Ramsey County Library
Request for Library Board Action

Meeting Date	Action Requested	Presented By
April 5, 2017	Approval	Jill Boldenow, Library Director

SUBJECT:
2018-2019 Budget Approval

BACKGROUND:
As discussed at the March Library Board meeting, all Ramsey County departments were asked to participate in a budget exercise that included a 2.5% decrease for 2018, and an additional 2.5% decrease for 2019, for a total levy decrease of 5% over two years. Any decreases in outside revenues, as well as increases in costs for County services such as property management costs, IT services and administrative overhead, must also be absorbed by departments.

In order to reach the reductions identified in the budget exercise, the Library would recommended a combination of cuts to hours, locations and/or services. Priorities for new programs and services were also identified, if they should become available. These priorities for the budget exercise and potential new funding were approved by the Library Board at the March 15 meeting. A copy of the worksheet outlining in the proposed priority order is attached for Library Board discussion and approval. A summary of the 2018-2019 full budget request is also attached.

BOARD ACTION REQUESTED:
Review and approve the proposed budget request for 2018-2019 and the priorities for potential programs and services not funded, and authorize staff to submit the budget documents to Ramsey County.

Department Summary

RAMSEY COUNTY

PROGRAMS / SERVICES NOT FUNDED **LIBRARY**

Programs or services not funded in the target budgets. Items are in department priority order.

Priority No.	Program - Description - Number of FTEs	2018 Increase in Levy if Funded	2019 Increase in Levy if Funded
1	Close a Small Library	410,000	410,000
2	Close Sundays at Roseville	-	120,000
3	Close Sundays at Maplewood and Shoreview	110,000	110,000
4	Close a Small Library	-	250,000
5	Collections Budget	225,000	225,000
6	Reduce Base Funding for Additional Hours at New Brighton	50,000	50,000
7	Reduce Base Funding for Substitute Staff	-	60,000
8	Additional Hours at Mounds View	35,000	35,000
9	Establish a Refurbishment Budget	50,000	50,000
TOTALS		880,000	1,310,000

LIBRARY DEPARTMENT

LINE ITEM DETAIL

ORG	ACCT	DESCRIPTION	2015 Actual	2016 Actual	2017 Approved	2018 Requested	2019 Requested
650101	411101	Salaries Permanent	5,169,240	5,207,910	5,917,135	5,854,696	5,952,328
650101	411103	Salaries Temporary	35,549	29,509	-	-	-
650101	411104	Salaries Overtime	2,692	199	-	-	-
650101	411111	Vacancy Factor	-	-	(34,065)	(33,714)	(34,277)
650101	411112	Deferred Compensation	12,241	12,518	14,700	15,740	17,180
650101	411201	PERA	382,527	382,850	445,153	439,167	446,489
650101	411202	FICA-OASDI	306,841	309,567	365,213	363,906	370,048
650101	411203	FICA-HI	72,108	72,399	85,413	85,108	86,544
650101	411301	Health & Welfare Insurance	869,289	904,549	946,742	965,896	982,005
650101	411302	Dental Insurance	34,000	-	(115,000)	-	-
650101	411303	Medicare B Coverage	1,678	1,462	3,000	1,500	1,500
650101	411306	Life Insurance	6,772	6,863	9,171	9,017	9,130
650101	411307	Long Term Disability	5,061	5,126	6,521	6,405	6,515
650101	411308	Unemployment Compensation	876	-	-	-	-
650101	411309	Health Care Savings Plan	15,320	16,123	15,951	34,180	32,371
650101	411310	Payroll Surcharge (OPEB Liability)	271,446	261,144	295,857	292,735	297,616
650101	411410	Cell Phone Allowance	-	220	-	1,320	1,320
		TOTAL PERSONAL SERVICES	7,185,641	7,210,438	7,955,791	8,035,955	8,168,769
650101	421106	Credit Card Fees	16,278	13,839	14,000	14,000	14,000
650101	421208	County Attorney Services	27,125	23,116	17,000	8,500	8,500
650101	421401	Data Processing Serv-Other	70,743	72,018	75,000	55,000	55,000
650101	421402	Data Processing Serv-Mtce	218,400	277,200	251,856	315,900	328,440
650101	421522	Other Professional Services	5,173	37,580	-	-	-
650101	421525	Recruitment Service	1,186	829	1,500	1,000	1,000
650101	421602	Advertising and Promotion	3,277	5,054	3,500	3,500	3,500
650101	421603	Printing & Stationery	23,686	18,931	20,000	20,000	20,000
650101	421701	Postage	17,693	10,404	15,000	12,000	12,000
650101	421706	Telephone-Long Distance Charges	266	460	250	500	500
650101	421707	Telephone-Local Service	64,317	78,585	60,000	95,000	95,000
650101	421709	Cable Television Services	1,816	947	1,800	1,000	1,000
650101	421710	Telephone-Cellular Service	978	1,105	1,200	1,200	1,200
650101	421801	Workers Compensation	4,951	13,220	13,220	13,220	13,220
650101	422402	Buildings & Office Space	1,194,996	1,304,505	1,485,344	1,499,962	1,499,962
650101	422502	Equipment & Machinery Rental	8,342	9,842	10,000	10,000	10,000
650101	422601	Equipment & Machinery Repairs	5,166	4,018	9,798	10,000	10,000
650101	422602	DP Equipment Maintenance	78,256	81,003	110,440	110,000	110,000
650101	422805	Software Maintenance	116,742	127,906	125,000	175,000	175,000
650101	423111	Employee Development	731	905	-	-	-
650101	424108	Tort Liability-Self Insurance	12,890	13,535	13,535	14,212	14,212
650101	424201	Property Tax	-	-	8,000	8,000	8,000
650101	424302	Membership & Dues	2,425	2,060	2,500	2,000	2,000
650101	424303	Conference & Seminar Expense	21,984	26,015	10,000	10,000	10,000
650101	424305	Volunteer/Comm Meeting Expense	1,011	1,181	1,000	1,000	1,000
650101	424307	Co Meeting/Acknowledgement Exp	474	592	500	500	500
650101	424309	Other Educational Expenses	3,576	361	4,000	4,000	4,000
650101	424501	Mileage/Parking	12,952	9,823	10,000	10,000	10,000
650101	424506	Freight & Express Charge	593	330	600	600	600
650101	424507	Messenger Service	620	955	650	1,250	1,250

LIBRARY DEPARTMENT

LINE ITEM DETAIL

ORG	ACCT	DESCRIPTION	2015 Actual	2016 Actual	2017 Approved	2018 Requested	2019 Requested
650101	424508	Armored Car Service	5,733	7,283	5,200	10,000	10,000
650101	424601	Other Services	329	290	300	-	-
650101	424605	Interest	45	-	-	-	-
650101	424606	Administrative Overhead	269,611	340,954	348,816	348,816	348,816
650101	424608	Per Diem Fees	3,100	3,400	3,000	3,000	3,000
		TOTAL OTHER SERVICES & CHARGES	2,195,463	2,488,243	2,623,009	2,759,160	2,771,700
650101	431101	Office Supplies	15,144	13,782	10,000	10,000	10,000
650101	431102	Computer Operating Supplies	57,881	56,781	50,000	55,000	55,000
650101	431103	Program Supplies	1,574	1,440	2,000	1,500	1,500
650101	431108	Duplicating Supplies	12,140	11,257	10,000	10,000	10,000
650101	431111	Signs & Supplies	1,709	440	2,000	2,000	2,000
650101	431120	Library Circulation Supplies	59,698	47,050	55,000	75,000	75,000
650101	432103	Miscellaneous Supplies	2,633	1,647	4,000	2,500	2,500
		TOTAL SUPPLIES	150,779	132,396	133,000	156,000	156,000
650101	441201	Equipment	-	-	-	-	-
650101	441211	Data Processing Equipment	-	-	-	-	-
650101	443101	Equipment Costs-Current Expense	13,516	7,681	5,000	10,000	10,000
650101	443102	PC Software Costs-Current Exp	34,100	91	-	-	-
650101	443103	Data Processing Equipment - Current Exp	4,376	16,250	50,000	50,000	50,000
650101	443301	Building Improvements - Current	-	369	-	50,000	50,000
650101	443401	Library Books	885,882	811,552	850,000	1,100,000	1,125,000
		TOTAL OPERATING CAPITAL OUTLAY	937,874	835,944	905,000	1,210,000	1,235,000
		TOTAL LIBRARY EXPENSES	10,469,757	10,667,022	11,616,800	12,161,115	12,331,469

REVENUE SUMMARY

	Fines and Forfeitures						
650101	313102	Library Fines	537,163	502,561	550,000	500,000	500,000
			537,163	502,561	550,000	500,000	500,000
	Intergovernmental Revenue						
650101	314107	MELSA	211,163	200,832	215,000	200,000	200,000
21652	314614	PERA Rate Increase Aid	21,652	21,652	21,652	21,652	21,652
			232,815	222,484	236,652	221,652	221,652
	Revenue From Sales						
650101	317309	Sale of Surplus Property	-	10	-	-	-
650101	317314	Duplicating Copies	69,069	70,215	70,000	70,000	70,000
650101	317401	Miscellaneous Sales	1,113	1,610	3,000	2,500	2,500
			70,181	71,835	73,000	72,500	72,500
	Use of Money and Property						
650101	318102	Interest on Investments	2,182	9,485	2,000	10,000	10,000
650101	318201	Buildings & Structures	97,640	102,786	120,000	105,000	105,000
			99,822	112,271	122,000	115,000	115,000

LIBRARY DEPARTMENT

LINE ITEM DETAIL

ORG	ACCT	DESCRIPTION	2015 Actual	2016 Actual	2017 Approved	2018 Requested	2019 Requested
	Other Revenues						
650101	319101	Comp for Loss of Co Prop	10	155	-	-	-
650101	319102	Recovery-Prior Years'	4,666	13,999	-	-	-
650101	319103	Recovery-Current Years'	89,429	56,095	-	-	-
650101	319104	Jury Service-County Employees	40	-	-	-	-
			94,146	70,249	-	-	-
		TOTAL REVENUE	1,034,127	979,401	981,652	909,152	909,152