

Memorandum

To: MPL Board of Trustees
From: Kristin Stoeger, Library Director
Re: 2019 Budget
Date: August 21, 2018

The proposed budget has been attached showing percent increases and decreases for each line item. Here's a brief synopsis of the major points within the Library Budget:

- Our main revenue comes from two sources: 20% from County funding and 70% from City funding. The County determines their funding based on annual circulation and cost per circulation specifically focused on those who are non-city residents. Funding went down from the County significantly for 2019 (from \$466,000 to \$412,000)
- Increase: All personnel lines in each department went up by about 8%. This is due to the new pay plan implemented on July 2018.
- Increase: 2810-57110-553300 Machinery in Admin – this increase is due to maintenance and printing costs for our staff copiers/printers
- Decrease: Maintenance utilities: Stacey and his team continue to make strides in balancing our utilities and finding cost savings
- Increase: Public Services – Other professional services 2810-57130-521900: Our contracted service through Evanced which handles our meeting room reservations went up significantly for 2018 so I budgeted higher for 2019.
- Maintain: Collections and Youth Collections: These lines have stayed flat, but we have moved money around to more accurately reflect where it is being spent out
- Increase: Youth programming and promotion 2810-57240-534812: youth continues to increase programming attendance numbers. In 2017, they had 442 annual programs with attendance of 9575 attendance, and I know 2018 has even higher attendance numbers. This equates to \$0.40 per attendee. I am proposing an increase to equate to \$0.52 per attendee which is still very fair.
- Increase: Materials management OCLC contract 2810-57330-529922: This increase is due to increased cost of contract
- Increase: Materials management staff development 2810-57330-533700: This increase accounts for 19 staff which amounts to \$95 per person as compared to \$42 per person in 2018 budget
- Increase: Materials management technical supplies 2810-57330-531271: There hasn't been an increase in this line for quite a few years. Cost of supplies has gone up, especially with Picture Book City, and we need more money to cover costs
- Increase: Personnel Overtime budget amounts: you will see overtime budget amounts in a few departments. The city is moving towards a new software, Kronos, will allow for timestamping. Since this will more accurately reflect time worked, we are estimating there may be overtime hours for full time employees, especially on Saturdays when there isn't an ability to flex time.
- Revenue adjustments: these were made to reflect truer to actual money received.

Upon approval of the Library Finance Committee, the 2019 proposed budget will be sent to the Library Board for approval. The tentative budget will be submitted to the City by August 24 to meet their deadline. If there are any changes from either the Finance Committee or Library Board, those will be added in after those meetings. After the Library Board approves the budget, it will go to the Mayor, City

Finance Committee, and City Council for deliberation and approval, respectively. I will keep the Library Board informed of any developments as we move forward.

Thank you for your consideration.