,809.00
506.1 Adult Program Activity	6,000.00
506.2 Juv Program Activity	5,000.00
507 Copy Machines	0.00
521 Gross Wages	271,794.37
522 Medical Insurance	26,131.69
523 FICA	20,792.27
525 LAGERS	17,824.61
<b>52xx TOTAL</b>	<b>336,542.94</b>
531.1 Gas	4,951.57
531.2 Electricity	13,724.56
531.3 Water	774.41
531.4 Sewer	648.00
532 Telephone	10,020.00
533 Repairs & Maintenance	13,960.00
534 Janitorial	10,800.00
535 Equipment	800.00
<b>53xx TOTAL</b>	<b>55,678.54</b>
541 Computer Maintenance	18,840.00
542 Operating Supplies	9,000.00
543 Postage	1,500.00
544 Insurance	7,600.00
545 Accounting	11,600.00
548 Computer Software	0.00
549 Public Relations	475.00
<b>54xx TOTAL</b>	<b>49,015.00</b>
551 Continuing Education	500.00
552 Organizational Dues	130.00

<b>55xx TOTAL</b>	<b>630.00</b>
595.1 Miscellaneous	1,500.00
595.2 Debt Collection	675.00
595.3 Card Acceptance	300.00

Prior Fiscal Years

Balance Sheet

	Actual, Prior FY (17-18)	Budgeted, Prior FY (17-18)	Estimated, Current FY (18-19)	diff.	Budgeted, Current FY (18-19)
Revenue	549,879.27	550,792.14	548,817.09	99%	556,700.00
Expenditures	538,410.42	567,611.14	553,013.85	99%	556,479.33
Surplus (loss)	11,468.85	-16,819.00	(4,196.76)		220.67

Revenue

	Actual, Prior FY (17-18)	Budgeted, Prior FY (17-18)	Estimated, Current FY (18-19)		Budgeted, Current FY (18-19)
301. Tax Revenue	530,844.28	516,682.14	527,598.41	100%	525,000.00
302. Contributions	384.98	0.00	400.00		0.00
303. State Aid	5,938.75	1,280.00	5,941.38	232%	2,560.00
304. Interest	2,494.45	1,500.00	6,942.21	356%	1,950.00
306. Fines	5,017.06	5,050.00	3,252.92	59%	5,500.00
307. Photocopies	3,337.49	3,000.00	3,389.10	106%	3,200.00
308. Duplicate Cards	72.25	80.00	67.80	97%	70.00
309. Nonresident Cards	0.00	0.00	0.00		0.00
310. Book Sales	484.13	700.00	575.21	137%	420.00
311. Room Rentals					0.00
390. Miscellaneous	1,305.88	1,500.00	650.06	54%	1,200.00
399 Reserves	0.00	21,000.00	0.00		16,800.00
<b>3xx. TOTAL</b>	<b>549,879.27</b>	<b>550,792.14</b>	<b>548,817.09</b>	<b>99%</b>	<b>556,700.00</b>

Expenditures

	Actual, Prior FY (17-18)	Budgeted, Prior FY (17-18)	Estimated, Current FY (18-19)		Budgeted, Current FY (18-19)
Grand Total	538,410.42	567,611.14	553,013.85	99%	556,479.33



501.1 Adult books	28,709.61	27,000.00	25,848.49	92%	28,000.00
501.2 Children's books	10,796.36	13,000.00	14,188.05	109%	13,000.00
501.3 Reference books	0.00	0.00	0.00	#DIV/0!	0.00
501.4 Professional books	252.50	500.00	728.20	#DIV/0!	0.00
501.6 Young Adult Materials	1,314.59	4,000.00	2,652.58	133%	2,000.00
503 Periodicals	2,503.18	2,437.19	2,589.58	96%	2,694.07
504.1 Adult A-V materials	5,175.23	7,000.00	3,158.86	45%	7,000.00
504.2 Juv A-V materials	3,623.54	4,000.00	1,691.11	42%	4,000.00
504.3 Downloadable media	16,110.28	11,966.00	17,421.53	117%	14,926.00
<b>50xx TOTAL MATERIALS</b>	<b>68,485.29</b>	<b>69,903.19</b>	<b>68,278.40</b>	<b>95%</b>	<b>71,620.07</b>
505 ILL Activity	11,362.42	19,536.00	10,955.03	94%	11,610.00
506.1 Adult Program Activity	5,747.23	5,000.00	5,785.90	116%	5,000.00
506.2 Juv Program Activity	4,036.48	5,000.00	4,209.52	84%	5,000.00
507 Copy Machine	0.00	0.00	0.00	#DIV/0!	0.00
521 Gross Wages	275,807.80	286,725.95	288,529.06	101%	287,033.80
522 Medical Insurance	24,700.13	24,411.70	25,951.91	103%	25,309.12
523 FICA	18,912.57	21,934.54	19,805.46	90%	21,958.09
525 LAGERS	20,420.87	21,235.97	24,544.80	114%	21,542.46
<b>52xx TOTAL</b>	<b>339,841.37</b>	<b>354,308.15</b>	<b>358,831.23</b>	<b>101%</b>	<b>355,843.47</b>
531.1 Gas	3,718.86	2,674.41	4,715.78	126%	3,728.03
531.2 Electricity	13,606.09	14,090.07	13,071.01	93%	13,986.99
531.3 Water	976.43	1,103.33	737.53	70%	1,051.79
531.4 Sewer	0.00	0.00	457.13	109%	420.00
532 Telephone	8,122.94	6,672.00	9,215.17	107%	8,652.00
533 Repairs & Maintenance	11,987.92	11,508.00	14,920.02	107%	13,896.00
534 Janitorial	11,060.96	11,016.00	10,765.38	99%	10,920.00
535 Equipment	3,603.34	3,300.00	5,834.40	86%	6,800.00
<b>53xx TOTAL</b>	<b>53,076.54</b>	<b>50,363.81</b>	<b>59,716.42</b>	<b>100%</b>	<b>59,454.80</b>
541 Computer Maintenance	18,488.05	19,676.00	17,104.92	89%	19,292.00
542 Operating Supplies	10,056.68	15,000.00	8,268.28	87%	9,500.00
543 Postage	1,151.39	1,500.00	1,342.70	112%	1,200.00

544 Insurance	12,892.00	13,600.00	3,500.00	92%	3,800.00
545 Accounting	10,711.00	10,400.00	12,516.00	116%	10,800.00
548 Computer Software	0.00	0.00	0.00		0.00
549 Public Relations	307.50	600.00	360.00	85%	425.00
54xx TOTAL	53,606.62	60,776.00	43,091.90	96%	<b>45,017.00</b>
551 Continuing Education	55.00	200.00	10.00	2%	500.00
552 Organizational Dues	100.00	100.00	100.00	77%	130.00
55xx TOTAL	155.00	300.00	110.00	17%	630.00
595.1 Miscellaneous	1,362.55	1,500.00	1,132.69	76%	1,500.00
595.2 Debt Collection	465.40	600.00	612.18	113%	540.00
595.3 Card Acceptance	271.52	324.00	290.58	110%	264.00

## Debt Service

Revenue	budgeted	
301. Tax revenue	259,448.00	
304. Interest	250.00	
TOTAL	259,698.00	
Expenditures		
501. Premiums	217,500.00	Sept, 2019 & Feb, 2020
Excess Over (Under)	42,198.00	
Proceeds	153,419.00	cash in the account on 7/1/19
Net	195,617.00	carry-over to next FY

## Prior Fiscal Years

### Balance Sheet

	Actual, Prior FY (17-18)	Budgeted, Prior FY (17-18)	Estimated, Current FY (18-19)	Budgeted, Current FY (18-19)
Revenue				
301. Tax revenue	199,510.00	265,908.00	<b>221,216.00</b>	228,003.00
304. Interest	255.00	150.00	304.28	150.00
TOTAL	199,765.00	266,058.00	221,520.28	228,153.00
Expenditures				
501. Premiums	222,197.00	222,125.00	222,375.00	222,375.00