Ramsey County Library
Request for Library Board Action

Meeting Date	Action Requested	Presented By
June 21, 2017	Authorization to Submit	Mary Larson, Financial Manager

SUBJECT:
2018-2019 Proposed Budget

BACKGROUND:
On May 31, 2017, Ramsey County Manager Julie Kleinschmidt shared her proposed Ramsey County budget for 2018 and 2019 to County departments. She recommended that Ramsey County Library receive a 3.31% budget increase for 2018, and a 1.14% budget increase for 2019, for a two-year total levy increase of 4.49%. The proposed budget includes the following changes:

- Maintain current public service hours and FTE at all seven libraries
- Include base funding for New Brighton hours (FTE added in 2016 budget)
- Increases in Administrative Overhead and Ramsey County IT costs
- Increase collections budget by $225,000 from use of fund balance (with plan to put in tax levy base in 2021)
- Establish a refurbishment budget of $100,000 per year to be funded from contingency balances in the Shoreview Library Construction budget
- Full funding of $150,000 for substitute staff in 2018, reduced by $60,000 in 2019
- Additional hours at Mounds View not funded

The County Manager will share her proposed budget with the County Board of Commissioners on August 8, 2017 in a Budget Workshop. The Library's budget hearing with the County Board will be held on August 15, 2017, from 1:00-4:00 p.m., as part of the Economic Growth & Community Investment Service Team hearing. The County Board will certify the levy for 2018 on September 19, 2017, and will vote on the final budget on December 12, 2017.

BOARD ACTION REQUESTED:
Discuss the 2018-2019 proposed budget, and authorize Library staff to submit the proposed budget documents to Ramsey County Finance on June 22, 2017 as directed.

DEPT: LIBRARY 6/08/2017

2018 / 2019 BUDGET RECOMMENDATIONS

		Increase in Levy if Funded	Increase in Levy if Funded	Finance Recommen-dations	Finance Recommen-dations
		2018 Target	**2019 Target**	**2018 Proposed**	**2019 Proposed**
Levy Targets		10,369,269	10,110,038	10,369,269	10,110,038
(Under)/Over Levy Target		0	0	0	0
		10,369,269	10,110,038	10,369,269	10,110,038
PROGRAMS/SERVICES NOT FUNDED:					
1 Close small library	-4.00 FTE	410,000	410,000	410,000	410,000
2 Close Sundays-Roseville Library	-2.25 FTE	0	120,000	0	120,000
3 Close Sundays-Maplewood Library	-1.08 FTE	62,323	62,323	62,323	62,323
3 Close Sundays-Shoreview Library	-0.77 FTE	50,000	50,000	50,000	50,000
4 Close small library	-2.60 FTE	0	250,000	0	250,000
5 Collections Budget*		225,000	225,000	225,000	225,000
6 Base funding for new hours-New Brighton Librar	-0.85 FTE	50,000	50,000	50,000	50,000
7 Substitute Staff		0	60,000		
8 Additional hours-Mounds View Library		35,000	35,000		
9 Refurbishment budget (**NOTE: to be removed as a PSNF**)		50,000	50,000	see below**	see below**
Analyst Adjustments:					
* USE Fund Balance for the Collections Budget item				(225,000)	(225,000)
(Fund Balance at year-end 2016 is about $4.2M and could go down to $3.2M for cash flow need.)					

** The Refurbishment budget item of $50K/year can be funded from the Shoreview Library Construction budget (via Contingent).
$100,000 for 2018 and $100,000 for 2019 will be proposed, to be moved from the Library CIP Contingent account.
There is about $184,000 in the Library CIP Contingent account, so about $16,000 would still be needed.
The $16,000 can be taken from the $500,000 from the Construction budget, which will be moved to Library CIP Contingent.

Administrative Overhead (Indirect Costs)				63,068	75,425
Health Care Savings Plan adjustment				(17,139)	(15,226)
NOTE: Library Debt Service levy will be reduced by $100,000 each year.					
Total Adjustments	-11.55 FTE	882,323	1,312,323	618,252	1,002,522
Proposed Tax Levies		**11,251,592**	**11,422,361**	**10,987,521**	**11,112,560**
2017 Approved Tax Levy		**10,635,148**	**10,635,148**	**10,635,148**	**10,635,148**
Inc/(Dec) from 2017 Approved		**616,444**	**787,213**	**352,373**	**477,412**
% Inc/-Dec from 2017 Approved		**5.80%**	**7.40%**	**3.31%**	**4.49%**
				from 2018 to 2019	**125,039**
					1.14%

Change in FTE's:

Existing	**(11.55)**	**(11.55)**	**0.00**	**0.00**
New or Expanded Program - funded	**0.00**	**0.00**	**0.00**	**0.00**

Budget	**12,121,673**	**12,246,712**
Revenue	**909,152**	**909,152**
Use of Fund balance	**225,000**	**225,000**
Tax Levy	**10,987,521**	**11,112,560**
	0	**0**

Department Summary

BUDGET SUMMARY **LIBRARY**

Title	2016 Budget	2017 Budget	2018 Proposed	2019 Proposed
Expenditure/Appropriation	10,659,121	11,616,800	12,121,673	12,246,712
Revenue/Estimated Revenue	979,401	981,652	909,152	909,152
Use of Fund Balance	0	0	225,000	225,000
County Tax Levy	9,679,720	10,635,148	10,987,521	11,112,560
Inc/(Dec) from Previous Year			352,373	125,040
% Inc/-Dec from Previous Year			3.3%	1.1%
Inc/(Dec) for 2 Years				477,412
% Inc/-Dec for 2 Years				4.5%

EXPENDITURESUMMARY

Title	2016 Budget	2017 Budget	2018 Requested	2019 Requested
Expenditures				
Personal Services	7,202,538	7,955,791	7,982,445	8,057,176
Other Services and Charges	2,488,243	2,623,009	2,823,228	2,848,536
Supplies	132,396	133,000	156,000	156,000
Operating Capital Outlay	835,944	905,000	1,160,000	1,185,000
Total Expenditure/Appropriation	10,659,121	11,616,800	12,121,673	12,246,712
Inc/(Dec) from Previous Year			504,873	125,040
% Inc/-Dec from Previous Year			4.3%	1.0%
Inc/(Dec) for 2 Years				629,912
% Inc/-Dec for 2 Years				5.4%

REVENUE SUMMARY

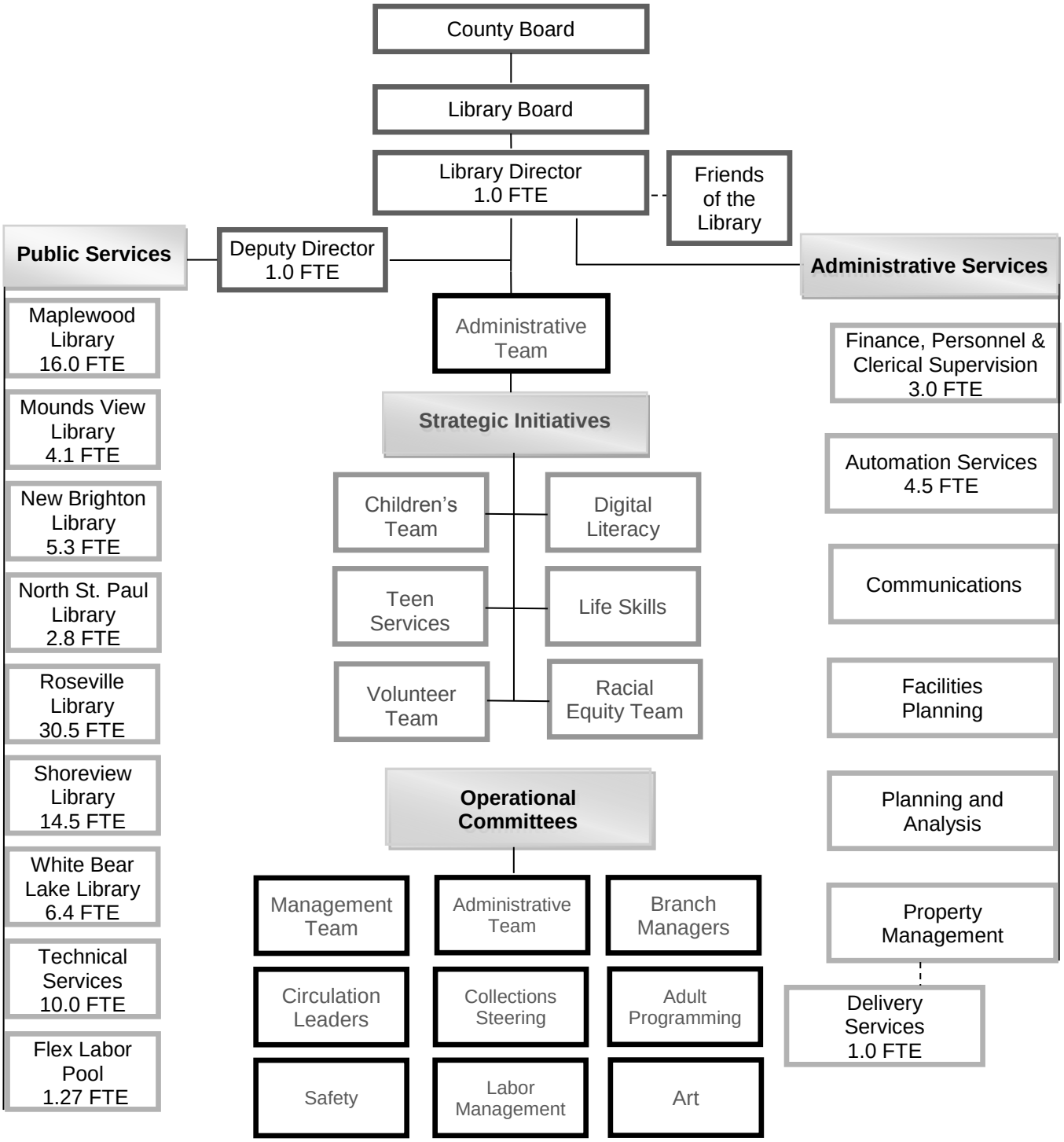
Title	2016 Budget	2017 Budget	2018 Requested	2019 Requested
Revenues				
Fines and Forfeitures	502,561	550,000	500,000	500,000
Intergovernmental Revenue	222,484	236,652	221,652	221,652
Revenue from Sales	71,835	73,000	72,500	72,500
Revenue from Use of Money/Property	112,271	122,000	115,000	115,000
Other Revenue	70,249	-	-	-
Total Revenue/Estimated Revenue	979,401	981,652	909,152	909,152
Inc/(Dec) from Previous Year			(72,500)	-
% Inc/-Dec from Previous Year			-7.4%	0.0%
Inc/(Dec) for 2 Years				(72,500)
% Inc/-Dec for 2 Years				-7.4%

Department Summary

RAMSEY COUNTY

Jill Boldenow, Library Director 4560 North Victoria Street 651.486.2200

LIBRARY

2017 ORGANIZATION CHART

Personnel - FTE	
2016 Budget -	101.17
2017 Budget -	101.37
2018 Proposed -	101.37
2019 Proposed -	101.37