

Budget Memo

Budget for the Garden City Public Library

For the fiscal year ending June 30, 2024

Public Hearing: May 09, 2023

Approved and Adopted: _____

The Garden City Public Library's (Library) budget is comprised of two (2) funds: Building Fund (471); and operating General Fund (101). Each supported by its own millage. The proposed budget for the Library for the fiscal year ending June 30, 2024, appropriates \$657,677 for General Fund operating purposes, and proposes levying both the 0.9426 (Library Building) and 0.9141 (Library Operations) voter approved Millage rates as reduced by Headlee (1.8567 total mills), estimated to yield \$1,223,800 (\$621,293 and \$602,507 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 \$622,293. 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. This is a "Committed Fund".

Revenue Sources:

Local

Interest: \$ 1,000

Property Taxes 621,293

Total Revenue \$ 622,293

Appropriations:

Total Appropriations \$ 0

Net REVENUE – APPROPRIATIONS \$ 622,293

101 Library General Fund (formerly 790)

CHANGES

Significant changes to this year's budget include a renumbering of accounts to be in better compliance with the Uniform Chart of Accounts. Since the Library is no longer included in the City's Budget, the Uniform Chart of Accounts dictates that the Library's operating fund be classified as a "General Fund". Instead of beginning with 790-, these accounts will begin 101-. Furthermore, it was determined that expenses for digital collections (eBooks and other downloadable content) do not represent a capital outlay. Therefore, a new account number for Digital Collections was created under Operating Expenses. The Library does not require the same level of detail as the City's budget. So, some revenue accounts have been combined for simplification. Tax revenue is a prime example. Likewise, the distinction between office, copier, and operating supply expenditures is not sufficient to warrant separate budget accounts.

Other significant changes include: a pay increase of 5% for all staff; and small increases for Library Programs, supplies, TLN Automation, Meetings/Conferences/Workshops, and professional memberships. Legal Fees were reduced because we are cautiously optimistic that a settlement agreement with the City will be reached.

Under the terms of our new lease, the Library's rental fee includes all utilities, exterior maintenance, and liability insurance related to the premises. So, no expenses are budgeted under utilities etc. Contractual – Payroll is now included with the Audit under "Financial Services". Education & Training expenses are lower this year as we do not anticipate any tuition reimbursement requests.

Contributions to the Designated Account (for costs associated with the design, construction, and furnishing of a new or renovated Library Building) have been increased to \$36,220.

REVENUE

The sources of revenue for the Library's General Fund (101) are local and state sources. Local sources total \$630,107, of which \$602,507 are from taxes. State sources include State Aid to Libraries totaling \$27,570. Total revenue is estimated at \$657,677.

Revenue Sources:

Local

Community Stabilization	\$ 1,200
Interest:	6,000
Photo Copier:	2,400
User Fees:	2,000
Penal Fines:	15,000
Private Contributions & Donations:	1,000
Property Taxes:	602,507

Total Local: \$ 630,107

State

State Aid:	\$ 27,570
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Total State: \$ 27,570

TOTAL REVENUE: \$ 657,677

EXPENDITURES

Total expenditures budgeted are \$657,677. Personnel expenses account for 64% of the total or \$417,690. As mentioned above, Digital Collections have been moved from Capital Outlay to Operating Expenditures. Even so, Operating expenditures are only \$36,279 or 6% of the total. Professional/Technical expenditures are budgeted at \$167,058, or 25% of the total. Capital Outlay accounts for \$35,650, or 5% of budgeted expenditures. Miscellaneous Expenditures make up less than 1% (0.15%) of the budget.

The proposed expenditures are therefore as follows:

Expenditures:

Personnel:	\$ 417,690
Operating:	36,279
Prof/Tech:	167,058
Miscellaneous:	1,000
Capital Outlay:	35,650

TOTAL EXPENDITURES: \$ 657,677

NET REVENUE – APPROPRIATIONS \$ 0

Budgetary Account

2021-22	2022-23	2022-23	2023-24
ACTIVITY	AMENDED BUDGET	PROJECTED ACTIVITY	PROPOSED BUDGET

ESTIMATED REVENUES: FUND 471 ACTIVITY 000

GENERAL REVENUES

471- 000- 401	Tax Revenues	561,300	581,723	571,000	621,293
471- 000- 573	LCSA - PPT Reimb			2,934	0
	SUBTOTAL GENERAL REVENUES	561,300	581,723	573,934	621,293

MISC. REVENUES

471- 000- 664	Interest	2,038	1,000	8,500	1,000
	SUBTOTAL MISC. REVENUES	2,038	1,000	8,500	1,000

TOTAL ESTIMATED REVENUES

563,338 582,723 582,434 622,293

NET OF REVENUES/APPROPRIATIONS - FUND 471

BEGINNING FUND BALANCE		582,723	582,434	622,293
ENDING FUND BALANCE		1,114,872	1,114,872	1,697,595
		1,697,595	1,697,595	2,319,888

Budgetary Account

2021-22	2022-23	2022-23	2023-24
ACTIVITY	AMENDED BUDGET	PROJECTED ACTIVITY	PROPOSED BUDGET

ESTIMATED REVENUES: FUND 101 ACTIVITY 000**LSCA - PPT REIMB. REVENUES**

101- 000- 573	LCSA - PPT Reimb		2,845	0
	SUBTOTAL LSCA - PPT REIMB REVENUES	0	0	2,845

GRANTS FROM LOCAL UNITS

101- 000- 595	Local Community Stabilization Authority	1,200	1,200	1,200	1,200
	SUBTOTAL GRANTS FROM LOCAL UNIT REVENUES	1,200	1,200	1,200	1,200

MISC. REVENUES

101- 000- 664	Interets	600	600	6,000	6,000
	SUBTOTAL MISC. REVENUES	600	600	6,000	6,000

GENERAL REVENUES

101- 000- 190	Use Of Fund Balance	15,192			0
101- 000- 403	Tax Revenues	548,900	564,133	535,000	602,507
101- 000- 566	State Aid	24,000	24,000	27,100	27,570
101- 000- 581	Penal Fines	16,841	16,000	16,897	15,000
101- 000- 602	Photocopier Coin-Op	1,300	1,500	3,000	2,400
101- 000- 603	User Fees	1,400	1,200	2,013	2,000
101- 000- 674	Private Contributions And Donations	1,600	1,600	500	1,000
	SUBTOTAL GENERAL REVENUES	609,233	608,433	584,510	650,477

611,033	610,233	594,555	657,677
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Budgetary Account

	2021-22	2022-23	2022-23	2023-24
		AMENDED	PROJECTED	PROPOSED
ACTIVITY		BUDGET	ACTIVITY	BUDGET

APPROPRIATIONS: FUND 101 ACTIVITY 790

PERSONNEL

101- 790- 702	Salaries (Full Time)	146,099	170,487	170,487	179,001
101- 790- 703	Wages (Part Time)	87,701	129,229	129,229	140,202
101- 790- 708	Direct Deposit Fees			210	210
101- 790- 714	Sick Leave Payoff	1,618	3,934	2,617	4,131
101- 790- 715	Social Security	17,987	23,276	23,276	24,790
101- 790- 716	Health Insurance & HSA	17,775	17,296	17,296	17,400
101- 790- 717	Life & Disability Insurance	2,290	1,452	1,452	1,452
101- 790- 718	Retirement	86,229	37,656	27,656	37,656
101- 790- 719	Dental & Vision	397	302	302	933
101- 790- 720	Longevity	506	612	612	716
101- 790- 721	Workers Compensation	2,391	1,115	1,115	880
101- 790- 722	Unemployment	47	50	50	50
101- 790- 874	Retiree BCBS	10,000	10,269	10,269	10,269
	SUBTOTAL PERSONNEL	373,040	395,678	384,571	417,690

OPERATING

101- 790- 726	Supplies	6,550	6,550	4,050	7,179
101- 790- 740	Janitorial Supplies	1,000	1,000	500	1,100
101- 790- 778	Digital Collections				23,000
101- 790- 851	WIFI Hotspots	2,661	2,661	2,700	3,000
101- 790- 933	Building Maint/Repairs	500	2,753	700	2,000
	SUBTOTAL OPERATING	10,711	12,964	7,950	36,279

MISC EXPENDITURES

101- 790- 774	Private Contributions And Donations	1,600	1,600	650	1,000
	SUBTOTAL MISC EXPENDITURES	1,600	1,600	650	1,000

PROFESSIONAL/TECHNICAL

101- 790- 801 .156	LSTA PUBLIC LIBRARY SERVICES GRANT		0	0	0
101- 790- 801 .180	JANITORIAL SERVICES	3,899	0	0	0
101- 790- 801 .405	CONTRACTUAL - PAYROLL	1,400	1,400		0
101- 790- 802	Legal Services	30,000	20,000	30,000	5,000
101- 790- 803	CONTRACTUAL-FULL TIME MTN		0	0	0
101- 790- 804	Financial Services	15,700	9,330	9,330	13,100
101- 790- 805	EAP Contract			144	150
101- 790- 809	Photocopier Lease	22,160	2,650	2,434	2,650
101- 790- 810	Insurance	406	4,636	2,553	4,636
101- 790- 820	TIn-Automation	37,070	38,924	39,000	40,950
101- 790- 850	Telephone	500	1,600	1,500	1,600
101- 790- 890	Library Programs	3,500	5,500	5,000	7,515
101- 790- 921	Natural Gas-Library	4,500	2,200	0	0
101- 790- 922	Electric-Library	3,500	3,000	0	0
101- 790- 923	Water-Library	400	400	0	0
101- 790- 931	Maintenance Contracts	6,297	6,297	0	0
101- 790- 940	Rent	31,500	31,500	48,745	48,100
101- 790- 955	Meetings/Conf/Workshops	1,000	1,000		5,000
101- 790- 958	Membership & Dues	850	900	900	1,137
101- 790- 960	Education & Training	5,000	3,500	250	1,000
101- 790- 980	Designated Account	0	9,154		36,220

Budgetary Account

		2021-22	2022-23	2022-23	2023-24
		ACTIVITY	AMENDED BUDGET	PROJECTED ACTIVITY	PROPOSED BUDGET
SUBTOTAL PROFESSIONAL/TECHNICAL		167,682	141,991	139,856	167,058
CAPITAL OUTLAY					
101- 790- 978	Collection Development	58,000	58,000	58,000	35,650
SUBTOTAL CAPITAL OUTLAY		58,000	58,000	58,000	35,650
TOTAL APPROPRIATIONS		611,033	610,233	591,027	657,677
NET OF REVENUES/APPROPRIATIONS - FUND 101			0	3,528	0
BEGINNING FUND BALANCE			682,896	682,896	686,424
FUND BALANCE ADJUSTMENTS				0	0
ENDING FUND BALANCE			682,896	686,424	686,424
ESTIMATED REVENUES - ALL FUNDS			1,192,956	1,176,989	1,279,970
APPROPRIATIONS - ALL FUNDS			610,233	591,027	657,677
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS			582,723	585,962	622,293
BEGINNING FUND BALANCE - ALL FUNDS			1,797,768	1,797,768	2,383,730
FUND BALANCE ADJUSTMENTS - ALL FUNDS			0	0	0
ENDING FUND BALANCE - ALL FUNDS			2,380,491	2,383,730	3,006,023
Fund Balances					
___ Restricted				1,697,595	2,319,888
___ Committed				368,887	405,107
___ Assigned				7,664	7,664
___ Unassigned				309,584	273,364
TOTAL FUND BALANCE (All Funds)				2,383,730	3,006,023