

Saint Paul Library Agency
2007 Proposed Budget

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CITY OF SAINT PAUL

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Saint Paul, Minnesota 55102

August 10, 2006

Honorable Library Agency Board Members,

I am pleased to transmit to you my 2007 budget for the Library Agency.

Let me thank you for your dedication to the people of Saint Paul, and for all the work you do to make Saint Paul a great place to live, work and play.

As you know, this budget is full of tough choices and challenges. However, I firmly believe this is an opportunity for us to transform service delivery and put Saint Paul back on track.

There are several principles upon which this budget is based:

1. A commitment to making the most library resources available during the most hours—which means having one location open on Sunday in each region of the city.
2. A need to keep smaller neighborhood locations open during key after-school hours.
3. Adding high demand library services such as wireless, and more computer classes.
4. The need to make the largest collection of resources in the library—the Central library collections—accessible on a day when parking downtown is free.

This Library Agency budget enhances public service, controls spending growth and puts us on track to achieve a permanent structural balance in the city budget by 2010.

Thank you again for your leadership, support and commitment to Saint Paul. I look forward to working with you on this important budget for our great city.

Sincerely,

Christopher B. Coleman
Mayor

Saint Paul Public Library Agency

Board of Commissioners

	Term of Office	
	From	To
<u>Commissioners</u>		
Jay Benanav	January 1, 2004	December 31, 2007
Daniel Bostrom	January 1, 2004	December 31, 2007
Patrick Harris	January 1, 2004	December 31, 2007
Lee Helgen	January 1, 2004	December 31, 2007
Kathy Lantry	January 1, 2004	December 31, 2007
Debbie Montgomery	January 1, 2004	December 31, 2007
Dave Thune	January 1, 2004	December 31, 2007

Officers

Chairperson - Patrick Harris

Vice Chairperson - Kathy Lantry

Secretary/Treasurer - Lee Helgen

Budget Process

The budget process is designed to conform with state law, the city charter, and the legislative code. The process to develop the budget commences in February.

January - March

The budget for 2006 is finalized during this time. This includes preparing, printing and distributing books reflecting the 2006 adopted budget. The accounting section of the Office of Financial Services prepares the annual financial report for the previous year (2005). During this time, the “base budget” for the upcoming year (2007) is identified.

April - June

The Library Director presents a needs and resource assessment to the Library Board with priorities, no later than April 1st. Forms, instructions, printouts and the Mayor’s guidelines are distributed. These tools are used to plan for and develop the operating budget. The department management and staff identify objectives, performance indicators and the resources needed to accomplish goals. Services are reviewed to determine purpose, need and cost-saving ideas.

The department request for the 2007 budget is submitted to the Office of Financial Services in June. After that, the department’s budget is analyzed by the OFS budget staff. The Mayor meets with the Director to discuss needs, and to ensure the budget meets the service level and taxing objectives that have been established for the City.

July - September

The budget staff finalizes the Mayor’s recommendation and the Mayor’s proposed budget is produced. The Mayor then presents the recommended budget to the Library Board within one week of the deadline for the City budget presentation, as required by the city charter.

In August, the Library Board begins reviewing the Mayor’s proposed budget. The Board will hold meetings with the Director, management and staff to obtain a clear understanding of the department’s goals, service priorities and objectives that are represented in the proposed budget. As required by state law, the Library Board sets the *maximum* property tax levy in September. Governmental units can adjust budgets, resulting in property taxes that are less than, but not more than, the maximum levy.

October - December

The Library Board holds public hearings on the budget. Ramsey County mails property tax statements to property owners indicating the *maximum* amount of property taxes that the owner will be required to pay. These statements also indicate when the “Truth in Taxation” public hearings will be held. State law requires the Library Board to hold a joint meeting with the City, County and School District. This meeting is held in early December. The Library Board then adopts a recommended budget and tax levy for the Library Agency. The adopted budget represents changes made by the Library Board to the Mayor’s proposed budget. The Mayor has veto authority over the Library Board-adopted budget.

Total Combined City and Library Agency Budgets: 2006 Adopted and 2007 Proposed

	2006 <u>Adopted</u>	2007 <u>Proposed</u>	Change <u>Percent</u>
City operations	383,063,895	389,362,919	1.6%
Library operations	<u>14,647,444</u>	<u>14,906,229</u>	1.8%
<i>Total operations</i>	<u>397,711,339</u>	<u>404,269,148</u>	1.6%
City debt service	57,342,935	55,991,279	-2.4%
Library debt service	<u>3,042,988</u>	<u>3,193,699</u>	5.0%
<i>Total debt service</i>	<u>60,385,923</u>	<u>59,184,978</u>	-2.0%
Capital improvements	95,747,000	68,554,000	-28.4%
Library capital improvements	<u>201,607</u>	<u>0</u>	-100.0%
<i>Total capital improvements</i>	<u>95,948,607</u>	<u>68,554,000</u>	-28.6%
Total combined budgets:	<u><u>554,045,869</u></u>	<u><u>532,008,126</u></u>	-4.0%

Workforce Summary, City and Library Agency Combined

	2006 <u>Adopted</u>	2007 <u>Proposed</u>	Change <u>Percent</u>
City FTEs (All Funds)	2,772.2	2,775.7	0.1%
Library FTEs (All Funds)	<u>189.3</u>	<u>182.1</u>	-3.8%
<i>Total Combined FTEs</i>	<u>2,961.5</u>	<u>2,957.8</u>	-0.1%

**Property Tax Levy and State Aid: City, Library Agency and Port Authority Combined
2006 Adopted vs. 2007 Proposed**

	Property Tax Levy*				Pct of City	Pct of City
	<u>2006</u>	<u>2007</u>	<u>Amount</u>	<u>Pct.</u>	<u>06 Total</u>	<u>07 Total</u>
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>		
City of Saint Paul						
General Fund	47,258,408	47,299,936	41,528	0.1%	73.2%	67.5%
General Debt Service	6,653,277	11,086,202	4,432,925	66.6%	10.3%	15.8%
Saint Paul Public Library Agency	10,621,221	11,676,423	1,055,202	9.9%	16.5%	16.7%
Total (City and Library combined)	64,532,906	70,062,561	5,529,655	8.6%	100.0%	100.0%
Port Authority	1,312,608	1,709,050	396,442	30.2%		
Overall Levy (City, Library & Port)	65,845,514	71,771,611	5,926,097	9.0%		

* This is the total property tax levy used to determine tax rates. Actual financing available to support the budget is less, due to a 2% "shrinkage" allowance for delinquent taxes. The State pays a portion of the tax levy through the Market Value Homestead Credit, which is included in these numbers.

Local Government Aid Financing

	<u>2006</u>	<u>2007</u>	<u>Amount</u>	<u>Pct.</u>	<u>Pct. Of</u>	<u>Pct. of</u>
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>	<u>06 Total</u>	<u>07 Total</u>
City of Saint Paul						
General Fund	54,577,670	54,959,556	381,886	0.7%	91.7%	91.7%
General Debt Service	0	0	0	N.A.	0.0%	0.0%
Saint Paul Public Library Agency	4,966,891	5,001,645	34,754	0.7%	8.3%	8.3%
Total (City and Library combined)	59,544,561	59,961,201	416,640	0.7%	100.0%	100.0%

**2007 Proposed Budget for the Saint Paul Library Agency
Spending/Financing Summary**

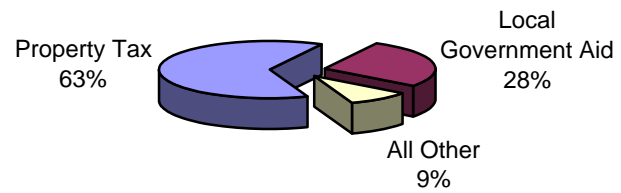
Spending:	2006 Adopted	2007 Proposed	Change	
			Amount	Percent
Fund 349, PLA General Fund ¹	14,619,872	13,717,694	-902,178	-6.2%
Fund 350, PLA-Revenues and Grants		1,157,208	1,157,208	100.0%
Fund 363, Rella Havens Memorial Fund	27,572	31,327	3,755	13.6%
Fund 934, Library Capital Projects	201,607	0	-201,607	-100.0%
Fund 966, Library Debt Service Fund	3,042,988	3,193,699	150,711	5.0%
	<u>17,892,039</u>	<u>18,099,928</u>	<u>207,889</u>	1.2%
Financing:				
Property tax/market value credit-Fund #349 financing	8,328,949	8,716,049	387,100	4.6%
Property tax/market value credit-Fund #966 financing (Subtotal = \$10,412,961, \$11,447,473) ²	2,084,012	2,731,424	647,412	31.1%
Local Government Aid	4,966,891	5,001,645	34,754	0.7%
MELSA	140,470	71,250	-69,220	-49.3%
Friends of the Library Contributions	415,493	468,223	52,730	12.7%
Use of Fund Balance	1,430,050	605,602	-824,448	-57.7%
All Other	526,174	505,735	-20,439	-3.9%
Total Library Financing	<u>17,892,039</u>	<u>18,099,928</u>	<u>207,889</u>	1.2%

¹For the 2007 budget, Fund 349 was split into two funds. Fund 349 still contains the Library "general funds" (property tax supported) and Fund 350 contains the special fund activities that were budgeted in Fund 349 for the 2006 budget. Fund 350 is not supported by property taxes or LGA.

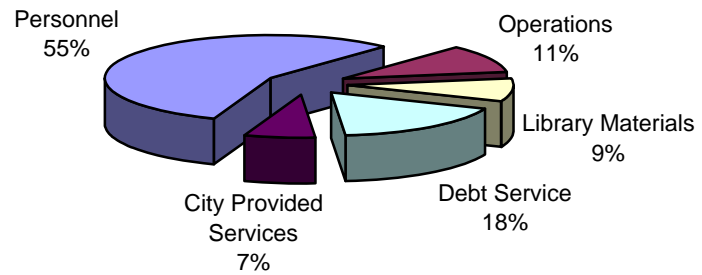
²Actual property tax financing available, does not include shrinkage allowance.

Summary - Spending and Financing

2007 Revenue By Source

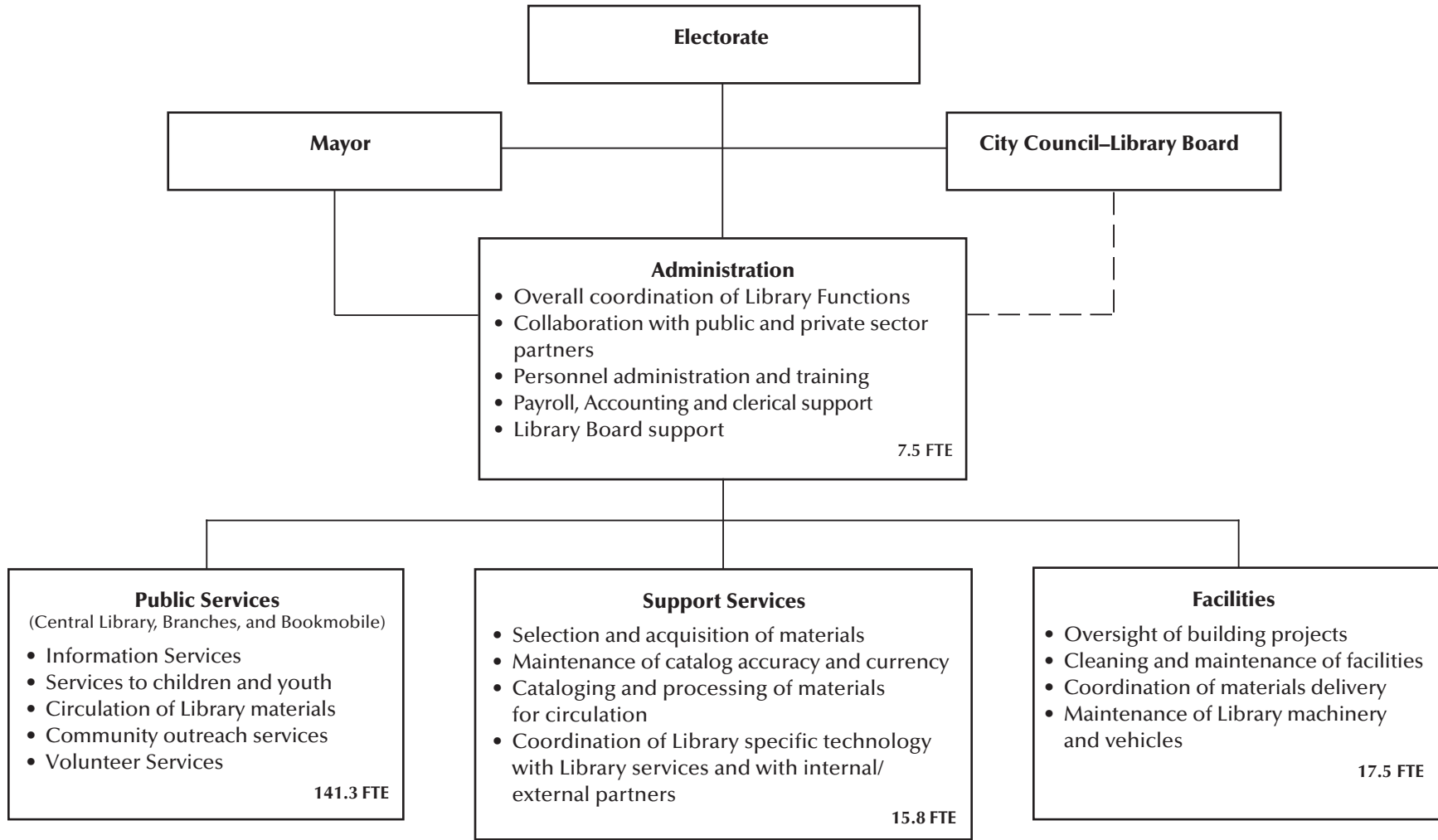


2007 Spending By Type



Saint Paul Public Library Agency

The mission of the Saint Paul Public Library Agency is to anticipate and respond to the community's need for information; to facilitate lifelong learning; to stimulate and nurture a desire to read in young people; to provide reading materials to meet the interest of all ages; and to enrich the quality of life in the community.



(Total 182.1 FTEs)

8/10/06

About the Saint Paul Public Library

What We Do (Description of Services)

The Saint Paul Public Library plays a key role in the educational and cultural life of the City. During the year, library staff:

- Circulate books and non-printed materials to users of all ages.
- Provide public access to 45 proprietary databases which contain high quality information for users of all ages on a wide range of subjects.
- Provide programming in support of literacy to over 73,000 children throughout Saint Paul.
- Support K-12 students by providing homework assistance at five Homework Centers which offer mentors, computers and supplies.
- Support teachers by providing special lending policies and services.
- Support the basic education needs of new Americans by providing materials and services.
- Provide computer training to seniors and other adults.
- Collaborate with other City departments and nonprofit organizations to provide educational programs.

Statistical Profile

• Number of library card holders	267,671
• Visits to library by customers	2,330,240
• Number of materials checked out by customers	3,339,830
• Number of logons to electronic databases	1,316,198
• Number of external, virtual visits to resources	1,083,998

2005-2006 Accomplishments

We're proud of the following accomplishments:

- First Lady Laura Bush presented the Library with the nation's top library award at a White House ceremony.
- The Minneapolis St. Paul Business Journal presented an award for Best Mixed-Use Development to the Rondo Community Outreach Branch and the University Dale Apartment complex to officially open September 9, 2006.
- A new, larger Bookmobile was provided to our customers, and the old Bookmobile was donated to Saint Paul's Sister City, Manzanillo, Mexico.
- A new service, Tutor.com, which provides free online tutoring help to students, was launched.
- The federally supported Urban Library Project graduated its second class of 18 students, two of whom have been hired by the Library.
- With funding from a federal LSTA grant, cultural liaisons were hired to extend and promote library service to Saint Paul's Somali, Hmong, and Spanish-speaking communities.
- Another LSTA grant funded technology adapted for people with disabilities to the Highland Park and Hayden Heights branches.
- With funding from the National Endowment for the Humanities and the Upper Midwest Conservation Association staff began writing a long-range preservation strategy for the Saint Paul Collection, our local history collection.
- The Library initiated the "Friendly Reminder" services, which notifies customers a few days before the items they have borrowed are due.
- The Library's Web site was enlarged to provide content in the Spanish, Hmong and Somali languages. A new library site for teens was launched.
- Circulation information for speakers of Spanish, Hmong, and Somali was provided in aural format on MP3 files on library computers.

Key Performance Measures

Performance Objective: In every neighborhood of the City, serve as a community destination for materials, services and programs				
Performance Indicator: Number of visits by individuals to library agencies, including the number of Internet users, and the number of people attending adult and juvenile programs				
MEASURES:	2004 Actual	2005 Actual	2006 Estimated	2007 Projected
Number of people visting libraries	2,254,473	2,330,240	2,376,844	2,424,380
Number of people using the Internet	327,166	353,416	360,484	367,693
Number of people attending adult and juvenile programs	74,470	79,936	81,534	83,164

Performance Objective: Provide books and other library materials that library users want to check out				
Performance Indicator: Number of items checked out during the year				
MEASURES:	2004 Actual	2005 Actual	2006 Estimated	2007 Projected
Number of items checked out	3,218,318	3,339,830	3,406,626	3,474,758

Performance Objective: Provide library users with access to information from their homes, schools and workplaces				
Performance Indicator: Number of external virtual visits to networked library resources				
MEASURES:	2004 Actual	2005 Actual	2006 Estimated	2007 Projected
Number of external virtual visits to networked library resources	1,064,654	1,083,998	1,105,677	1,128,232

Performance Objective: Provide library users with easy access to the holdings of all the library's materials, whatever their location				
Performance Indicator: Number of electronic reserves placed on library materials				
MEASURES:	2004 Actual	2005 Actual	2006 Estimated	2007 Projected
Number of electronic reserves placed on library materials	420,965	516,311	500,000*	500,000*

Performance Objective: Provide library users with access to digital resources and personal computers				
Performance Indicator: Number of individual who use computers in library buildings for Internet searching, work processing and associated tasks				
MEASURES:	2004 Actual	2005 Actual	2006 Estimated	2007 Projected
Number of individuals who use Internet/word processing computers in libraries	1,147,822	1,316,198	1,342,521	1,369,371

2007 Budget Plan

2007 Priorities

- Devoting more staff and resources to the delivery of innovative services to children and youth.
- Investing in technology in order to streamline library operations and improve service to customers.
- Piloting projects that demonstrate innovation in the delivery of library services and materials to customers.
- Studying and reconfiguring staff deployment to meet changing expectation of library users and the community.

2007 Budget Explanation

Base Adjustments

The 2006 adopted budget was adjusted to set the budget base for 2007. The base includes the anticipated 2007 growth in salaries and fringes related to the bargaining process. It also includes 2% inflation growth on goods and services. Funds for a full year of operations at Rondo were provided. A spending restraint of \$74,394 was imposed. Spending increases funded with one-time monies were removed from the base. These included Saturday programs at Central, Homework Center funds at Sun Ray and a community relations position. The base budget was reduced by a net of 1.7 FTEs compared to 2006.

Mayor's Recommendation

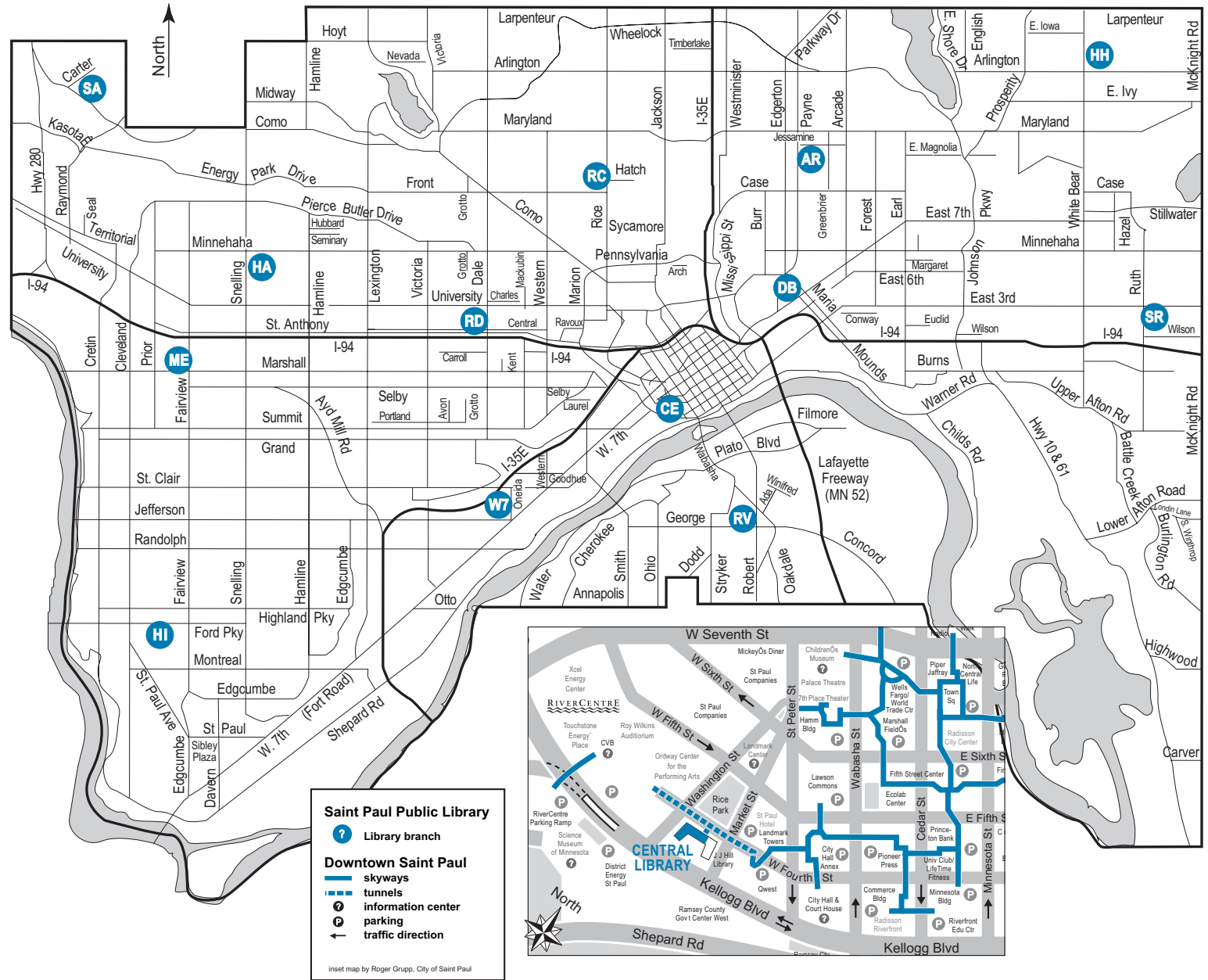
The Library Agency proposed budget for 2007 is \$18,099,928, an increase of \$207,889 (1.2%) over the 2006 budget. This includes a decrease of \$201,607 for Fund 934, Library Agency Capital Projects. The proposed budget reallocates library hours, but there will be no net loss of library hours. While the hours that neighborhood branches are open are changing, overall hours that patrons have access to library resources are not decreasing. The hours reallocation will save \$188,000. The Agency will also begin implementation of a plan to include wireless access at library sites, beginning with Central and Rondo. The budget for library materials will remain the same as 2006, however, there will be a shift from "General Fund" spending to special fund spending of \$100,000 financed with the Neighborhood Connections STAR Grant.

Total Library FTEs decrease by 7.2; 3.7 due to the hours reallocation plan, a base reduction of 1.7 FTE, 1.0 FTE in administration, and a reduction of .8 FTE related to grants.

The total property tax financing for the Library Agency will grow by \$1,034,512, or 9.9%. This is primarily due to the loss of one-time financing sources, and use of fund balance, for the Library Agency debt service 2006 budget. Property tax financing for the Library "General Fund" will increase 4.7%.

In the 2006 budget, LGA comprised 32.3% of the mix of LGA and property tax financing for Funds 349 and 966. For 2007, the percentage is decreased to 30.4%.

- AR** **Arlington Hills**
1105 Greenbrier St. 55106
- CE** **Central Library**
90 W. Fourth St. 55102
- DB** **Dayton's Bluff**
645 E. Seventh St. 55106
- HA** **Hamline Midway**
1558 W. Minnehaha Ave. 55104
- HH** **Hayden Heights**
1456 White Bear Ave. 55106
- HI** **Highland Park**
1974 Ford Pkwy. 55116
- ME** **Merriam Park**
1831 Marshall Ave. 55104
- RV** **Rice Street**
1011 Rice St. 55117
- RC** **Riverview**
1 E. George St. 55107
- RD** **Rondo Community Outreach**
461 N. Dale St. 55103
- SA** **Saint Anthony Park**
2245 Como Ave. 55108
- SR** **Sun Ray**
2105 Wilson Ave. 55119
- W7** **West Seventh**
265 Oneida St. 55102



Libraries

Department/Office Director: **MELANIE HUGGINS**

	2004 2nd Prior Exp. & Enc.	2005 Last Year Exp. & Enc.	2006 Adopted	2007 Mayor's Proposed	Change from 2006 Adopted
<u>Spending By Unit</u>					
001 GENERAL FUND	39				
349 PUBLIC LIBRARY AGENCY GENERAL FUND	12,492,937	12,769,481	14,619,872	13,717,694	-902,178
350 PLA REVENUES AND GRANTS	1,394,213	1,232,622		1,157,208	1,157,208
363 RELLA HAVENS MEMORIAL FUND	24,899	15,201	27,572	31,327	3,755
934 LIBRARY AGENCY CAPITAL PROJECTS	4,334,746	4,084,928	201,607		-201,607
966 LIBRARY AGENCY DEBT SERVICE	2,498,844	2,830,690	3,042,988	3,193,699	150,711
Total Spending by Unit	20,745,678	20,932,922	17,892,039	18,099,928	207,889
<u>Spending By Major Object</u>					
SALARIES	6,869,499	6,925,462	7,538,507	7,683,638	145,131
SERVICES	1,732,779	2,057,220	2,086,631	2,115,595	28,964
MATERIALS AND SUPPLIES	2,552,924	2,683,105	2,451,465	2,410,145	-41,320
EMPLOYER FRINGE BENEFITS	2,277,490	2,246,713	2,445,519	2,501,229	55,710
MISC TRANSFER CONTINGENCY ETC	6,377,758	2,440,265	2,079,366	2,034,377	-44,989
DEBT	278,130	528,550	992,825	1,188,825	196,000
STREET SEWER BRIDGE ETC IMPROVEMENT					
EQUIPMENT LAND AND BUILDINGS	657,098	4,051,607	297,726	166,119	-131,607
Total Spending by Object	20,745,678	20,932,922	17,892,039	18,099,928	207,889
Percent Change from Previous Year		0.9%	-14.5%	1.2%	
<u>Financing By Major Object</u>					
GENERAL FUND	39				
SPECIAL FUND					
TAXES	8,985,498	9,476,140	9,812,221	10,839,175	1,026,954
LICENSES AND PERMITS					
INTERGOVERNMENTAL REVENUE	6,153,642	5,903,344	5,717,485	5,681,193	-36,292
FEES, SALES AND SERVICES	72,941	60,064	47,850	58,700	10,850
ENTERPRISE AND UTILITY REVENUES					
MISCELLANEOUS REVENUE	14,042,293	1,273,696	884,433	915,258	30,825
TRANSFERS	2,013,111	105,000			
FUND BALANCES			1,430,050	605,602	-824,448
Total Financing by Object	31,267,524	16,818,244	17,892,039	18,099,928	207,889
Percent Change from Previous Year		-46.2%	6.4%	1.2%	

All Operating Funds Summary

City of Saint Paul

2007 Major Unit Spending Plan by Division and Fund

Mayor's Proposed Budget

Department: **LIBRARIES**

Director: MELANIE HUGGINS

Mission:

THE MISSION OF THE SAINT PAUL LIBRARY IS TO ANTICIPATE AND RESPOND TO THE COMMUNITY'S NEED FOR INFORMATION; TO FACILITATE LIFELONG LEARNING; TO STIMULATE AND NURTURE A DESIRE TO READ IN YOUNG PEOPLE; TO PROVIDE READING MATERIALS TO MEET THE INTERESTS OF ALL AGES; AND TO ENRICH THE QUALITY OF LIFE IN THE COMMUNITY; THE LIBRARY ACHIEVES ITS MISSION BY COLLECTING, ORGANIZING AND PROVIDING MATERIALS AND INFORMATION SERVICES.

Services:

THE LIBRARY OFFERS A FULL RANGE OF SERVICE USUALLY PROVIDED BY A PUBLIC LIBRARY INCLUDING THE CIRCULATION OF MATERIALS, REFERENCE AND INFORMATION. IT EXISTS TO MEET THE INFORMATIONAL AND EDUCATIONAL NEEDS OF ALL RESIDENTS OF SAINT PAUL AND TO PROVIDE PHYSICAL FACILITIES FOR REFERENCE, RESEARCH, AND MEETINGS. IN ADDITION TO ITS OWN RESOURCES, THE LIBRARY PROVIDES ACCESS TO OTHER RESOURCES THROUGH REFERRAL, NETWORKS AND COOPERATIVE ARRANGEMENTS.

Department Spending Plan by Type of Expenditure	2004 2nd Prior Exp. & Enc.	2005 Last Year Exp. & Enc.	2006 Adopted	2007 Mayor's Proposed	Changes from Amount	2006 Percent
1110 DIVISION 10	39					
Total General Fund	39	0	0	0	0	0.0%
Percent Change from Previous Year		-100.0%	0.0%			
349 PUBLIC LIBRARY AGENCY GENERAL FUND	12,492,937	12,769,481	14,619,872	13,717,694	-902,178	-6.2%
350 PLA REVENUES AND GRANTS	1,394,213	1,232,622		1,157,208	1,157,208	
363 RELLA HAVENS MEMORIAL FUND	24,899	15,201	27,572	31,327	3,755	13.6%
934 LIBRARY AGENCY CAPITAL PROJECTS	4,334,746	4,084,928	201,607		-201,607	-100.0%
966 LIBRARY AGENCY DEBT SERVICE	2,498,844	2,830,690	3,042,988	3,193,699	150,711	5.0%
Total Special Fund	20,745,639	20,932,922	17,892,039	18,099,928	207,889	1.2%
Percent Change from Previous Year		0.9%	-14.5%			
<u>Authorized Work Force (FTE's)</u>						
SPECIAL FUND	175.8	180.8	189.3	182.1	-7.2	-3.8%
Total Personnel	175.8	180.8	189.3	182.1	-7.2	-3.8%
Percent Change from Previous Year		2.8%	4.7%			

Fund 349, PLA General Fund

City of Saint Paul 2007 Budget Fund Spending Plan Summary Mayor's Proposed Budget

Fund: **349 PUBLIC LIBRARY AGENCY GENERAL FUND**

Fund Manager: MELANIE HUGGINS

Department: **11 LIBRARIES**

Department Director: MELANIE HUGGINS

Fund Purpose:
TO ACCOUNT FOR SPENDING AND FINANCING ASSOCIATED WITH THE SAINT PAUL LIBRARY AGENCY IN ORDER TO PROVIDE A FULL RANGE OF LIBRARY SERVICES. THIS FUND REFLECTS THE MAIN OPERATIONS OF THE LIBRARY FUNDED WITH PROPERTY TAX AND LOCAL GOVERNMENT AID.

	Spending Amount					Personnel FTE/Amount (salary+Allowance+Negotiated Increase)								
	2004	2005	2006	2007		2004	2005	2006	2007		Change from			
	2nd Prior Exp. & Enc.	Last Year Exp. & Enc.	Adopted	Mayor's Proposed Amount	Change/Percent	Authorized FTE	FTE/Amount	Adopted FTE/Amount	Mayor's Proposed FTE/Amount	2006 FTE/Amount	2007 FTE/Amount	2006 FTE/Amount	2007 FTE/Amount	
by Type of Expenditure														
SALARIES	6,654,142	6,781,853	7,517,416	7,513,883	-3,533	0.0%								
SERVICES	1,629,233	1,889,649	2,086,615	1,940,323	-146,292	-7.0%								
MATERIALS AND SUPPLIES	1,926,821	1,845,360	2,451,465	1,786,651	-664,814	-27.1%								
EMPLOYER FRINGE BENEFITS	2,226,476	2,220,342	2,439,054	2,448,234	9,180	0.4%								
MISC TRANSFER CONTINGENCY ETC	56,264	32,278	29,203	28,603	-600	-2.1%								
DEBT														
STREET SEWER BRIDGE ETC IMPROVEMENT														
EQUIPMENT LAND AND BUILDINGS			96,119		-96,119	-100.0%								
Spending Total	12,492,937	12,769,481	14,619,872	13,717,694	-902,178	-6.2%								
by Activity														
33400 LIBRARY SPECIAL REVENUE FUND			239,642		-239,642	-100.0%								
33450 LIBRARY ADMINISTRATION	1,102,441	1,237,081	1,226,774	1,169,898	-56,876	-4.6%	2.0	3.0	3.0	200,239	2.0	167,098	-1.0	-33,141
33451 LIBRARY SUPPORT SERVICES	2,876,618	2,861,235	2,879,213	2,865,414	-13,799	-0.5%	19.5	18.8	19.3	790,825	19.3	829,485	-1.0	38,660
33452 PUBLIC SERVICES, LIBRARY	6,939,330	6,968,950	7,612,424	7,816,277	203,853	2.7%	132.3	137.0	144.7	5,598,372	139.3	5,742,092	-5.4	143,720
33454 LIBRARY MAINTENANCE SERVICES	1,574,548	1,702,216	1,814,645	1,866,105	51,460	2.8%	16.5	16.8	17.5	752,703	17.5	775,208	-1.0	22,505
33460 METRO LIBRARY SERVICE AGENCY (MELSA)			273,250		-273,250	-100.0%								
33462 FRIENDS OF THE LIBRARY			414,356		-414,356	-100.0%	2.5	2.5	2.5	100,569			-2.5	-100,569
33463 COMMUNITY BASED SCIENCE			9,304		-9,304	-100.0%	0.2	0.2	0.2	7,121			-0.2	-7,121
33464 PERRIE JONES LIBRARY			116,528		-116,528	-100.0%	1.0	1.0	1.0	41,766			-1.0	-41,766
33466 ST CATH TEACHING-LEARNING LIBRARY			33,736		-33,736	-100.0%	1.0	1.0	0.6	25,821			-0.6	-25,821
Fund Total	12,492,937	12,769,481	14,619,872	13,717,694	-902,178	-6.2%	175.0	180.3	188.8	7,517,416	178.1	7,513,883	-10.7	-3,533
Percent Change from Previous Year		2.2%	14.5%				3.0%	4.7%					-5.7%	0.0%

City of Saint Paul 2007 Financing Plan by Object Code and Activity Mayor's Proposed Budget

Fund: 349 PUBLIC LIBRARY AGENCY GENERAL FUND
Fund Manager: MELANIE HUGGINS

Assumptions for Major Revenue Sources and Explanation for Significant Financing Changes:
SOURCES OF REVENUE INCLUDE PROPERTY TAXES, LOCAL GOVERNMENT AID, MARKET VALUE CREDITS.

Object Code	Financing Detail	2004 2nd Prior Receipts	2005 Last Year Revenues	2006 Adopted	2007 Department Estimate	2007 Mayor's Proposed	2007 Mayor's Proposed Budget Change From		
							Department Estimate	2006	
								Amount	Percent
1001	CURRENT - TAXPAYER								
	33450 LIBRARY ADMINISTRATION	5,087,825	5,501,203	7,848,439	7,848,439	8,252,894	404,455	404,455	5.2
Total	CURRENT - TAXPAYER	5,087,825	5,501,203	7,848,439	7,848,439	8,252,894	404,455	404,455	5.2
1002	FISCAL DISPARITIES								
	33450 LIBRARY ADMINISTRATION	1,477,367	1,973,121						
Total	FISCAL DISPARITIES	1,477,367	1,973,121						
1004	1ST YEAR DELINQUENT								
	33450 LIBRARY ADMINISTRATION	-67	35,827						
Total	1ST YEAR DELINQUENT	-67	35,827						
1035	EXCESS TAX INCREMENTS								
	33450 LIBRARY ADMINISTRATION		32,759						
Total	EXCESS TAX INCREMENTS	0	32,759						
1503	CONTAMINATION TAX								
	33450 LIBRARY ADMINISTRATION	261							
Total	CONTAMINATION TAX	261	0						
Total	TAXES	6,565,386	7,542,910	7,848,439	7,848,439	8,252,894	404,455	404,455	5.2

City of Saint Paul 2007 Financing Plan by Object Code and Activity Mayor's Proposed Budget

Fund: 349 PUBLIC LIBRARY AGENCY GENERAL FUND
Fund Manager: MELANIE HUGGINS

Assumptions for Major Revenue Sources and Explanation for Significant Financing Changes:
SOURCES OF REVENUE INCLUDE PROPERTY TAXES, LOCAL GOVERNMENT AID, MARKET VALUE CREDITS.

Object Code	Financing Detail	2004 2nd Prior Receipts	2005 Last Year Revenues	2006 Adopted	2007 Department Estimate	2007 Mayor's Proposed	2007 Mayor's Proposed Budget Change From		
							Department Estimate	2006 Amount Percent	
3401	LOCAL GOVERNMENT AID								
	33450 LIBRARY ADMINISTRATION	5,278,833	4,966,880	4,966,891	5,122,759	5,001,645	-121,114	34,754	.7
Total	LOCAL GOVERNMENT AID	5,278,833	4,966,880	4,966,891	5,122,759	5,001,645	-121,114	34,754	.7
3446	MARKET VALUE HOMESTEAD CREDIT								
	33450 LIBRARY ADMINISTRATION	479,889	463,900	480,510	480,510	463,155	-17,355	-17,355	-3.6
Total	MARKET VALUE HOMESTEAD CREDIT	479,889	463,900	480,510	480,510	463,155	-17,355	-17,355	-3.6
3704	CITY SHARE OF RENT ST. HWY. DEPT								
	33450 LIBRARY ADMINISTRATION	271	598						
Total	CITY SHARE OF RENT ST. HWY. DEPT	271	598						
Total	INTERGOVERNMENTAL REVENUE	5,758,993	5,431,378	5,447,401	5,603,269	5,464,800	-138,469	17,399	.3
6905	CONTRIB. & DONATIONS - OUTSIDE								
	33452 PUBLIC SERVICES, LIBRARY	210,000	25,000	0	0	0			
Total	CONTRIB. & DONATIONS - OUTSIDE	210,000	25,000	0	0	0			
6914	REFUNDS - JURY DUTY PAY								
	33452 PUBLIC SERVICES, LIBRARY	177	240						
Total	REFUNDS - JURY DUTY PAY	177	240						
6927	OTHER AGENCY SHARE OF COST								
	33450 LIBRARY ADMINISTRATION	13,194	16,295						
Total	OTHER AGENCY SHARE OF COST	13,194	16,295						
Total	MISCELLANEOUS REVENUE	223,371	41,535	0	0	0	0	0	.0

City of Saint Paul

2007 Financing Plan by Object Code and Activity

Mayor's Proposed Budget

Fund: 349 PUBLIC LIBRARY AGENCY GENERAL FUND
 Fund Manager: MELANIE HUGGINS

Assumptions for Major Revenue Sources and Explanation for Significant Financing Changes:
 SOURCES OF REVENUE INCLUDE PROPERTY TAXES, LOCAL GOVERNMENT AID, MARKET VALUE CREDITS.

Object Code	Financing Detail	2004 2nd Prior Receipts	2005 Last Year Revenues	2006 Adopted	2007 Department Estimate	2007 Mayor's Proposed	2007 Mayor's Proposed Budget Change From	
							Department Estimate	2006 Amount Percent
9830	USE OF FUND BALANCE							
	33450 LIBRARY ADMINISTRATION			138,345				-138,345 -100.0
Total	USE OF FUND BALANCE			138,345				-138,345 -100.0
9890	UNDESIGNATED FUND BALANCE							
	33450 LIBRARY ADMINISTRATION			96,890	0	0		-96,890 -100.0
Total	UNDESIGNATED FUND BALANCE			96,890	0	0		-96,890 -100.0
Total	FUND BALANCES			235,235	0	0	0	-235,235 -100.0
Total	PUBLIC LIBRARY AGENCY GENERAL FUND	12,547,750	13,015,823	13,531,075	13,451,708	13,717,694	265,986	186,619 1.4

ACTIVITY PERFORMANCE PLAN

Committed to by Activity Manager

ACTIVITY	ACTIVITY NUMBER	DEPARTMENT	DIVISION OR FUND	FISCAL YEAR																																																																						
Library Administration	33450	Library Agency	349	2007																																																																						
<p>Ongoing Program Objectives and 2007 Project Objectives</p> <p>Responsible for the leadership and administration of all aspects of the Saint Paul Public Library operations and programs.</p> <p>Encourage and support cooperation and collaboration with other libraries in the metropolitan area, Saint Paul Public Schools, and other community organizations and programs. Continue ongoing cooperation with Ramsey County and J.J. Hill Reference.</p> <p>Continue development of Library Agency begun in 2003.</p> <p>Work with the Friends of the Saint Paul Public Library to maximize the Library's ability to serve the community. Continue to pursue grants and sponsorships.</p> <p>Oversee the design/implementation of library services detailed in the citizen based Comprehensive Plan:</p> <ul style="list-style-type: none"> • Outreach services to diverse community • Service to business owners/entrepreneurs • Service to Youth <p>Develop and communicate competencies to guide recruitment, hiring, training, coaching, and evaluation of staff:</p> <ul style="list-style-type: none"> • Continue implementation of the "Teaching Library" • Continue to develop and enhance leadership capacity in staff through Administration Circle and Labor Management Advisory Committee • Continue implementation of affirmative action plan • Focus on ongoing training of all staff <p>Manage implementation of any budget reduction strategies.</p> <p>Implement best practices and continuous improvement.</p>	<p>Ongoing Program Performance Indicator</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 65%;"></th> <th style="width: 8%;">2004 Actual</th> <th style="width: 8%;">2005 Actual</th> <th style="width: 8%;">2006 Estimated</th> <th style="width: 8%;">2007 Estimated</th> </tr> </thead> <tbody> <tr> <td>Population</td> <td style="text-align: right;">287,151</td> <td style="text-align: right;">287,151</td> <td style="text-align: right;">287,151</td> <td style="text-align: right;">287,151</td> </tr> <tr> <td>Tax Support /LGA (excluding debt service)</td> <td style="text-align: right;">13,476,938</td> <td style="text-align: right;">12,769,481</td> <td style="text-align: right;">13,533,056</td> <td style="text-align: right;">13,717,694</td> </tr> <tr> <td>Support per Capita</td> <td style="text-align: right;">\$46.93</td> <td style="text-align: right;">\$44.47</td> <td style="text-align: right;">\$47.13</td> <td style="text-align: right;">\$47.77</td> </tr> <tr> <td>Circulation</td> <td style="text-align: right;">3,218,381</td> <td style="text-align: right;">3,339,830</td> <td style="text-align: right;">3,348,402</td> <td style="text-align: right;">3,474,758</td> </tr> <tr> <td>Circulation per Capita</td> <td style="text-align: right;">11</td> <td style="text-align: right;">12</td> <td style="text-align: right;">12</td> <td style="text-align: right;">12</td> </tr> <tr> <td>Reference Transactions</td> <td style="text-align: right;">493,116</td> <td style="text-align: center;">NA</td> <td style="text-align: right;">493,116</td> <td style="text-align: right;">493,116</td> </tr> <tr> <td>Reference per Capita</td> <td style="text-align: right;">2</td> <td style="text-align: center;">NA</td> <td style="text-align: right;">2</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Number of People Visiting Libraries</td> <td style="text-align: right;">2,254,473</td> <td style="text-align: right;">2,330,240</td> <td style="text-align: right;">2,350,000</td> <td style="text-align: right;">2,400,000</td> </tr> <tr> <td>Facilities, including Bookmobile</td> <td style="text-align: right;">14</td> <td style="text-align: right;">14</td> <td style="text-align: right;">14</td> <td style="text-align: right;">14</td> </tr> <tr> <td>Public Service Staff FTEs*</td> <td style="text-align: right;">138.81</td> <td style="text-align: right;">147.3*</td> <td style="text-align: right;">144.7</td> <td style="text-align: right;">141.3</td> </tr> <tr> <td>Children Attending Library Program</td> <td style="text-align: right;">67,132</td> <td style="text-align: right;">74,375</td> <td style="text-align: right;">74,400</td> <td style="text-align: right;">74,400</td> </tr> <tr> <td>Homework Centers</td> <td style="text-align: right;">4</td> <td style="text-align: right;">5</td> <td style="text-align: right;">5</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Homework Center Visits</td> <td style="text-align: right;">7,243</td> <td style="text-align: right;">13,255</td> <td style="text-align: right;">13,139</td> <td style="text-align: right;">15,500</td> </tr> </tbody> </table> <p>*Rondo Outreach Community Library increased by +8 Public Service FTEs</p>					2004 Actual	2005 Actual	2006 Estimated	2007 Estimated	Population	287,151	287,151	287,151	287,151	Tax Support /LGA (excluding debt service)	13,476,938	12,769,481	13,533,056	13,717,694	Support per Capita	\$46.93	\$44.47	\$47.13	\$47.77	Circulation	3,218,381	3,339,830	3,348,402	3,474,758	Circulation per Capita	11	12	12	12	Reference Transactions	493,116	NA	493,116	493,116	Reference per Capita	2	NA	2	2	Number of People Visiting Libraries	2,254,473	2,330,240	2,350,000	2,400,000	Facilities, including Bookmobile	14	14	14	14	Public Service Staff FTEs*	138.81	147.3*	144.7	141.3	Children Attending Library Program	67,132	74,375	74,400	74,400	Homework Centers	4	5	5	5	Homework Center Visits	7,243	13,255	13,139	15,500
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Significant Changes (Spending & Staffing)																																																																										
<p>Comments To direct and manage the library in a manner which ensures that the institution provides a cost effective program that meets and is responsive to the information and Library needs of the City residents.</p>																																																																										

City of Saint Paul 2007 Activity Spending Plan Summary Mayor's Proposed Budget

Activity: **33450 LIBRARY ADMINISTRATION**
 Manager: MELANIE HUGGINS

Department: **11 LIBRARIES**
 Fund: **349 PUBLIC LIBRARY AGENCY GENERAL FUND**

Activity Spending Plan by Type of Expenditure	2004 2nd Prior Exp. & Enc.	2005 Last Year Exp. & Enc.	2006 Adopted	2007 Mayor's Proposed	Changes from Amount	2006 Percent
SALARIES	150,510	181,461	200,239	167,098	-33,141	-16.6%
SERVICES	833,305	937,909	910,025	896,023	-14,002	-1.5%
MATERIALS AND SUPPLIES	67,277	60,857	54,129	54,129		
EMPLOYER FRINGE BENEFITS	50,923	56,140	61,381	51,648	-9,733	-15.9%
MISC TRANSFER CONTINGENCY ETC	426	715	1,000	1,000		
DEBT						
EQUIPMENT LAND AND BUILDINGS						
STREET SEWER BRIDGE ETC IMPROVEMENT						
Total Spending	1,102,441	1,237,081	1,226,774	1,169,898	-56,876	-4.6%
Percent Change From Previous Year		12.2%	-0.8%			

Authorized Work Force Expense/Occupation	2004		2005		2006 Adopted			2007 Mayor's Proposed			Change from 2006	
	FTE	FTE	FTE	FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI	
0111 039A PUBLIC INFO SPEC II		1.0										
0111 167A MANAGEMENT ASST III			1.0		49,182	1,230	0.0	0		-1.0	-50,412	
0111 223B LIBRARY DIRECTOR	1.0	1.0	1.0		95,117	2,768	1.0	105,562	5,341		13,018	
0111 686 ACCOUNTING TECH II PROMOTION	1.0	1.0	1.0		50,675	1,267	1.0	52,151	1,304		1,513	
								2,673	67		2,740	
Total Personnel	2.0	3.0	3.0		194,974	5,265	2.0	160,386	6,712	-1.0	-33,141	
Percent Change From Previous Year		50.0%	0.0%							-33.3%	-16.6%	

ACTIVITY PERFORMANCE PLAN

Committed to by Activity Manager

ACTIVITY	ACTIVITY NUMBER	DEPARTMENT	DIVISION OR FUND	FISCAL YEAR																																																							
Library Support Services	33451	Library Agency	349	2007																																																							
<p>Ongoing Program Objectives and 2007 Project Objectives</p> <p>Provide ongoing management and quality control of the title and item records in the</p> <p>Make materials available to users and staff through efficient, cost-effective, and timely acquisition, cataloging, processing and delivery.</p> <p>Maximize the return of materials overdue and the payment of monies owed by borrowers.</p> <p>Provide and maintain online access for our patrons.</p> <p>Direct the centralized library collection-development program which provides the most effective and efficient use of staff in this key function.</p> <p>Provide cost-effective management, planning, maintenance, and operation of the automated systems, including hardware, communications, networks and applications.</p> <p>Monitor Support Services vendors' performance.</p> <p>Monitor technological developments for applicability to the Library service program.</p>	<p>Ongoing Program Performance Indicator</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="width: 7.5%; text-align: center;">2004 Actual</th> <th style="width: 7.5%; text-align: center;">2005 Actual</th> <th style="width: 7.5%; text-align: center;">2006 Estimated</th> <th style="width: 7.5%; text-align: center;">2007 Estimated</th> </tr> </thead> <tbody> <tr> <td>Titles in library database¹</td> <td style="text-align: right;">496,177</td> <td style="text-align: right;">435,395¹</td> <td style="text-align: right;">456,000</td> <td style="text-align: right;">456,000</td> </tr> <tr> <td>Items in library database</td> <td style="text-align: right;">1,113,900</td> <td style="text-align: right;">1,133,474</td> <td style="text-align: right;">1,132,200</td> <td style="text-align: right;">1,132,200</td> </tr> <tr> <td>Materials ordered</td> <td style="text-align: right;">134,335</td> <td style="text-align: right;">148,485</td> <td style="text-align: right;">125,000</td> <td style="text-align: right;">125,000</td> </tr> <tr> <td>Titles cataloged, in-house</td> <td style="text-align: right;">17,540</td> <td style="text-align: right;">18,005</td> <td style="text-align: right;">18,000</td> <td style="text-align: right;">18,000</td> </tr> <tr> <td>Materials processed, in-house</td> <td style="text-align: right;">125,427</td> <td style="text-align: right;">128,923</td> <td style="text-align: right;">128,923</td> <td style="text-align: right;">124,000</td> </tr> <tr> <td>Material request notices mailed</td> <td style="text-align: right;">8,070</td> <td style="text-align: right;">2,816</td> <td style="text-align: right;">2,500</td> <td style="text-align: right;">2,200</td> </tr> <tr> <td>Material request notices emailed</td> <td style="text-align: right;">78,676</td> <td style="text-align: right;">95,439</td> <td style="text-align: right;">95,439</td> <td style="text-align: right;">95,439</td> </tr> <tr> <td>Overdue notices and bills sent</td> <td style="text-align: right;">102,835</td> <td style="text-align: right;">126,776</td> <td style="text-align: right;">130,000</td> <td style="text-align: right;">134,400</td> </tr> <tr> <td>Public catalog workstations available</td> <td style="text-align: right;">91</td> <td style="text-align: right;">136</td> <td style="text-align: right;">98</td> <td style="text-align: right;">98</td> </tr> <tr> <td>Public Internet workstations available</td> <td style="text-align: right;">120</td> <td style="text-align: right;">146</td> <td style="text-align: right;">233</td> <td style="text-align: right;">233</td> </tr> </tbody> </table>					2004 Actual	2005 Actual	2006 Estimated	2007 Estimated	Titles in library database ¹	496,177	435,395 ¹	456,000	456,000	Items in library database	1,113,900	1,133,474	1,132,200	1,132,200	Materials ordered	134,335	148,485	125,000	125,000	Titles cataloged, in-house	17,540	18,005	18,000	18,000	Materials processed, in-house	125,427	128,923	128,923	124,000	Material request notices mailed	8,070	2,816	2,500	2,200	Material request notices emailed	78,676	95,439	95,439	95,439	Overdue notices and bills sent	102,835	126,776	130,000	134,400	Public catalog workstations available	91	136	98	98	Public Internet workstations available	120	146	233	233
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<p>Significant Changes (Spending & Staffing) The library materials budget was reduced by \$108,000 in this activity and increased by \$8,000 in activity 33410 Library Fees and Fines and \$100,000 in activity 33422 The Friends of the Library, reflecting funds from Cultural Star – Neighborhood Connections Grant. The number of materials ordered, cataloged and processed during 2005 and 2006 is higher than usual, because of additional funding for Rondo's opening day collection.</p>																																																											
<p>Comments ¹Reduced number for 2005 reflects the purging of 65,000 obsolete title records.</p>																																																											

City of Saint Paul 2007 Activity Spending Plan Summary Mayor's Proposed Budget

Activity: **33451 LIBRARY SUPPORT SERVICES**
 Manager: SUE A ELLINGWOOD

Department: **11 LIBRARIES**
 Fund: **349 PUBLIC LIBRARY AGENCY GENERAL FUND**

Activity Spending Plan by Type of Expenditure	2004 2nd Prior Exp. & Enc.	2005 Last Year Exp. & Enc.	2006 Adopted	2007 Mayor's Proposed	Changes from Amount	2006 Percent
SALARIES	744,946	747,312	790,825	829,485	38,660	4.9%
SERVICES	527,334	582,191	613,299	654,374	41,075	6.7%
MATERIALS AND SUPPLIES	1,354,162	1,280,511	1,228,348	1,120,348	-108,000	-8.8%
EMPLOYER FRINGE BENEFITS	250,175	248,971	244,491	258,957	14,466	5.9%
MISC TRANSFER CONTINGENCY ETC		2,250	2,250	2,250		
STREET SEWER BRIDGE ETC IMPROVEMENT						
DEBT						
EQUIPMENT LAND AND BUILDINGS						
Total Spending	2,876,618	2,861,235	2,879,213	2,865,414	-13,799	-0.5%
Percent Change From Previous Year		-0.5%	0.6%			

Authorized Work Force Expense/Occupation	2004		2005		2006 Adopted			2007 Mayor's Proposed			Change from 2006	
	FTE	FTE	FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI		
0111 112 CLERK II	10.0	6.5										
0111 113 CLERK III	1.0	1.0										
0111 122 CLERK-TYPIST II	2.0	2.0	2.0	62,730	1,569	2.0	65,596	1,640			2,937	
0111 123 CLERK-TYPIST III	1.0	1.0	1.0	40,288	1,007	1.0	41,848	1,046			1,599	
0111 167A MANAGEMENT ASST III		0.5	0.8	45,213	1,130	1.0	58,362	1,459	0.2		13,478	
0111 178A TECHNICAL SUPPORT SERV MGR	0.5	0.5	0.5	46,571	1,164	0.5	47,736	1,193			1,194	
0111 249 LIBRARIAN I	1.0	1.0	1.0	49,077	1,227	1.0	50,304	1,258			1,258	
0111 250 LIBRARIAN II	1.0	1.0	1.0	62,339	1,558	1.0	64,315	1,608			2,026	
0121 279B LIBRARY CLERK I			1.3	31,830	796	1.3	30,626	766			-1,234	
0111 280B LIBRARY CLERK II			7.2	225,250	5,631	7.0	226,755	5,668	-0.2		1,542	
0111 281B LIBRARY CLERK III			1.0	39,409	985	1.0	40,946	1,024			1,576	
0111 423A PAYROLL CLERK	1.0	1.0	1.0	43,419	1,085	1.0	44,504	1,113			1,113	
0111 449A LIBRARIAN III-AFTER 7/7/88						1.0	74,119	1,853	1.0		75,972	
0121 558A LIBRARY ASSOCIATE-PART TIME		1.3	0.5	16,346	409	0.0	0		-0.5		-16,755	
0111 561A LIBRARY ASSOCIATE	1.0	1.0	1.0	43,399	1,085	1.5	64,143	1,603	0.5		21,262	
0111 803A LIBRARY INFO RESOURCE COORD	1.0	1.0	1.0	72,263	1,807				-1.0		-74,070	
0121 972A LIBRARY CLK (PART-TIME)		1.0										
ADJUSTMENT - WITHOUT FRINGE				-6,762							6,762	
Total Personnel	19.5	18.8	19.3	771,372	19,453	19.3	809,254	20,231	0.0%		38,660	
Percent Change From Previous Year		-3.6%	2.7%							0.0%	4.9%	

ACTIVITY PERFORMANCE PLAN

Committed to by Activity Manager

ACTIVITY	ACTIVITY NUMBER	DEPARTMENT	DIVISION OR FUND	FISCAL YEAR
Library Public Services	33452	Library Agency	349	2007

Ongoing Program Objectives and 2007 Project Objectives	Ongoing Program Performance Indicator				
		2004 Actual	2005 Actual	2006 Estimated	2007 Estimated
Library provides services to community:	Circulation of materials	3,218,381	3,339,830	3,406,626	3,474,758
• customers borrow a broad range of current print and non-print materials	Circulation per Capita	11	11	11	11
• customers use in-house print and electronic resources	Circulation per Public Service FTE	23,186	23,280	23,380	24,591
• customers have access to a materials collection that is responsive to their needs	In-house use of printed material	1,147,822	1,316,198	1,342,521	1,350,000
• customers have access to and utilize web-based services	In-house use of electronic resources	586,906	645,600	710,100	735,600
• trained and knowledgeable staff assist customers in the location and use of library information in-house and via e-reference	Number of materials	1,113,900	1,145,100	1,156,100	1,156,1000
• library activities are provided for children and youth	Materials per Capita	4	4	4	4
• library services are available in a variety of locations and a range of hours	Internet use in-house	327,166	353,416	360,484	396,224
• library utilizes volunteer services to enhance services and complete special projects	Remote access unique visits	1,064,659	1,083,998	1,105,677	1,128,232
• collaborate with community agencies and leaders to provide services to new immigrants	# Reference transactions	493,116	NA ¹	493,116	493,116
• increase use of technologies to address increasing circulation and reduce work related injuries	# E-reference transactions	2,048	2,000	1200 ²	1,200
	# Children's programs	2005	2127	2,248	2,400
	# Attending children's programs	67,134	72,910	73,639	74,375
	# Weekly service hours	723	729	729	729.5
	# Bookmobile stops	37/bi-week	37/bi-week	37/bi-week	37/bi-week
	# Meeting room used by outside groups	2,449	3,117	3,150	3,200
	# of volunteers	667	650	700	700
	# hours contributed	19,076	19,000	20,000	20,000
	# items delivered to homebound	4,067	3,922	4,000	4,100

Significant Changes (Spending & Staffing) Staff changes include .7 FTE of part-time staff that were reassigned to continue the Homework Center at Sun Ray and the Saturday Live program at Central (programs were removed from base). An additional 3.7 FTE of part-time staff was removed to balance the budget, these reductions will redistribute open hours in large and small branches and add Sunday hours at Central. A 1.0 FTE Library Specialist was moved to the Administration activity and changed to a Management Assistant to function as a community information position (this position was subsequently removed).

Comments ¹The number of reference transactions for 2005 was not reported to the state and federal government, because the number was found to be inaccurate. The library had begun using a MELSA database to register reference transactions in 2005. Late in the year it was determined that the database did not register all the information reported. The library has resumed their traditional method for sampling the reference workload in 2006.

²The 2005 introduction of MnLINK, a new statewide Interlibrary Loan system, allow customers to email requests directly to that service, rather than through the library's email reference service.

City of Saint Paul 2007 Activity Spending Plan Summary Mayor's Proposed Budget

Activity: **33452 PUBLIC SERVICES, LIBRARY**
 Manager: SUE A ELLINGWOOD

Department: **11 LIBRARIES**
 Fund: **349 PUBLIC LIBRARY AGENCY GENERAL FUND**

Activity Spending Plan by Type of Expenditure	2004 2nd Prior Exp. & Enc.	2005 Last Year Exp. & Enc.	2006 Adopted	2007 Mayor's Proposed	Changes from Amount	2006 Percent
SALARIES	5,115,233	5,174,086	5,598,372	5,742,092	143,720	2.6%
SERVICES	57,370	109,020	146,766	132,690	-14,076	-9.6%
MATERIALS AND SUPPLIES	14,808	8,959	14,408	41,588	27,180	188.6%
EMPLOYER FRINGE BENEFITS	1,713,366	1,676,885	1,852,878	1,899,907	47,029	2.5%
MISC TRANSFER CONTINGENCY ETC	38,553					
STREET SEWER BRIDGE ETC IMPROVEMENT						
DEBT						
EQUIPMENT LAND AND BUILDINGS						
Total Spending	6,939,330	6,968,950	7,612,424	7,816,277	203,853	2.7%
Percent Change From Previous Year		0.4%	9.2%			

Authorized Work Force Expense/Occupation	2004		2005		2006 Adopted			2007 Mayor's Proposed			Change from 2006	
	FTE	FTE	FTE	FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI	
0111 007A *LIBRARY SPECIALIST I	1.0	1.0	1.0		46,235	1,156	1.0	47,391	1,185		1,185	
0121 007A *LIBRARY SPECIALIST I	0.8	0.8	0.8		38,178	954	0.8	39,467	987		1,322	
0111 008A *LIBRARY SPECIALIST II	1.0	1.0	1.0		50,680	1,267				-1.0	-51,947	
0111 112 CLERK II	21.0	19.0										
0121 112 CLERK II	2.8	2.8										
0111 113 CLERK III	2.0	2.3										
0111 178A TECHNICAL SUPPORT SERV MGR	0.5	0.5	0.5		46,571	1,164	0.5	47,736	1,193		1,194	
0111 218B CENTRAL LIB PUB SRV COORD	1.0	1.0	1.0		88,017	2,200	1.0	90,218	2,255		2,256	
0111 226B CIRCULATION COORDINATOR	1.0	1.0	1.0		53,755	1,344	1.0	57,188	1,430		3,519	
0111 245B LIBRARY TRG & OD COORD/SUPV		1.0	1.0		62,923	1,573	1.0	64,496	1,612		1,612	
0111 249 LIBRARIAN I	10.0	12.5	12.0		577,521	14,439	12.0	607,490	15,189		30,719	
0111 250 LIBRARIAN II	16.5	15.5	15.0		925,926	23,142	15.0	954,919	23,875		29,726	
0121 279B LIBRARY CLERK I			33.7		782,774	19,571	34.0	812,198	20,305	0.3	30,158	
0111 280B LIBRARY CLERK II			20.0		605,370	15,136	19.0	595,871	14,897	-1.0	-9,738	
0121 280B LIBRARY CLERK II			2.8		83,152	2,078	3.5	111,059	2,776	0.7	28,605	
0111 281B LIBRARY CLERK III			3.0		110,570	2,765	2.0	70,336	1,759	-1.0	-41,240	
0111 282B LIBRARY CLERK IV							1.0	46,784	1,170	1.0	47,954	
0111 372A *LIBRARY SPECIALIST	6.0	5.0	4.0		173,222	4,332	4.0	179,019	4,476		5,941	
0121 372A *LIBRARY SPECIALIST	3.4	3.4	2.3		95,397	2,385	2.3	97,784	2,445		2,447	
0111 448A LIBRARIAN III-BEFORE 7/7/88	1.0	1.0	1.0		76,514	1,913	1.0	78,427	1,961		1,961	
0111 449A LIBRARIAN III-AFTER 7/7/88	2.0	2.0	3.0		215,082	5,378	3.0	220,459	5,512		5,511	
0121 558A LIBRARY ASSOCIATE-PART TIME	13.8	15.6	21.1		749,951	18,752	17.2	628,371	15,709	-3.9	-124,623	
0111 561A LIBRARY ASSOCIATE	17.5	18.3	20.0		811,279	20,285	19.5	825,894	20,648	-0.5	14,978	
0121 581A LIBRARY VOLUNTEER COORD	0.5	0.5	0.5		23,828	596	0.5	24,424	611		611	
0111 633A LIB TRNG&ORG DEV COORD	1.0											
0121 972A LIBRARY CLK (PART-TIME)	29.5	32.8										
SHIFT DIFFERENTIAL					17,000	425		17,000	425		0	
ADJUSTMENT					-174,854	-4,371		-17,802	-445		160,978	
ADJUSTMENT - COUNCIL					772						-772	

City of Saint Paul 2007 Activity Spending Plan Summary Mayor's Proposed Budget

Activity: **33452 PUBLIC SERVICES, LIBRARY**
 Manager:

Department: **11 LIBRARIES**
 Fund: **349 PUBLIC LIBRARY AGENCY GENERAL FUND**

ADJUSTMENT - WITH FRINGE										
PROMOTION			2,025				3,305	83		-2,025 3,388
Total Personnel	132.3	137.0	144.7	5,461,888	136,484	139.3	5,602,034	140,058	-5.4	143,720
Percent Change From Previous Year		3.6%	5.6%						-3.7%	2.6%

ACTIVITY PERFORMANCE PLAN

Committed to by Activity Manager

ACTIVITY	ACTIVITY NUMBER	DEPARTMENT	DIVISION OR FUND	FISCAL YEAR															
Library Maintenance Services	33454	Library Agency	349	2007															
Ongoing Program Objectives and 2007 Project Objectives Manage the maintenance and cleanliness of 11 library buildings (a total of 251,555 square feet) and the 185,000 square footage of grounds and parking lots. Manage preventive maintenance projects and repairs that are essential to the operation of the 11 library buildings. Manage maintenance service budget. Provide oversight for outside security firm at Central and internal security at branches. Manage delivery service to 14 branch locations and other pick-up places. Manage the leases for Zelda's Café, Rondo Coffee Cart and West 7 th Branch Library. Manage the leases for the Bookmobile and two delivery trucks.		Ongoing Program Performance Indicator <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%; text-align: center;">2004 Actual</th> <th style="width: 10%; text-align: center;">2005 Actual</th> <th style="width: 10%; text-align: center;">2006 Estimated</th> <th style="width: 10%; text-align: center;">2007 Estimated</th> </tr> </thead> <tbody> <tr> <td>Routine cleaning and maintenance cost per square foot for Buildings, grounds, parking lots, sidewalks.</td> <td style="text-align: center;">4.02</td> <td style="text-align: center;">4.28</td> <td style="text-align: center;">4.16</td> <td style="text-align: center;">4.28</td> </tr> <tr> <td>Average square foot for cleaning/maintenance per FTE</td> <td style="text-align: center;">27,398</td> <td style="text-align: center;">27,398</td> <td style="text-align: center;">28,164</td> <td style="text-align: center;">28,164</td> </tr> </tbody> </table>				2004 Actual	2005 Actual	2006 Estimated	2007 Estimated	Routine cleaning and maintenance cost per square foot for Buildings, grounds, parking lots, sidewalks.	4.02	4.28	4.16	4.28	Average square foot for cleaning/maintenance per FTE	27,398	27,398	28,164	28,164
	2004 Actual	2005 Actual	2006 Estimated	2007 Estimated															
Routine cleaning and maintenance cost per square foot for Buildings, grounds, parking lots, sidewalks.	4.02	4.28	4.16	4.28															
Average square foot for cleaning/maintenance per FTE	27,398	27,398	28,164	28,164															
Significant Changes (Spending & Staffing)																			
Comments																			

City of Saint Paul 2007 Activity Spending Plan Summary Mayor's Proposed Budget

Activity: **33454 LIBRARY MAINTENANCE SERVICES**
 Manager: LEE L WILLIAMSON

Department: **11 LIBRARIES**
 Fund: **349 PUBLIC LIBRARY AGENCY GENERAL FUND**

Activity Spending Plan by Type of Expenditure	2004 2nd Prior Exp. & Enc.	2005 Last Year Exp. & Enc.	2006 Adopted	2007 Mayor's Proposed	Changes from Amount	2006 Percent
SALARIES	643,454	678,995	752,703	775,208	22,505	3.0%
SERVICES	211,223	260,529	240,928	257,236	16,308	6.8%
MATERIALS AND SUPPLIES	490,575	495,033	569,086	570,586	1,500	0.3%
EMPLOYER FRINGE BENEFITS	212,011	238,345	226,575	237,722	11,147	4.9%
MISC TRANSFER CONTINGENCY ETC	17,285	29,313	25,353	25,353		
EQUIPMENT LAND AND BUILDINGS						
STREET SEWER BRIDGE ETC IMPROVEMENT						
DEBT						
Total Spending	1,574,548	1,702,216	1,814,645	1,866,105	51,460	2.8%
Percent Change From Previous Year		8.1%	6.6%			

Authorized Work Force Expense/Occupation	2004 FTE	2005 FTE	2006 Adopted			2007 Mayor's Proposed			Change from 2006	
			FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI
0111 056A CUST ENGR III - LIBRARY	1.0									
0111 228B SECURITY/SAFETY OFR - LIB	1.0	1.0	1.0	37,649	941	1.0	38,590	965		965
0111 231 CUSTODIAN	1.0	4.8	5.0	181,168	4,529	5.0	189,272	4,732		8,307
0121 234 CUSTODIAN-LIGHT DUTY	2.5	2.5	2.5	62,660	1,568	2.5	63,829	1,595		1,196
0111 605 CUSTODIAN-ENGR II-LIBRARY	10.0	7.5	7.0	302,694	7,567	7.0	311,235	7,780		8,754
0111 625A LIBRARY FACILITIES MGR	1.0	1.0	1.0	88,017	2,200	1.0	90,218	2,255		2,256
0111 631 CUST ENG I LIBRARY			1.0	40,048	1,001	1.0	41,050	1,026		1,027
OVERTIME				22,108	553		22,108	553		0
Total Personnel	16.5	16.8	17.5	734,344	18,359	17.5	756,302	18,906	0.0	22,505
Percent Change From Previous Year		1.8%	4.2%						0.0%	3.0%

Fund 350, PLA Revenues & Grants

City of Saint Paul 2007 Budget Fund Spending Plan Summary Mayor's Proposed Budget

Fund: **350 PLA REVENUES AND GRANTS**

Fund Manager: MELANIE HUGGINS

Department: **11 LIBRARIES**

Department Director: MELANIE HUGGINS

Fund Purpose:

TO ACCOUNT FOR THE FOLLOWING REVENUE SOURCES: (1) REVENUE FROM LIBRARY FINES AND FEES (2) FUNDS RECEIVED FROM THE METROPOLITAN LIBRARY SERVICE AGENCY (MELSA) WHICH ARE STATE AND FEDERAL FUNDS FOR SPECIAL PROJECTS, INCLUDING COLLECTION DEVELOPMENT. (3) FUNDS RECEIVED FROM THE FRIENDS OF THE SAINT PAUL PUBLIC LIBRARY IN SUPPORT OF THE LIBRARY SYSTEM. (4) FUNDS FROM THE PERRIE JONES LIBRARY FUND (VIA THE FRIENDS) FOR STAFF TRAINING AND DEVELOPMENT AND COMMUNITY OUTREACH OPPORTUNITIES. (5) FUNDS RECEIVED FROM OTHER GRANTORS FOR SUPPORT AND EXPANSION OF LIBRARY SERVICES.

	Spending Amount					Personnel FTE/Amount (salary+Allowance+Negotiated Increase)						
	2004	2005	2006	2007		2004	2005	2006	2007		Change from	
	2nd Prior Exp. & Enc.	Last Year Exp. & Enc.	Adopted	Mayor's Proposed		Authorized FTE		Adopted FTE/Amount	Mayor's Proposed FTE/Amount		2006 FTE/Amount	
			Amount	Change/Percent								
by Type of Expenditure												
SALARIES	196,821	132,216		145,893	145,893							
SERVICES	103,530	167,555		175,256	175,256							
MATERIALS AND SUPPLIES	626,103	837,746		623,494	623,494							
EMPLOYER FRINGE BENEFITS	44,627	22,580		45,546	45,546							
MISC TRANSFER CONTINGENCY ETC	410,863	847		900	900							
DEBT												
STREET SEWER BRIDGE ETC IMPROVEMENT												
EQUIPMENT LAND AND BUILDINGS	12,270	71,679		166,119	166,119							
Spending Total	1,394,213	1,232,622	0	1,157,208	1,157,208	0.0%						
by Activity												
33400 LIBRARY SPECIAL REVENUE FUND	200,564	327,258		0								
33410 LIBRARY SPECIAL REVENUE				399,642	399,642							
33420 METRO LIBRARY SERVICE AGNCY (MELSA)	252,493			171,250	171,250							
33422 FRIENDS OF THE LIBRARY	164,532			468,223	468,223			2.5	103,083	2.5	103,083	
33424 PERRIE JONES LIBRARY	-6,818			118,093	118,093			1.0	42,810	1.0	42,810	
33429 COMMUNITY BASED SCIENCE	0											
33460 METRO LIBRARY SERVICE AGNCY (MELSA)	182,086	216,015		0								
33462 FRIENDS OF THE LIBRARY	431,052	518,139		0								
33463 COMMUNITY BASED SCIENCE	3,264	7,749										
33464 PERRIE JONES LIBRARY	101,512	102,387		0								
33465 SMALL BUSINESS HOMEWORK CENTER	4,018											
33466 ST CATH TEACHING-LEARNING LIBRARY	61,510	61,074										
Fund Total	1,394,213	1,232,622	0	1,157,208	1,157,208	0.0%		3.5	145,893	3.5	145,893	
Percent Change from Previous Year		-11.6%	-100.0%									

City of Saint Paul 2007 Financing Plan by Object Code and Activity

Mayor's Proposed Budget

Fund: 350 PLA REVENUES AND GRANTS
Fund Manager: MELANIE HUGGINS

Assumptions for Major Revenue Sources and Explanation for Significant Financing Changes:

THE LIBRARY WILL CONTINUE TO GENERATE MONIES FROM FEES AND FINES. DONATIONS FROM THE FRIENDS OF THE LIBRARY AND PERRIE JONES LIBRARY FUND WILL BE ONGOING. MELSA REVENUE WILL REMAIN CONSISTENT WITH PRIOR YEARS. THE SAINT PAUL LIBRARY WILL CONTINUE TO WORK WITH THE FRIENDS TO SEEK OTHER GRANTS AND ADJUST THE BUDGET ACCORDINGLY.

Object Code	Financing Detail	2004 2nd Prior Receipts	2005 Last Year Revenues	2006 Adopted	2007 Department Estimate	2007 Mayor's Proposed	2007 Mayor's Proposed Budget Change From		
							Department Estimate	2006	
								Amount	Percent
3099	OTHER FED DIRECT GRANTS-IN-AID								
	33465 SMALL BUSINESS HOMEWORK CENTE	4,018		0	0	0			
	33466 ST CATH TEACHING-LEARNING LIBRAF	61,510	61,074						
Total	OTHER FED DIRECT GRANTS-IN-AID	65,528	61,074	0	0	0			
3199	OTHER FED DIRECT GRANTS-STATE ADMIN								
	33462 FRIENDS OF THE LIBRARY	29,363	20,394						
Total	OTHER FED DIRECT GRANTS-STATE ADMIN	29,363	20,394						
3601	MELSA								
	33420 METRO LIBRARY SERVICE AGENCY (ME				71,250	71,250	71,250		
	33460 METRO LIBRARY SERVICE AGENCY (ME	131,575	239,716	140,470			-140,470	-100.0	
Total	MELSA	131,575	239,716	140,470	71,250	71,250	-69,220	-49.3	
3699	OTHER MISCELLANEOUS GRANTS								
	33463 COMMUNITY BASED SCIENCE			9,384			-9,384	-100.0	
Total	OTHER MISCELLANEOUS GRANTS			9,384			-9,384	-100.0	
Total	INTERGOVERNMENTAL REVENUE	226,466	321,184	149,854	71,250	71,250	0	-78,604 -52.5	

City of Saint Paul

2007 Financing Plan by Object Code and Activity

Mayor's Proposed Budget

Fund: 350 PLA REVENUES AND GRANTS
 Fund Manager: MELANIE HUGGINS

Assumptions for Major Revenue Sources and Explanation for Significant Financing Changes:

THE LIBRARY WILL CONTINUE TO GENERATE MONIES FROM FEES AND FINES. DONATIONS FROM THE FRIENDS OF THE LIBRARY AND PERRIE JONES LIBRARY FUND WILL BE ONGOING. MELSA REVENUE WILL REMAIN CONSISTENT WITH PRIOR YEARS. THE SAINT PAUL LIBRARY WILL CONTINUE TO WORK WITH THE FRIENDS TO SEEK OTHER GRANTS AND ADJUST THE BUDGET ACCORDINGLY.

Object Code	Financing Detail	2004 2nd Prior Receipts	2005 Last Year Revenues	2006 Adopted	2007 Department Estimate	2007 Mayor's Proposed	2007 Mayor's Proposed Budget Change From		
							Department Estimate	2006	
								Amount	Percent
4064	LIBRARY FEES - FILM RENTAL								
	33400 LIBRARY SPECIAL REVENUE FUND	758	592	1,000			-1,000	-100.0	
	33410 LIBRARY SPECIAL REVENUE				1,000	1,000	1,000		
Total	LIBRARY FEES - FILM RENTAL	758	592	1,000	1,000	1,000			
4065	LIBRARY FEES -LIB. CARD- NON RES.								
	33400 LIBRARY SPECIAL REVENUE FUND	131	120	200			-200	-100.0	
	33410 LIBRARY SPECIAL REVENUE				200	200	200		
Total	LIBRARY FEES -LIB. CARD- NON RES.	131	120	200	200	200			
4066	LIBRARY FEES - LIBRARY CARD DEPOSIT								
	33400 LIBRARY SPECIAL REVENUE FUND			150			-150	-100.0	
Total	LIBRARY FEES - LIBRARY CARD DEPOSIT			150			-150	-100.0	
4067	LIBRARY FEES - MELSA SEARCH								
	33400 LIBRARY SPECIAL REVENUE FUND	634	1,465	500			-500	-100.0	
	33410 LIBRARY SPECIAL REVENUE				1,500	1,500	1,500		
Total	LIBRARY FEES - MELSA SEARCH	634	1,465	500	1,500	1,500	1,000	200.0	
4068	LIBRARY FEES - N.O.C.								
	33400 LIBRARY SPECIAL REVENUE FUND	4,591	1,100	4,000			-4,000	-100.0	
	33410 LIBRARY SPECIAL REVENUE				4,000	4,000	4,000		
Total	LIBRARY FEES - N.O.C.	4,591	1,100	4,000	4,000	4,000			
4204	MAPS, PUBLICATIONS & REPORTS								
	33400 LIBRARY SPECIAL REVENUE FUND	25,644	27,010	22,000			-22,000	-100.0	
	33410 LIBRARY SPECIAL REVENUE				27,000	27,000	27,000		
Total	MAPS, PUBLICATIONS & REPORTS	25,644	27,010	22,000	27,000	27,000	5,000	22.7	
4306	DUPLICATING -XEROX-MULTILIT-ETC.								

City of Saint Paul

2007 Financing Plan by Object Code and Activity

Mayor's Proposed Budget

Fund: 350 PLA REVENUES AND GRANTS
 Fund Manager: MELANIE HUGGINS

Assumptions for Major Revenue Sources and Explanation for Significant Financing Changes:

THE LIBRARY WILL CONTINUE TO GENERATE MONIES FROM FEES AND FINES. DONATIONS FROM THE FRIENDS OF THE LIBRARY AND PERRIE JONES LIBRARY FUND WILL BE ONGOING. MELSA REVENUE WILL REMAIN CONSISTENT WITH PRIOR YEARS. THE SAINT PAUL LIBRARY WILL CONTINUE TO WORK WITH THE FRIENDS TO SEEK OTHER GRANTS AND ADJUST THE BUDGET ACCORDINGLY.

Object Code	Financing Detail	2004 2nd Prior Receipts	2005 Last Year Revenues	2006 Adopted	2007 Department Estimate	2007 Mayor's Proposed	2007 Mayor's Proposed Budget Change From		
							Department Estimate	2006	
								Amount	Percent
33400	LIBRARY SPECIAL REVENUE FUND	23,483	29,777	20,000				-20,000	-100.0
33410	LIBRARY SPECIAL REVENUE				25,000	25,000		25,000	
Total	DUPLICATING -XEROX-MULTILIT-ETC.	23,483	29,777	20,000	25,000	25,000		5,000	25.0
Total	FEES, SALES AND SERVICES	55,241	60,064	47,850	58,700	58,700	0	10,850	22.7

City of Saint Paul

2007 Financing Plan by Object Code and Activity

Mayor's Proposed Budget

Fund: 350 PLA REVENUES AND GRANTS
 Fund Manager: MELANIE HUGGINS

Assumptions for Major Revenue Sources and Explanation for Significant Financing Changes:

THE LIBRARY WILL CONTINUE TO GENERATE MONIES FROM FEES AND FINES. DONATIONS FROM THE FRIENDS OF THE LIBRARY AND PERRIE JONES LIBRARY FUND WILL BE ONGOING. MELSA REVENUE WILL REMAIN CONSISTENT WITH PRIOR YEARS. THE SAINT PAUL LIBRARY WILL CONTINUE TO WORK WITH THE FRIENDS TO SEEK OTHER GRANTS AND ADJUST THE BUDGET ACCORDINGLY.

Object Code	Financing Detail	2004 2nd Prior Receipts	2005 Last Year Revenues	2006 Adopted	2007 Department Estimate	2007 Mayor's Proposed	2007 Mayor's Proposed Budget Change From	
							Department Estimate	2006 Amount Percent
6403	LIBRARY OVERDUE FINES							
	33400 LIBRARY SPECIAL REVENUE FUND	248,677	259,702	150,642			-150,642	-100.0
	33410 LIBRARY SPECIAL REVENUE				223,642	223,642	223,642	
Total	LIBRARY OVERDUE FINES	248,677	259,702	150,642	223,642	223,642	73,000	48.5
6404	LIBRARY LOST AND DAMAGED FINES							
	33400 LIBRARY SPECIAL REVENUE FUND	29,884	34,698	25,000			-25,000	-100.0
	33410 LIBRARY SPECIAL REVENUE				55,000	55,000	55,000	
Total	LIBRARY LOST AND DAMAGED FINES	29,884	34,698	25,000	55,000	55,000	30,000	120.0
6801	RENTS							
	33400 LIBRARY SPECIAL REVENUE FUND	7,519	5,041	2,000			-2,000	-100.0
	33410 LIBRARY SPECIAL REVENUE				2,000	2,000	2,000	
Total	RENTS	7,519	5,041	2,000	2,000	2,000		
6831	COMMISSIONS - TELEPHONE							
	33400 LIBRARY SPECIAL REVENUE FUND			350			-350	-100.0
Total	COMMISSIONS - TELEPHONE			350			-350	-100.0
6832	COMMISSIONS - VENDING MACHINES							
	33400 LIBRARY SPECIAL REVENUE FUND	2,904	346	3,000			-3,000	-100.0
Total	COMMISSIONS - VENDING MACHINES	2,904	346	3,000			-3,000	-100.0
6901	CASH OVER OR SHORT							
	33400 LIBRARY SPECIAL REVENUE FUND	-3,047	-567	50			-50	-100.0
	33410 LIBRARY SPECIAL REVENUE				50	50	50	
Total	CASH OVER OR SHORT	-3,047	-567	50	50	50		
6905	CONTRIB. & DONATIONS - OUTSIDE							
	33400 LIBRARY SPECIAL REVENUE FUND	13,910	15,512	10,000			-10,000	-100.0

City of Saint Paul 2007 Financing Plan by Object Code and Activity

Mayor's Proposed Budget

Fund: 350 PLA REVENUES AND GRANTS
Fund Manager: MELANIE HUGGINS

Assumptions for Major Revenue Sources and Explanation for Significant Financing Changes:

THE LIBRARY WILL CONTINUE TO GENERATE MONIES FROM FEES AND FINES. DONATIONS FROM THE FRIENDS OF THE LIBRARY AND PERRIE JONES LIBRARY FUND WILL BE ONGOING. MELSA REVENUE WILL REMAIN CONSISTENT WITH PRIOR YEARS. THE SAINT PAUL LIBRARY WILL CONTINUE TO WORK WITH THE FRIENDS TO SEEK OTHER GRANTS AND ADJUST THE BUDGET ACCORDINGLY.

Object Code	Financing Detail	2004 2nd Prior Receipts	2005 Last Year Revenues	2006 Adopted	2007 Department Estimate	2007 Mayor's Proposed	2007 Mayor's Proposed Budget Change From	
							Department Estimate	2006 Amount Percent
33410	LIBRARY SPECIAL REVENUE				7,500	7,500		7,500
33422	FRIENDS OF THE LIBRARY				468,223	468,223		468,223
33424	PERRIE JONES LIBRARY				118,093	118,093		118,093
33462	FRIENDS OF THE LIBRARY	325,146	506,359	415,493				-415,493 -100.0
33463	COMMUNITY BASED SCIENCE	950	7,053					
33464	PERRIE JONES LIBRARY	105,864	123,500	117,000				-117,000 -100.0
33466	ST CATH TEACHING-LEARNING LIBRAF			34,028				-34,028 -100.0
Total	CONTRIB. & DONATIONS - OUTSIDE	445,870	652,424	576,521	593,816	593,816		17,295 3.0
6914	REFUNDS - JURY DUTY PAY							
33462	FRIENDS OF THE LIBRARY	23						
Total	REFUNDS - JURY DUTY PAY	23	0					
6915	REFUNDS - NOT OTHERWISE CLASSIFIED							
33400	LIBRARY SPECIAL REVENUE FUND		108					
33460	METRO LIBRARY SERVICE AGENCY (ME	776	28,478					
Total	REFUNDS - NOT OTHERWISE CLASSIFIED	776	28,586					
6917	REFUNDS - OVERPAYMENTS							
33400	LIBRARY SPECIAL REVENUE FUND		812	750				-750 -100.0
33410	LIBRARY SPECIAL REVENUE				750	750		750
Total	REFUNDS - OVERPAYMENTS	0	812	750	750	750		
6999	OTHER MISCELLANEOUS REVENUE N.O.C.							
33400	LIBRARY SPECIAL REVENUE FUND	2,089	2,274					
Total	OTHER MISCELLANEOUS REVENUE N.O.C.	2,089	2,274					
Total	MISCELLANEOUS REVENUE	734,695	983,316	758,313	875,258	875,258	0	116,945 15.4

City of Saint Paul 2007 Financing Plan by Object Code and Activity

Mayor's Proposed Budget

Fund: 350 PLA REVENUES AND GRANTS
Fund Manager: MELANIE HUGGINS

Assumptions for Major Revenue Sources and Explanation for Significant Financing Changes:

THE LIBRARY WILL CONTINUE TO GENERATE MONIES FROM FEES AND FINES. DONATIONS FROM THE FRIENDS OF THE LIBRARY AND PERRIE JONES LIBRARY FUND WILL BE ONGOING. MELSA REVENUE WILL REMAIN CONSISTENT WITH PRIOR YEARS. THE SAINT PAUL LIBRARY WILL CONTINUE TO WORK WITH THE FRIENDS TO SEEK OTHER GRANTS AND ADJUST THE BUDGET ACCORDINGLY.

Object Code	Financing Detail	2004 2nd Prior Receipts	2005 Last Year Revenues	2006 Adopted	2007 Department Estimate	2007 Mayor's Proposed	2007 Mayor's Proposed Budget Change From		
							Department Estimate	2006	
								Amount	Percent
7399	TRANSFER FROM SPECIAL FUND								
33460	METRO LIBRARY SERVICE AGENCY (ME	252,493							
33462	FRIENDS OF THE LIBRARY	164,532							
33464	PERRIE JONES LIBRARY	-6,818							
Total	TRANSFER FROM SPECIAL FUND	410,207	0						
Total	TRANSFERS	410,207	0				0	0	.0
9830	USE OF FUND BALANCE								
33410	LIBRARY SPECIAL REVENUE				52,000	52,000		52,000	
33420	METRO LIBRARY SERVICE AGENCY (ME				100,000	100,000		100,000	
Total	USE OF FUND BALANCE				152,000	152,000		152,000	
9890	UNDESIGNATED FUND BALANCE								
33460	METRO LIBRARY SERVICE AGENCY (ME			132,780	0	0		-132,780	-100.0
Total	UNDESIGNATED FUND BALANCE			132,780	0	0		-132,780	-100.0
Total	FUND BALANCES			132,780	152,000	152,000	0	19,220	14.5
Total	PLA REVENUES AND GRANTS	1,426,609	1,364,564	1,088,797	1,157,208	1,157,208	0	68,411	6.3

ACTIVITY PERFORMANCE PLAN

Committed to by Activity Manager

ACTIVITY	ACTIVITY NUMBER	DEPARTMENT	DIVISION OR FUND	FISCAL YEAR
	33410-33424	Library Agency	350	2007

Ongoing Program Objectives and 2007 Project Objectives	Ongoing Program Performance Indicator		2004 Actual	2005 Actual	2006 Estimated	2007 Estimated
<p>Account for grants and revenues received from outside sources including The Friends of the Library, Metropolitan Library Services Agency, Perrie Jones Library Fund and fees and fines.</p> <p>Purchase materials which meet the library users' needs.</p> <p>Fund special programs and equipment replacement.</p> <p>Provide relevant continuing education opportunities for staff members using Perrie Jones funds.</p> <p>Continue to participate in shared databases with other MELSA Libraries.</p> <p>Continue the Children's Summer Reading Program and adult and juvenile Volunteer Recognition events using Friends of the Library grants.</p>	<p>Revenue from Grants</p> <p>Revenue from fines and fees</p> <p>Revenue from MELSA</p>	<p>526,874</p> <p>357,177</p> <p>132,351</p>	<p>718,380</p> <p>377,989</p> <p>268,194</p>	<p>575,905</p> <p>375,000</p> <p>140,470</p>	<p>586,316</p> <p>347,642</p> <p>71,250</p>	

Significant Changes (Spending & Staffing)

Comments

City of Saint Paul 2007 Activity Spending Plan Summary Mayor's Proposed Budget

Activity: **33410 LIBRARY SPECIAL REVENUE**
 Manager: MELANIE HUGGINS

Department: **11 LIBRARIES**
 Fund: **350 PLA REVENUES AND GRANTS**

Activity Spending Plan by Type of Expenditure	2004 2nd Prior Exp. & Enc.	2005 Last Year Exp. & Enc.	2006 Adopted	2007 Mayor's Proposed	Changes from Amount	2006 Percent
SERVICES				2,000	2,000	
MATERIALS AND SUPPLIES				230,623	230,623	
MISC TRANSFER CONTINGENCY ETC				900	900	
EQUIPMENT LAND AND BUILDINGS				166,119	166,119	
EMPLOYER FRINGE BENEFITS						
DEBT						
STREET SEWER BRIDGE ETC IMPROVEMENT						
SALARIES						
Total Spending	0	0	0	399,642	399,642	0.0%
Percent Change From Previous Year		0.0%	0.0%			

City of Saint Paul 2007 Activity Spending Plan Summary Mayor's Proposed Budget

Activity: **33420 METRO LIBRARY SERVICE AGENCY (MELSA)**
 Manager: MELANIE HUGGINS

Department: **11 LIBRARIES**
 Fund: **350 PLA REVENUES AND GRANTS**

Activity Spending Plan by Type of Expenditure	2004 2nd Prior Exp. & Enc.	2005 Last Year Exp. & Enc.	2006 Adopted	2007 Mayor's Proposed	Changes from Amount	2006 Percent
SERVICES				41,197	41,197	
MATERIALS AND SUPPLIES				130,053	130,053	
SALARIES						
DEBT						
EQUIPMENT LAND AND BUILDINGS						
STREET SEWER BRIDGE ETC IMPROVEMENT						
EMPLOYER FRINGE BENEFITS						
MISC TRANSFER CONTINGENCY ETC	252,493					
Total Spending	252,493	0	0	171,250	171,250	0.0%
Percent Change From Previous Year		-100.0%	0.0%			

City of Saint Paul 2007 Activity Spending Plan Summary Mayor's Proposed Budget

Activity: **33422 FRIENDS OF THE LIBRARY**
 Manager: MELANIE HUGGINS

Department: **11 LIBRARIES**
 Fund: **350 PLA REVENUES AND GRANTS**

Activity Spending Plan by Type of Expenditure	2004 2nd Prior Exp. & Enc.	2005 Last Year Exp. & Enc.	2006 Adopted	2007 Mayor's Proposed	Changes from Amount	2006 Percent
SALARIES				103,083	103,083	
SERVICES				72,959	72,959	
MATERIALS AND SUPPLIES				260,000	260,000	
EMPLOYER FRINGE BENEFITS				32,181	32,181	
DEBT						
STREET SEWER BRIDGE ETC IMPROVEMENT						
EQUIPMENT LAND AND BUILDINGS						
MISC TRANSFER CONTINGENCY ETC						
	164,532					
Total Spending	164,532	0	0	468,223	468,223	0.0%
Percent Change From Previous Year		-100.0%	0.0%			

Authorized Work Force Expense/Occupation	2004 FTE	2005 FTE	2006 Adopted			2007 Mayor's Proposed			Change from 2006	
			FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI
0111 249 LIBRARIAN I						1.0	50,304	1,258	1.0	51,562
0121 558A LIBRARY ASSOCIATE-PART TIME						1.5	50,264	1,257	1.5	51,521
Total Personnel						2.5	100,568	2,515	2.5	103,083

ACTIVITY PERFORMANCE PLAN

Committed to by Activity Manager

ACTIVITY	ACTIVITY NUMBER	DEPARTMENT	DIVISION OR FUND	FISCAL YEAR
Perrie Jones Library Fund	33424 (previously 33464)	Library Agency	350	2007

Ongoing Program Objectives and 2007 Project Objectives	Ongoing Program Performance Indicator				
		2004 Actual	2005 Actual	2006 Estimated	2007 Estimated
Support Outreach, quality service and staff development activities	Staff Development & Outreach monies spent	101,512	102,387	116,528	118,093
Collaborative efforts which result in greater access to and use of libraries:	Average replacement hours funded /week	40	40	40	40
Outreach to schools and daycare centers	Use of Library Training Lab	90	88	90	90
Visits to community festivals	Use of Library Training Lab	0	0	40	80
Replace key staff for planning and implementing grants	Projects supported partially	6	6	6	6
Support early childhood education initiatives	Projects supported wholly	5	3	5	5
Support homework centers	Staff attending Staff Day	148	154	150	150
Support for translation	Staff attending conferences	10	32	20	20
Support for the Urban Library Program	Staff attaining MLS degrees	1	3	3	5
Fund special projects to support planning, innovation and major improvements in service.	Staff attaining ULP Certificate	na	3	3	3
improvements to service	Staff pursuing other education	1	2	2	2
Planning, implementation and evaluation of workshops	PJ Diversity scholarships	1	3	3	5
Support of Strategic Goals	Staff attending training including	565	626	650	650
Support training to increase security of staff and customers	Staff Day				
Support increasing diversity of workforce					
Fund educational and development opportunities for staff					
Scholarships and grants for post secondary education					
Conference attendance					
Workshops in software applications both library specific and office					
Workshops in customer service, time and project management					
Multi-cultural workshops and conferences					
Purchase mobile training lab to increase flexibility and opportunity for staff training					
Workshops for staff working to increase literacy at all ages.					
Fund annual in-service day focusing on increasing efficiency and effectiveness of library operations and service.					
Work with Human Resources to investigate ways to hire and maintain a highly qualified and diverse workforce.					
Sponsor scholarships for diverse staff to complete college education					

Significant Changes (Spending & Staffing)

Comments

City of Saint Paul 2007 Activity Spending Plan Summary Mayor's Proposed Budget

Activity: **33424 PERRIE JONES LIBRARY**
 Manager: DEBORAH J WILLMS

Department: **11 LIBRARIES**
 Fund: **350 PLA REVENUES AND GRANTS**

Activity Spending Plan by Type of Expenditure	2004 2nd Prior Exp. & Enc.	2005 Last Year Exp. & Enc.	2006 Adopted	2007 Mayor's Proposed	Changes from Amount	2006 Percent
SALARIES				42,810	42,810	
SERVICES				59,100	59,100	
MATERIALS AND SUPPLIES				2,818	2,818	
EMPLOYER FRINGE BENEFITS				13,365	13,365	
STREET SEWER BRIDGE ETC IMPROVEMENT						
MISC TRANSFER CONTINGENCY ETC	-6,818					
EQUIPMENT LAND AND BUILDINGS						
DEBT						
Total Spending	-6,818	0	0	118,093	118,093	0.0%
Percent Change From Previous Year		-100.0%	0.0%			

Authorized Work Force Expense/Occupation	2004 FTE	2005 FTE	2006 Adopted			2007 Mayor's Proposed			Change from 2006	
			FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI
0121 007A *LIBRARY SPECIALIST I						1.0	41,766	1,044	1.0	42,810
Total Personnel				0	0	1.0	41,766	1,044	1.0	42,810

Fund 363, Rella Havens

City of Saint Paul 2007 Budget Fund Spending Plan Summary Mayor's Proposed Budget

Fund: **363 RELLA HAVENS MEMORIAL FUND**

Fund Manager: MELANIE HUGGINS

Department: **11 LIBRARIES**

Department Director: MELANIE HUGGINS

Fund Purpose:

THIS FUND WAS ESTABLISHED TO ACCOUNT FOR A DONATION BY A FORMER EMPLOYEE. THE DONATION WAS TO BE USED FOR THE USE AND BENEFIT OF THE SAINT PAUL PUBLIC LIBRARY AS RECOMMENDED BY THE LIBRARY DIRECTOR. EXPEND ANY FUNDS RAISED BY RELLA HAVENS MEMORIAL FUND FOR USE AND BENEFIT OF THE SAINT PAUL PUBLIC LIBRARY.

	Spending Amount					Personnel FTE/Amount (salary+Allowance+Negotiated Increase)							
	2004	2005	2006	2007		2004	2005	2006	2007		Change from 2006		
	2nd Prior Exp. & Enc.	Last Year Exp. & Enc.	Adopted	Mayor's Proposed Amount	Change/Percent	Authorized FTE		Adopted FTE/Amount	Mayor's Proposed FTE/Amount	FTE/Amount			
by Type of Expenditure													
SALARIES	18,535	11,393	21,091	23,862	2,771	13.1%							
SERVICES	16	16	16	16									
MATERIALS AND SUPPLIES													
EMPLOYER FRINGE BENEFITS	6,348	3,792	6,465	7,449	984	15.2%							
MISC TRANSFER CONTINGENCY ETC													
DEBT													
STREET SEWER BRIDGE ETC IMPROVEMENT													
EQUIPMENT LAND AND BUILDINGS													
Spending Total	24,899	15,201	27,572	31,327	3,755	13.6%							
by Activity													
53403 RELLA HAVENS MEMORIAL FUND	24,899	15,201	27,572	31,327	3,755	13.6%	0.5	0.5	0.5	21,091	0.5	23,862	2,771
Fund Total	24,899	15,201	27,572	31,327	3,755	13.6%	0.5	0.5	0.5	21,091	0.5	23,862	2,771
Percent Change from Previous Year		-39.0%	81.4%				0.0%	0.0%				0.0%	13.1%

City of Saint Paul 2007 Financing Plan by Object Code and Activity Mayor's Proposed Budget

Fund: 363 RELLA HAVENS MEMORIAL FUND
Fund Manager: MELANIE HUGGINS

Assumptions for Major Revenue Sources and Explanation for Significant Financing Changes:
REVENUE IS FROM ANTICIPATED INTEREST EARNINGS.

Object Code	Financing Detail	2004 2nd Prior Receipts	2005 Last Year Revenues	2006 Adopted	2007 Department Estimate	2007 Mayor's Proposed	2007 Mayor's Proposed Budget Change From	
							Department Estimate	2006 Amount Percent
6602	INTEREST ON INVESTMENTS							
	53403 RELLA HAVENS MEMORIAL FUND	12,917	14,344	27,811	20,000	20,000	-7,811	-28.1
Total	INTEREST ON INVESTMENTS	12,917	14,344	27,811	20,000	20,000	-7,811	-28.1
6611	INC(DEC) FMV OF INVESTMENT							
	53403 RELLA HAVENS MEMORIAL FUND	-4,153	-5,716					
Total	INC(DEC) FMV OF INVESTMENT	-4,153	-5,716					
Total	MISCELLANEOUS REVENUE	8,764	8,628	27,811	20,000	20,000	0	-7,811 -28.1
9830	USE OF FUND BALANCE							
	53403 RELLA HAVENS MEMORIAL FUND				11,327	11,327	11,327	
Total	USE OF FUND BALANCE				11,327	11,327	11,327	
9831	CONTRIBUTION TO FUND BALANCE							
	53403 RELLA HAVENS MEMORIAL FUND			-239	0	0	239	-100.0
Total	CONTRIBUTION TO FUND BALANCE			-239	0	0	239	-100.0
Total	FUND BALANCES			-239	11,327	11,327	0	11,566 -999.9
Total	RELLA HAVENS MEMORIAL FUND	8,764	8,628	27,572	31,327	31,327	0	3,755 13.6

ACTIVITY PERFORMANCE PLAN

Committed to by Activity Manager

ACTIVITY	ACTIVITY NUMBER	DEPARTMENT	DIVISION OR FUND	FISCAL YEAR
Rella Havens Memorial Fund	53403	Library Agency	363	2007

Ongoing Program Objectives and 2007 Project Objectives	Ongoing Program Performance Indicator										
<p>Funds received in 1987 and 1988 were used to establish a base of \$300,000.</p> <p>Budget objective for this activity is to spend only the interest received from the base of \$300,000. Monies are used to fund personnel for signage, staff communications and special projects throughout the Library system. A .5 FTE is budgeted to accommodate these needs.</p>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%; text-align: center;">2004 Actual</th> <th style="width: 10%; text-align: center;">2005 Actual</th> <th style="width: 10%; text-align: center;">2006 Estimated</th> <th style="width: 10%; text-align: center;">2007 Estimated</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Interest earned</td> <td style="text-align: center; padding: 5px;">12,917</td> <td style="text-align: center; padding: 5px;">14,344</td> <td style="text-align: center; padding: 5px;">27,811</td> <td style="text-align: center; padding: 5px;">20,000</td> </tr> </tbody> </table>		2004 Actual	2005 Actual	2006 Estimated	2007 Estimated	Interest earned	12,917	14,344	27,811	20,000
	2004 Actual	2005 Actual	2006 Estimated	2007 Estimated							
Interest earned	12,917	14,344	27,811	20,000							

Significant Changes (Spending & Staffing)

Comments

City of Saint Paul 2007 Activity Spending Plan Summary Mayor's Proposed Budget

Activity: **53403 RELLA HAVENS MEMORIAL FUND**
 Manager: MELANIE HUGGINS

Department: **11 LIBRARIES**
 Fund: **363 RELLA HAVENS MEMORIAL FUND**

Activity Spending Plan by Type of Expenditure	2004 2nd Prior Exp. & Enc.	2005 Last Year Exp. & Enc.	2006 Adopted	2007 Mayor's Proposed	Changes from Amount	2006 Percent
SALARIES	18,535	11,393	21,091	23,862	2,771	13.1%
SERVICES	16	16	16	16		
EMPLOYER FRINGE BENEFITS	6,348	3,792	6,465	7,449	984	15.2%
STREET SEWER BRIDGE ETC IMPROVEMENT						
DEBT						
MISC TRANSFER CONTINGENCY ETC						
MATERIALS AND SUPPLIES						
EQUIPMENT LAND AND BUILDINGS						
Total Spending	24,899	15,201	27,572	31,327	3,755	13.6%
Percent Change From Previous Year		-39.0%	81.4%			

Authorized Work Force Expense/Occupation	2004 FTE	2005 FTE	2006 Adopted			2007 Mayor's Proposed			Change from 2006	
			FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI
0121 038A PUBLIC INFO SPEC I	0.5	0.5	0.5	20,577	514	0.5	23,280	582		2,771
Total Personnel	0.5	0.5	0.5	20,577	514	0.5	23,280	582	0.0	2,771
Percent Change From Previous Year		0.0%	0.0%						0.0%	13.1%

Fund 966, Debt Service

City of Saint Paul 2007 Budget Fund Spending Plan Summary Mayor's Proposed Budget

Fund: **966 LIBRARY AGENCY DEBT SERVICE**

Fund Manager: MELANIE HUGGINS

Department: **11 LIBRARIES**

Department Director: MELANIE HUGGINS

Fund Purpose:

TO ACCOUNT FOR THE LIBRARY GENERAL OBLIGATION DEBT SERVICE.

	Spending Amount					Personnel FTE/Amount (salary+Allowance+Negotiated Increase)				
	2004	2005	2006	2007		2004	2005	2006	2007	Change from
	2nd Prior Exp. & Enc.	Last Year Exp. & Enc.	Adopted	Mayor's Proposed		Authorized FTE		Adopted FTE/Amount	Mayor's Proposed FTE/Amount	2006 FTE/Amount
by Type of Expenditure										
SALARIES										
SERVICES										
MATERIALS AND SUPPLIES										
EMPLOYER FRINGE BENEFITS										
MISC TRANSFER CONTINGENCY ETC	2,316,788	2,302,140	2,050,163	2,004,874	-45,289	-2.2%				
DEBT	182,056	528,550	992,825	1,188,825	196,000	19.7%				
STREET SEWER BRIDGE ETC IMPROVEMENT										
EQUIPMENT LAND AND BUILDINGS										
Spending Total	2,498,844	2,830,690	3,042,988	3,193,699	150,711	5.0%				
by Activity										
83400 LIBRARY PRIOR YEAR DEBT SERVICE	2,316,788	2,302,140	2,050,163	2,004,874	-45,289	-2.2%				
83401 LIBRARY DEBT SERVICE-SUBSEQUENT YR			464,275	462,275	-2,000	-0.4%				
83402 LIBRARY DEBT SERV-2004 BONDS	182,056	528,550	528,550	726,550	198,000	37.5%				
Fund Total	2,498,844	2,830,690	3,042,988	3,193,699	150,711	5.0%			0.0	0
Percent Change from Previous Year		13.3%	7.5%							

City of Saint Paul

2007 Financing Plan by Object Code and Activity

Mayor's Proposed Budget

Fund: 966 LIBRARY AGENCY DEBT SERVICE
 Fund Manager: MELANIE HUGGINS

Assumptions for Major Revenue Sources and Explanation for Significant Financing Changes:
 PROPERTY TAX FINANCING WILL SUPPORT LIBRARY DEBT SERVICE REQUIREMENTS.

Object Code	Financing Detail	2004 2nd Prior Receipts	2005 Last Year Revenues	2006 Adopted	2007 Department Estimate	2007 Mayor's Proposed	2007 Mayor's Proposed Budget Change From		
							Department Estimate	2006 Amount Percent	
1001	CURRENT - TAXPAYER								
	83400 LIBRARY PRIOR YEAR DEBT SERVICE	1,879,424	1,933,230	1,963,782	1,963,782	2,586,281	622,499	622,499	31.7
Total	CURRENT - TAXPAYER	1,879,424	1,933,230	1,963,782	1,963,782	2,586,281	622,499	622,499	31.7
1002	FISCAL DISPARITIES								
	83400 LIBRARY PRIOR YEAR DEBT SERVICE	540,592							
Total	FISCAL DISPARITIES	540,592	0						
1503	CONTAMINATION TAX								
	83400 LIBRARY PRIOR YEAR DEBT SERVICE	96							
Total	CONTAMINATION TAX	96	0						
Total	TAXES	2,420,112	1,933,230	1,963,782	1,963,782	2,586,281	622,499	622,499	31.7
3446	MARKET VALUE HOMESTEAD CREDIT								
	83400 LIBRARY PRIOR YEAR DEBT SERVICE	168,183	150,782	120,230	120,230	145,143	24,913	24,913	20.7
Total	MARKET VALUE HOMESTEAD CREDIT	168,183	150,782	120,230	120,230	145,143	24,913	24,913	20.7
Total	INTERGOVERNMENTAL REVENUE	168,183	150,782	120,230	120,230	145,143	24,913	24,913	20.7

City of Saint Paul 2007 Financing Plan by Object Code and Activity Mayor's Proposed Budget

Fund: 966 LIBRARY AGENCY DEBT SERVICE
Fund Manager: MELANIE HUGGINS

Assumptions for Major Revenue Sources and Explanation for Significant Financing Changes:
PROPERTY TAX FINANCING WILL SUPPORT LIBRARY DEBT SERVICE REQUIREMENTS.

Object Code	Financing Detail	2004 2nd Prior Receipts	2005 Last Year Revenues	2006 Adopted	2007 Department Estimate	2007 Mayor's Proposed	2007 Mayor's Proposed Budget Change From		
							Department Estimate	2006	
								Amount	Percent
6602	INTEREST ON INVESTMENTS								
83400	LIBRARY PRIOR YEAR DEBT SERVICE	33,981	51,635	30,000	20,000	20,000		-10,000	-33.3
83402	LIBRARY DEBT SERV-2004 BONDS	-1,519	-1,111						
Total	INTEREST ON INVESTMENTS	32,462	50,524	30,000	20,000	20,000		-10,000	-33.3
6611	INC(DEC) FMV OF INVESTMENT								
83400	LIBRARY PRIOR YEAR DEBT SERVICE	-15,855	-18,529						
83402	LIBRARY DEBT SERV-2004 BONDS	746	-219						
Total	INC(DEC) FMV OF INVESTMENT	-15,109	-18,748						
Total	MISCELLANEOUS REVENUE	17,353	31,776	30,000	20,000	20,000	0	-10,000	-33.3
7306	TRANSFER FROM CAP PROJ FUND-OTHER								
83400	LIBRARY PRIOR YEAR DEBT SERVICE	966,095	105,000	0	0	0			
83402	LIBRARY DEBT SERV-2004 BONDS	636,809							
Total	TRANSFER FROM CAP PROJ FUND-OTHER	1,602,904	105,000	0	0	0			
Total	TRANSFERS	1,602,904	105,000	0	0	0	0	0	.0
9830	USE OF FUND BALANCE								
83400	LIBRARY PRIOR YEAR DEBT SERVICE			494,701	0	0		-494,701	-100.0
83401	LIBRARY DEBT SERVICE-SUBSEQUEN			464,275	462,275	462,275		-2,000	-.4
Total	USE OF FUND BALANCE			958,976	462,275	462,275		-496,701	-51.8
9831	CONTRIBUTION TO FUND BALANCE								
83400	LIBRARY PRIOR YEAR DEBT SERVICE			-30,000	-20,000	-20,000		10,000	-33.3
Total	CONTRIBUTION TO FUND BALANCE			-30,000	-20,000	-20,000		10,000	-33.3
Total	FUND BALANCES			928,976	442,275	442,275	0	-486,701	-52.4

City of Saint Paul
2007 Financing Plan by Object Code and Activity
Mayor's Proposed Budget

Fund: 966 LIBRARY AGENCY DEBT SERVICE
 Fund Manager: MELANIE HUGGINS

Assumptions for Major Revenue Sources and Explanation for Significant Financing Changes:
 PROPERTY TAX FINANCING WILL SUPPORT LIBRARY DEBT SERVICE REQUIREMENTS.

Object Code	Financing Detail	2004 2nd Prior Receipts	2005 Last Year Revenues	2006 Adopted	2007 Department Estimate	2007 Mayor's Proposed	2007 Mayor's Proposed Budget Change From		
							Department Estimate	2006	
								Amount	Percent
Total	LIBRARY AGENCY DEBT SERVICE	4,208,552	2,220,788	3,042,988	2,546,287	3,193,699	647,412	150,711	5.0

ACTIVITY PERFORMANCE PLAN

Committed to by Activity Manager

ACTIVITY	ACTIVITY NUMBER	DEPARTMENT	DIVISION OR FUND	FISCAL YEAR
Library Debt Service	83400-83402	Library Agency	966	2007

<p>Ongoing Program Objectives and 2007 Project Objectives</p> <p>To account for property tax levy for the payment of outstanding General Obligation debt related to library projects.</p>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: none;">Ongoing Program Performance Indicator</th> <th style="text-align: right; border-bottom: none;">2004 Actual</th> <th style="text-align: right; border-bottom: none;">2005 Actual</th> <th style="text-align: right; border-bottom: none;">2006 Estimated</th> <th style="text-align: right; border-bottom: none;">2007 Estimated</th> </tr> </thead> <tbody> <tr> <td style="border-top: none;">Principal and interest payment of bonds for Library projects.</td> <td style="text-align: right; border-top: none;">2,498,844</td> <td style="text-align: right; border-top: none;">2,830,690</td> <td style="text-align: right; border-top: none;">2,578,713</td> <td style="text-align: right; border-top: none;">2,731,424</td> </tr> </tbody> </table>	Ongoing Program Performance Indicator	2004 Actual	2005 Actual	2006 Estimated	2007 Estimated	Principal and interest payment of bonds for Library projects.	2,498,844	2,830,690	2,578,713	2,731,424
Ongoing Program Performance Indicator	2004 Actual	2005 Actual	2006 Estimated	2007 Estimated							
Principal and interest payment of bonds for Library projects.	2,498,844	2,830,690	2,578,713	2,731,424							

Significant Changes (Spending & Staffing)

Comments

City of Saint Paul 2007 Activity Spending Plan Summary Mayor's Proposed Budget

Activity: **83400 LIBRARY PRIOR YEAR DEBT SERVICE**
 Manager: MELANIE HUGGINS

Department: **11 LIBRARIES**
 Fund: **966 LIBRARY AGENCY DEBT SERVICE**

Activity Spending Plan by Type of Expenditure	2004 2nd Prior Exp. & Enc.	2005 Last Year Exp. & Enc.	2006 Adopted	2007 Mayor's Proposed	Changes from Amount	2006 Percent
MISC TRANSFER CONTINGENCY ETC	2,316,788	2,302,140	2,050,163	2,004,874	-45,289	-2.2%
STREET SEWER BRIDGE ETC IMPROVEMENT						
DEBT						
EQUIPMENT LAND AND BUILDINGS						
MATERIALS AND SUPPLIES						
SERVICES						
SALARIES						
EMPLOYER FRINGE BENEFITS						
Total Spending	2,316,788	2,302,140	2,050,163	2,004,874	-45,289	-2.2%
Percent Change From Previous Year		-0.6%	-10.9%			

City of Saint Paul 2007 Activity Spending Plan Summary Mayor's Proposed Budget

Activity: **83401 LIBRARY DEBT SERVICE-SUBSEQUENT YR**
 Manager: MELANIE HUGGINS

Department: **11 LIBRARIES**
 Fund: **966 LIBRARY AGENCY DEBT SERVICE**

Activity Spending Plan by Type of Expenditure	2004 2nd Prior Exp. & Enc.	2005 Last Year Exp. & Enc.	2006 Adopted	2007 Mayor's Proposed	Changes from Amount	2006 Percent
DEBT			464,275	462,275	-2,000	-0.4%
MATERIALS AND SUPPLIES						
STREET SEWER BRIDGE ETC IMPROVEMENT						
MISC TRANSFER CONTINGENCY ETC						
EQUIPMENT LAND AND BUILDINGS						
EMPLOYER FRINGE BENEFITS						
SALARIES						
SERVICES						
Total Spending	0	0	464,275	462,275	-2,000	-0.4%
Percent Change From Previous Year		0.0%	0.0%			

City of Saint Paul 2007 Activity Spending Plan Summary Mayor's Proposed Budget

Activity: **83402 LIBRARY DEBT SERV-2004 BONDS**
 Manager: MELANIE HUGGINS

Department: **11 LIBRARIES**
 Fund: **966 LIBRARY AGENCY DEBT SERVICE**

Activity Spending Plan by Type of Expenditure	2004 2nd Prior Exp. & Enc.	2005 Last Year Exp. & Enc.	2006 Adopted	2007 Mayor's Proposed	Changes from Amount	2006 Percent
DEBT	182,056	528,550	528,550	726,550	198,000	37.5%
MATERIALS AND SUPPLIES						
EMPLOYER FRINGE BENEFITS						
MISC TRANSFER CONTINGENCY ETC						
SERVICES						
STREET SEWER BRIDGE ETC IMPROVEMENT						
SALARIES						
EQUIPMENT LAND AND BUILDINGS						
Total Spending	182,056	528,550	528,550	726,550	198,000	37.5%
Percent Change From Previous Year		190.3%	0.0%			

Appendix

Glossary

Activity. An activity is a subunit of a fund. Each fund contains one or more activities, a specific and distinguishable budgetary unit of work or service. Activities are detailed levels of budget spending authority created to accomplish the approved objectives of the fund.

Activity Manager. Each activity manager shares in the authorities and responsibilities of the fund manager. In addition, each activity manager's responsibilities include attaining the performance objectives assigned to their activity, approving spending payments and directing the day-to-day operations of their activity.

Activity Number. A five(5)-digit number which uniquely identifies the activity. The first digit indicates the fund type.

ALA. The American Library Association is a national organization for library staff.

Capital Improvement Budget (C.I.B.). A plan for capital expenditures (physical development of the City) to be incurred each year, over a fixed number of years, in order to meet capital needs arising for the long-term work program.

Debt Service Fund. A fund established to account for the financial resources used for the payment of long-term general obligation debt principal, interest, and related costs.

Full Time Equivalent (FTE). A personnel position which is financed for the equivalent of 80 hours per pay period for 26.1 pay periods (a typical year), or 2088 hours in a year. This is roughly equivalent to 40 hours per week for 52 weeks. For example, a .5 FTE would represent 20 hours per week for 52 weeks, or 40 hours per week for 26 weeks. A 1.0 FTE is a general reference to a position normally working for a year.

Fund. Each individual fund is a separate accounting entity having its own assets, liabilities, revenues and expenditures or expenses. Financial resources are allocated to, and accounted for, in individual funds based on legal, donor, or administrative restrictions or requirements.

Fund Balance. An equity account reflecting the excess of accumulated assets over accumulated liabilities and reserves (monies set aside for specific purposes).

Fund Number. A three-digit number which uniquely identifies the fund.

IMLS. The Institute of Museum and Library Services is a federal grant-making agency supporting the nation's museums and libraries. It was created by the Museum and Library Services Act of 1996.

LGA. Acronym for local government aid. Begun in 1971, this program was designed to provide indirect property tax relief through the redistribution of income tax and sales tax revenues collected at the state level to local units of government. The amount of funding received by local units of government is based on a distribution formula determined by the Minnesota State Legislature. The City of Saint Paul passed a portion of their LGA to the Saint Paul Public Library Agency as part of the Agency's financing.

LSTA. Library Services and Technology Act of 1996, a section of the federal Museum and

Library Services Act, promotes access to library services for people of all ages. The funds are distributed to State Library Agencies according to a formula based on population. The state agencies may further distribute the funds to individual libraries through a series of sub-grants.

MELSA. The Metropolitan Library Service Agency, serving the nine public library systems in the metropolitan area, is one of twelve Regional Public Library Systems in Minnesota. The Regional Public Library Systems are multi-county public library service agencies that provide free access to all residents of the region without discrimination and are organized under the provisions of Minnesota Statutes 134.317 or 471.59.

MINITEX. The MINITEX Library Information Network is a publicly supported network of academic, public, state government, and special libraries working cooperatively to improve library service for their users. The MINITEX program is funded by the Minnesota Legislature through the Minnesota Higher Education Services Office (MHESO). Programs for Minnesota public libraries are funded through a contract with the Minnesota Office of Library Development and Services.

MLS. The Master of Library Science is the primary professional degree for librarians.

Object Code. A four-digit code assigned to a specific type of receipt or expenditure. A major object code is a grouping of expenditures or receipts on the basis of the types of goods or services purchased or rendered. For example, professional services, materials, supplies, and equipment are major object codes.

Operating Transfer In/Out. Inter-fund transfers are legally authorized transfers between a fund receiving revenue and a fund where resources are expended.

Performance Plan. A fund manager's estimate of the service level desired by the Mayor, Library Board, and residents of the City. Includes mission statement, objectives and performance indicators.

PJ. Perrie Jones, a former Saint Paul Public Library director, made a bequest of her estate to the Library to be used for staff training and development and outreach services. The fund is administered through the Friends of the Saint Paul Public Library and the Perrie Jones Library Fund Advisory Board.

Special Revenue Fund. A fund established to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, and capital projects) that are legally restricted to expenditures for specified functions or activities.

Spending Plan. Provides a unit or subunit of an organization with spending authority to pay for the resources required to effectively accomplish the performance plan.

VISTA. Volunteers in Service to America are college age individuals who work for a nominal salary in public services locations. This federal program has funded up to three VISTA workers a year to coordinate literacy projects in the Library.