

Budget Memo

BOARD APPROVED
Date: Tuesday, 05/10/2022

Budget for the Garden City Public Library

For the fiscal year ending June 30, 2023

Approved May 10, 2022

The Garden City Public Library's (Library) budget is comprised of two (2) funds: Building Fund (471); and operating Library Fund (790). Each supported by its own millage. The proposed budget for the Library for the fiscal year ending June 30, 2023, appropriates \$610,233 for library operating purposes, and proposes levying both the 0.9425 (Library Building) and 0.9140 (Library Operations) voter approved Millage rates as reduced by Headlee (1.8565 total mills), estimated to yield \$1,145,856 (\$581,723 and \$564,133 respectively).

SUPPORTIVE DETAILS

To provide more guidance and administrative control over the appropriation, we offer the following breakdown.

471 Library Building Fund

The two sources of revenue for the Building Fund (471) are local property taxes and interest. Total revenue is estimated at \$581,723. The Building Fund has no budgeted appropriations. These funds are committed to eventually be used for the costs associated with designing, constructing, and furnishing the new Library building. The beginning fund balance for the Building Fund is \$1,110,938. We estimate the ending fund balance to be \$1,693,661. This is a "Committed Fund".

| | | |
|------------------------------|------------|-------------|
| Revenue Sources: | | |
| Local | | |
| Interest: | \$ 1,000 | |
| Property Taxes | 581,723 | |
| Total Revenue | | \$ 582,723 |
| Appropriations: | | |
| Total Appropriations | \$ 0 | |
| Net REVENUE – APPROPRIATIONS | | \$ 582,723 |
| 471 Fund Balance: | | |
| Beginning: | \$ 526,258 | |
| Adjustments: | 582,723 | |
| Ending Balance: | | \$1,693,661 |

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Revenue Sources:
Local

| | | |
|--------------------|-----------|-----------|
| State | | |
| State Aid (local): | \$ 12,000 | |
| State Aid (TLN): | 12,000 | |
| Total State: | | \$ 24,000 |

\$ 610,233

Significant changes compared with last year include the following increases: all staff pay increase of \$1.25 per hour; the promotion of one full-time Librarian to full-time Assistant Director; \$2,000 increase in programming expenses; \$20,000 in legal fees; \$2,253 increase in building maintenance; increase of \$4,230 in "Insurance" for directors and officers insurance and the City's charges for liability/property insurance (although we dispute the charges for property insurance). Reductions in expenditures include the following: a \$1,500 reduction in "Education and training" for tuition reimbursements; \$838 reduction in Life Insurance costs; \$6,370 decrease in "Contractual-Professional" due to lower than expected payroll and bookkeeping costs and an exceptional price for accounting software; the elimination of \$30,000 fiscal agency fees from "Contractual"; reduced retirement expenses.

The proposed expenditures are therefore as follows:

| | |
|----------------------------------|------------|
| Expenditures: | |
| Personnel: | \$ 395,678 |
| Operating: | 12,964 |
| Prof/Tech: | 141,991 |
| Private Contributions/Donations: | 1,600 |
| Capital Outlay: | 58,000 |

TOTAL EXPENDITURES: **\$ 608,131**

NET REVENUE – APPROPRIATIONS **\$ 0**

| | |
|-------------------|------------|
| 790 Fund Balance: | |
| Beginning: | \$ 638,669 |
| Adjustments: | (20,481) |
| Ending Balance: | \$ 618,189 |

Note that this Fund Balance is subdivided as follows:

| | | |
|--------------------|-------------------|-----------------|
| Committed: | \$ 369,295 | 790-000-390.200 |
| Restricted: | 8,319 | 709-000-376.000 |
| <u>Unassigned:</u> | 240,575 | 790-000-390.000 |
| TOTAL | \$ 618,189 | |

"Committed Funds" are constrained by the governmental body (Library Board) itself. The Library's "Designated Fund" is an example of "committed funds" where the Library Board decided to constrain the use of these funds for the purpose of housing the library in a new location.

"Restricted Funds" are amounts which may only be used for purposes stipulated by an outside source. Examples include donations from the Friends of the Library, Kiwanis, or Rotary given with the stipulation that they be used for Library program support or other specific purposes.

"Unassigned Funds" are available for any legal library purpose. Some people refer to these funds as a "Rainy Day Fund" meaning they may be used to cover unexpected expenditures or loss of revenue. The Library's unassigned fund balance is 41.24% of appropriations in the proposed budget.

| GL NUMBER | Old Save | 2019-20 | 2020-21 | 2021-22 | 2021-22 | 2021-22 | 2022-23 |
|---|---------------------------------|----------|----------|---------------|-----------|-----------|--------------|
| AND | | ACTIVITY | ACTIVITY | ACTIVITY | AMENDED | PROJECTED | DEPT REQUEST |
| BUDGET CLASSIFICATION | DESCRIPTION | | | THRU 06/30/22 | BUDGET | ACTIVITY | BUDGET |
| ESTIMATED REVENUES: FUND 471 | | | | | | | |
| Dept 000 - GENERAL ACTIVITY | | | | | | | |
| 90 - REVENUES | | | | | | | |
| 471-000-403.000 | REAL ESTATE TAXES | | 523,652 | 511,661 | 534,300 | 534,300 | 554,488 |
| 471-000-403.001 | MONTHLY SETTLEMENT W/C | | (1,821) | 201 | | | (291) |
| 471-000-404.000 | PERSONAL PROPERTY TAXES | | 23,313 | 26,938 | 26,500 | 26,500 | 27,526 |
| 471-000-412.000 | DELINQUENT PERSONAL PROPERTY | | 89 | 10 | | | |
| 471-000-424.000 | CHARGES IN LIEU OF TAXES | | 1,664 | | | | |
| 471-000-445.000 | PENALTIES AND INTEREST ON TAXES | | 976 | 251 | 500 | 500 | |
| 471-000-573.000 | LCSA - PPT REIMB | | | 2,747 | | | |
| TOTAL 90 - REVENUES | | | 547,873 | 541,808 | 561,300 | 561,300 | 581,723 |
| TOTAL REVENUE | | | 547,873 | 541,808 | 561,300 | 561,300 | 581,723 |
| Totals for dept 000 - GENERAL ACTIVITY | | | 547,873 | 541,808 | 561,300 | 561,300 | 581,723 |
| Dept 660 - MISC. REVENUES | | | | | | | |
| 90 - REVENUES | | | | | | | |
| 471-660-664.000 | INTEREST | | 765 | 307 | 1,000 | 1,000 | 1,000 |
| TOTAL 90 - REVENUES | | | 765 | 307 | 1,000 | 1,000 | 1,000 |
| TOTAL REVENUE | | | 765 | 307 | 1,000 | 1,000 | 1,000 |
| Totals for dept 660 - MISC. REVENUES | | | 765 | 307 | 1,000 | 1,000 | 1,000 |
| TOTAL ESTIMATED REVENUES | | | 548,638 | 542,115 | 562,300 | 562,300 | 582,723 |
| NET OF REVENUES/APPROPRIATIONS - FUND 471 | | | 548,638 | 542,115 | 562,300 | 562,300 | 582,723 |
| BEGINNING FUND BALANCE | | | 0 | 548,638 | 548,638 | 548,638 | 1,110,938 |
| ENDING FUND BALANCE | | | 548,638 | 1,090,753 | 1,110,938 | 1,110,938 | 1,693,661 |

| GL NUMBER | Old Save | 2019-20 | 2020-21 | 2021-22 | 2021-22 | 2021-22 | 2022-23 |
|---|---|----------|----------|---------------|---------|-----------|--------------|
| AND | | ACTIVITY | ACTIVITY | ACTIVITY | AMENDED | PROJECTED | DEPT REQUEST |
| BUDGET CLASSIFICATION | DESCRIPTION | | | THRU 06/30/22 | BUDGET | ACTIVITY | BUDGET |
| ESTIMATED REVENUES: FUND 790 | | | | | | | |
| Dept 000 - GENERAL ACTIVITY | | | | | | | |
| 90 - REVENUES | | | | | | | |
| 790-000-573.000 | LCSA - PPT REIMB | | | 2,664 | | | |
| | TOTAL 90 - REVENUES | 0 | 0 | 2,664 | 0 | 0 | 0 |
| | TOTAL REVENUE | 0 | 0 | 2,664 | 0 | 0 | 0 |
| Totals for dept 000 - GENERAL ACTIVITY | | | | | | | |
| Dept 587 - GRANTS FROM LOCAL UNITS | | | | | | | |
| 90 - REVENUES | | | | | | | |
| 790-587-595.001 | LOCAL COMMUNITY STABILIZATION AUTHORITY | 1,360 | 1,297 | | 1,200 | 1,200 | 1,200 |
| 790-587-595.002 | LSTA PUBLIC LIBRARY SERVICES GRANT | 1,942 | 7,498 | | | | |
| | TOTAL 90 - REVENUES | 3,302 | 8,795 | 0 | 1,200 | 1,200 | 1,200 |
| | TOTAL REVENUE | 3,302 | 8,795 | 0 | 1,200 | 1,200 | 1,200 |
| Totals for dept 587 - GRANTS FROM LOCAL UNITS | | | | | | | |
| Dept 660 - MISC. REVENUES | | | | | | | |
| 90 - REVENUES | | | | | | | |
| 790-660-664.000 | INTEREST | 9,985 | 1,005 | 257 | 600 | 600 | 600 |
| | TOTAL 90 - REVENUES | 9,985 | 1,005 | 257 | 600 | 600 | 600 |
| | TOTAL REVENUE | 9,985 | 1,005 | 257 | 600 | 600 | 600 |
| Totals for dept 660 - MISC. REVENUES | | | | | | | |
| Dept 790 - LIBRARY | | | | | | | |
| 90 - REVENUES | | | | | | | |
| 790-790-161.400 | LOCAL STATE AID | 11,098 | 11,543 | 6,055 | 12,000 | 12,000 | 12,000 |
| 790-790-161.600 | TLN/SPECIAL STATE AID | 11,098 | 11,543 | 6,055 | 12,000 | 12,000 | 12,000 |
| 790-790-161.700 | PHOTO COPY | 1,723 | 771 | 1,047 | 1,300 | 1,300 | 1,500 |

| GL NUMBER | Old Save | 2019-20 | 2020-21 | 2021-22 | 2021-22 | 2021-22 | 2022-23 |
|-------------------------------|-------------------------------------|----------|----------|---------------|---------|-----------|--------------|
| AND | | ACTIVITY | ACTIVITY | ACTIVITY | AMENDED | PROJECTED | DEPT REQUEST |
| BUDGET CLASSIFICATION | DESCRIPTION | | | THRU 06/30/22 | BUDGET | ACTIVITY | BUDGET |
| 790-790-161.701 | INTERNET PRINTING | 3,612 | 562 | 885 | 1,100 | 1,100 | 900 |
| 790-790-164.300 | PENAL FINES | 21,653 | 17,172 | 16,841 | 16,841 | 16,841 | 16,000 |
| 790-790-164.500 | OVERDUE FINES | 323 | 491 | 224 | 300 | 300 | 300 |
| 790-790-190.000 | USE OF FUND BALANCE | | | | 22,281 | 22,281 | |
| 790-790-403.000 | REAL ESTATE TAXES | 496,258 | 507,770 | 496,171 | 518,200 | 518,200 | 537,721 |
| 790-790-403.001 | MONTHLY SETTLEMENT W/C | 164 | (282) | 1,613 | | | (282) |
| 790-790-404.000 | PERSONAL PROPERTY TAXES | 22,187 | 22,606 | 26,123 | 25,600 | 25,600 | 26,694 |
| 790-790-412.000 | DELINQUENT PERSONAL PROPERTY | 12 | 361 | 10 | | | |
| 790-790-424.000 | CHARGES IN LIEU OF TAXES | 1,616 | 1,643 | | 1,600 | 1,600 | |
| 790-790-445.000 | PENALTIES AND INTEREST ON TAXES | 919 | 946 | 244 | 3,500 | 3,500 | |
| 790-790-595.010 | MISC. FEDERAL GRANTS | 5,000 | | | | | |
| 790-790-674.000 | PRIVATE CONTRIBUTIONS AND DONATIONS | | 2,180 | 1,688 | 1,600 | 1,600 | 1,600 |
| TOTAL 90 - REVENUES | | 575,663 | 577,306 | 556,956 | 616,322 | 616,322 | 608,433 |
| TOTAL REVENUE | | 575,663 | 577,306 | 556,956 | 616,322 | 616,322 | 608,433 |
| Totals for dept 790 - LIBRARY | | 575,663 | 577,306 | 556,956 | 616,322 | 616,322 | 608,433 |
| TOTAL ESTIMATED REVENUES | | 588,950 | 587,106 | 559,877 | 618,122 | 618,122 | 610,233 |

95 - MISC EXPENDITURES

| GL NUMBER | Old Save | 2019-20 | 2020-21 | 2021-22 | 2021-22 | 2021-22 | 2022-23 |
|------------------------------|--|----------|----------|---------------|---------|-----------|--------------|
| AND | | ACTIVITY | ACTIVITY | ACTIVITY | AMENDED | PROJECTED | DEPT REQUEST |
| BUDGET CLASSIFICATION | DESCRIPTION | | | THRU 06/30/22 | BUDGET | ACTIVITY | BUDGET |
| 790-790-774.000 | PRIVATE CONTR AND DONATIONS EXPENDITURES | | 1,524 | 714 | 1,600 | 1,600 | 1,600 |
| TOTAL 95 - MISC EXPENDITURES | | 0 | 1,524 | 714 | 1,600 | 1,600 | 1,600 |
| TOTAL EXPENDITURE | | 0 | 1,524 | 714 | 1,600 | 1,600 | 1,600 |
| 30 - PROF/TECH | | | | | | | |
| 790-790-801.156 | LSTA PUBLIC LIBRARY SERVICES GRANT | | 7,596 | | | | |
| 790-790-801.180 | JANITORIAL SERVICES | | | | 3,899 | 3,899 | 0 |
| 790-790-801.300 | LEGAL SERVICES | | 16,338 | 14,544 | 30,000 | 30,000 | 20,000 |
| 790-790-801.400 | CONTRACTUAL-PROFESSIONAL | | | | 15,700 | 15,700 | 9,330 |
| 790-790-801.405 | CONTRACTUAL - PAYROLL | | | | 1,400 | 1,400 | 1,400 |
| 790-790-803.000 | CONTRACTUAL-FULL TIME MTN | 233 | | | | | |
| 790-790-809.000 | CONTRACTUAL | 63,662 | 30,826 | 20,427 | 22,160 | 22,160 | 2,650 |
| 790-790-850.100 | TELEPHONE | 412 | 528 | 255 | 500 | 500 | 1,600 |
| 790-790-860.100 | MEETINGS/CONF/WORKSHOPS | 825 | 99 | 95 | 1,000 | 1,000 | 1,000 |
| 790-790-890.000 | LIBRARY PROGRAMS | 1,987 | 1,847 | 1,738 | 3,500 | 3,500 | 5,500 |
| 790-790-910.000 | INSURANCE | | | | 406 | 406 | 4,636 |
| 790-790-921.621 | NATURAL GAS-LIBRARY | 4,500 | 1,700 | | 4,500 | 4,500 | 2,200 |
| 790-790-922.621 | ELECTRIC-LIBRARY | 3,500 | 2,135 | | 3,500 | 3,500 | 3,000 |
| 790-790-923.621 | WATER-LIBRARY | 400 | 248 | | 400 | 400 | 400 |
| 790-790-931.000 | MAINTENANCE CONTRACTS | | 7,130 | 4,226 | 6,297 | 6,297 | 6,297 |
| 790-790-940.200 | RENT | 31,500 | 31,500 | 18,375 | 31,500 | 31,500 | 31,500 |
| 790-790-950.201 | TLN-AUTOMATION | 35,633 | 36,159 | 27,300 | 37,070 | 37,070 | 38,924 |
| 790-790-958.000 | MEMBERSHIP & DUES | 756 | 608 | 39 | 850 | 850 | 900 |
| 790-790-960.000 | EDUCATION & TRAINING | 4,652 | 4,725 | 186 | 5,000 | 5,000 | 3,500 |
| 790-790-980.000 | DESIGNATED ACCOUNT | | | | 5,289 | 5,289 | 9,154 |
| TOTAL 30 - PROF/TECH | | 148,060 | 141,439 | 87,185 | 172,971 | 172,971 | 141,991 |
| TOTAL EXPENDITURE | | 148,060 | 141,439 | 87,185 | 172,971 | 172,971 | 141,991 |

GL NUMBER

AND

BUDGET CLASSIFICATION

DESCRIPTION

40 - CAPITAL OUTLAY

790-790-978.000 BOOKS

790-790-978.100 AUDIO VISUAL

TOTAL 40 - CAPITAL OUTLAY

TOTAL EXPENDITURE

Totals for dept 790 - LIBRARY

| 2019-20 | 2020-21 | 2021-22 | 2021-22 | 2021-22 | 2022-23 |
|----------|----------|---------------|---------|-----------|--------------|
| ACTIVITY | ACTIVITY | ACTIVITY | AMENDED | PROJECTED | DEPT REQUEST |
| | | THRU 06/30/22 | BUDGET | ACTIVITY | BUDGET |
| | | | | | |
| 33,487 | 32,127 | 9,991 | 30,000 | 30,000 | 30,000 |
| 23,991 | 22,220 | 15,513 | 28,000 | 28,000 | 28,000 |
| 57,478 | 54,347 | 25,504 | 58,000 | 58,000 | 58,000 |
| 57,478 | 54,347 | 25,504 | 58,000 | 58,000 | 58,000 |
| 557,612 | 576,889 | 333,712 | 616,322 | 616,322 | 610,233 |

GL NUMBER

Old Save

AND

BUDGET CLASSIFICATION DESCRIPTION

TOTAL APPROPRIATIONS

NET OF REVENUES/APPROPRIATIONS - FUND 790

BEGINNING FUND BALANCE

FUND BALANCE ADJUSTMENTS

ENDING FUND BALANCE

ESTIMATED REVENUES - ALL FUNDS

APPROPRIATIONS - ALL FUNDS

NET OF REVENUES/APPROPRIATIONS - ALL FUNDS

BEGINNING FUND BALANCE - ALL FUNDS

FUND BALANCE ADJUSTMENTS - ALL FUNDS

ENDING FUND BALANCE - ALL FUNDS

| 2019-20 | 2020-21 | 2021-22 | 2021-22 | 2021-22 | 2022-23 |
|----------|-----------|---------------|-----------|-----------|--------------|
| ACTIVITY | ACTIVITY | ACTIVITY | AMENDED | PROJECTED | DEPT REQUEST |
| | | THRU 06/30/22 | BUDGET | ACTIVITY | BUDGET |
| 557,612 | 576,889 | 333,712 | 616,322 | 616,322 | 610,233 |
| 31,338 | 10,216 | 226,165 | 1,800 | 1,800 | 0 |
| 589,451 | 628,454 | 638,670 | 638,670 | 638,670 | 618,189 |
| | | | (22,281) | (22,281) | |
| 620,789 | 638,670 | 864,835 | 618,189 | 618,189 | 618,189 |
| 588,950 | 1,135,744 | 1,101,992 | 1,180,422 | 1,180,422 | 1,192,956 |
| 557,612 | 576,889 | 333,712 | 616,322 | 616,322 | 610,233 |
| 31,338 | 558,855 | 768,280 | 564,100 | 564,100 | 582,723 |
| 589,451 | 620,789 | 1,187,308 | 1,187,308 | 1,187,308 | 1,751,407 |
| 31,338 | 7,664 | (1) | (1) | (1) | |
| 620,789 | 1,187,308 | 1,955,587 | 1,751,407 | 1,751,407 | 2,334,130 |

Beginning Fund

Balance restated in

City's 2021 Audit