

Saint Paul Library Agency  
2008 Proposed Budget

Table of Contents

	Page		
Letter of Transmittal .....	3	Financing Plan .....	35
Board of Commissioners.....	4	Spending and Personnel by Activity .....	36
Budget Process.....	5	<b>Fund 966, Library Debt Service .....</b>	<b>37</b>
Financing/Spending Summaries .....	6	Spending Plan.....	38
Library Overview .....	8	Financing Plan.....	39
Operating Funds Summary .....	14	Spending and Personnel by Activity .....	40
Spending (CTAB080-1).....	15	<b>Appendices</b>	
Fund Summaries		Glossary.....	44
<b>Fund 349, PLA General Fund</b> .....	16		
Spending Plan .....	17		
Financing Plan .....	18		
Spending and Personnel by Activity.....	19		
<b>Fund 350, PLA Revenues and Grants</b> .....	24		
Spending Plan .....	25		
Financing Plan .....	26		
Spending and Personnel by Activity.....	28		
<b>Fund 363, Rella Havens Memorial Fund</b> .....	33		
Spending Plan .....	34		

Prepared by:



Office of Financial Services  
700 City Hall  
15 West Kellogg Boulevard  
Saint Paul, MN 55102-1658  
(651) 266-8797  
Website: [www.ci.stpaul.mn.us](http://www.ci.stpaul.mn.us)

Matt Smith, Director  
John Mc Carthy, Budget Analyst



Saint Paul Public Library Agency  
Business Office  
90 West 4<sup>th</sup> Street  
Saint Paul, MN 55102-1658  
(651) 266-7073  
Website: [www.sppl.org](http://www.sppl.org)

Melanie Huggins, Director  
Susan Cantu, Accounting Tech.



## CITY OF SAINT PAUL

*Christopher B. Coleman, Mayor*

*390 City Hall  
15 West Kellogg Boulevard  
Saint Paul, Minnesota 55102*

*Telephone: (651) 266-8510  
Facsimile: (651) 266-8513*

August 21, 2007

Honorable Library Agency Board Members,

I am pleased to transmit to you my 2008 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.

While this budget involves difficult decisions, I firmly believe it is an opportunity for us to transform service delivery and continue on the path of becoming the Most Livable City in America.

This budget is based on three core principles:

1. The overall city budget must be structurally balanced by 2010.
2. We will continue to deliver better service at a better price by refocusing services to meet community needs.
3. We must grow our investments in Saint Paul, by reinvesting in our neighborhoods, operating 21<sup>st</sup> century facilities and expanding the use of technology.

This Library Agency budget moves us towards the goal of achieving structural balance by 2010, it controls spending growth and it provides opportunities to reinvest in Saint Paul.

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
<hr/>		
<b><u>Commissioners</u></b>		
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 2007 is finalized during this time. This includes preparing, printing and distributing books reflecting the 2007 adopted budget. The accounting section of the Office of Financial Services prepares the annual financial report for the previous year (2006). During this time, the “base budget” for the upcoming year (2008) is identified.

### April - June

The Library Director presents a needs and resource assessment to the Library Board with priorities, no later than April 1<sup>st</sup>. 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 2008 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.

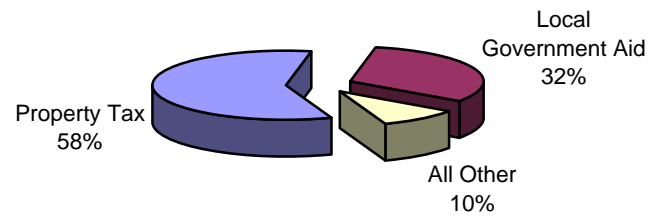
**2008 Proposed Budget for the Saint Paul Library Agency  
Spending/Financing Summary**

	2007	2008	Change	
	<b>Adopted</b>	<b>Proposed</b>	<b>Amount</b>	<b>Percent</b>
<b>Spending:</b>				
Fund 349, PLA General Fund	13,924,387	14,214,090	289,703	2.1%
Fund 350, PLA-Revenues and Grants	1,362,208	1,311,568	-50,640	-3.7%
Fund 363, Rella Havens Memorial Fund	31,327	20,016	-11,311	-36.1%
Fund 934, Library Capital Projects	487,527	0	-487,527	-100.0%
Fund 966, Library Debt Service Fund	3,193,699	3,122,736	-70,963	-2.2%
	<b>18,999,148</b>	<b>18,668,410</b>	<b>-330,738</b>	<b>-1.7%</b>
<b>Financing:</b>				
Property tax/market value credit-Fund #349 financing	8,922,742	8,263,971	-658,771	-7.4%
Property tax/market value credit-Fund #966 financing	2,731,424	2,662,961	-68,463	-2.5%
(Subtotal = \$11,654,166, \$10,926,932) <sup>1</sup>				
Local Government Aid	5,321,472	5,950,119	628,647	11.8%
MELSA	71,250	71,250	0	0.0%
Friends of the Library Contributions	468,223	547,856	79,633	17.0%
Use of Fund Balance	605,602	539,775	-65,827	-10.9%
All Other	878,435	632,478	-245,957	-28.0%
Total Library Financing	<b>18,999,148</b>	<b>18,668,410</b>	<b>-330,738</b>	<b>-1.7%</b>

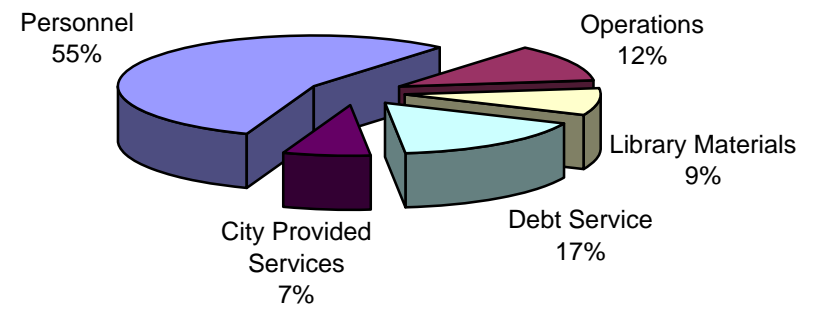
<sup>1</sup>Actual property tax financing available, does not include shrinkage allowance.

## Summary - Spending and Financing

### 2008 Revenue By Source

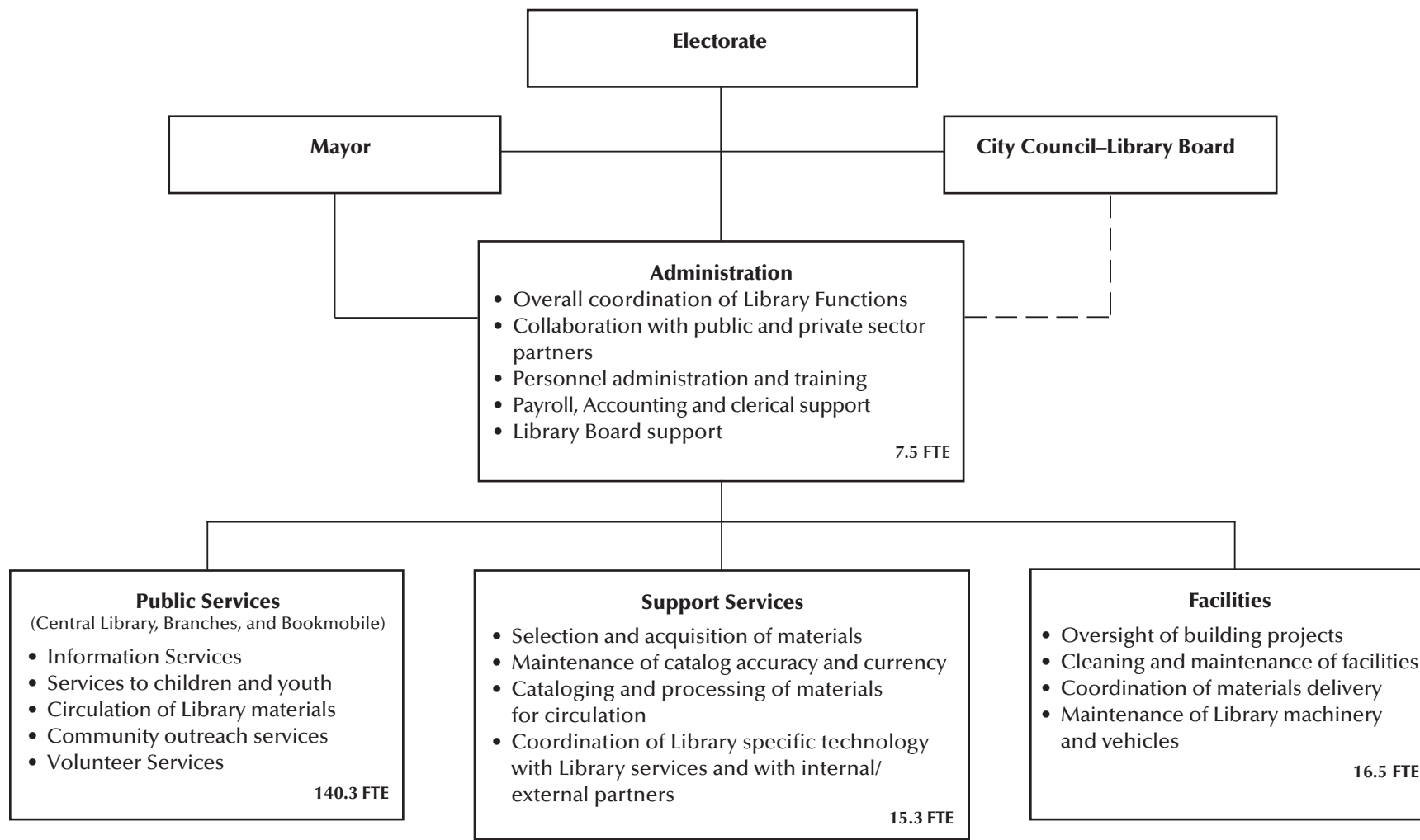


### 2008 Spending By Type



# 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 179.6 FTEs)**



# About the Saint Paul Public Library

## What We Do (Description of Services)

The Saint Paul Public Library exists 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. There are five "Focus Areas" that will guide our work and allocation of resources through 2010.

### FOCUS AREA: CHILDREN AND YOUTH

To ensure that young children acquire the skills they need to become readers and to support the educational pursuits and personal growth of students.

### FOCUS AREA: COMMUNITY COLLABORATIONS

To increase the reach and capacity of library services by partnering with organizations or businesses that support the lifelong learning needs of citizens.

### FOCUS AREA: CUSTOMER-DRIVEN SERVICES

To ensure that library services are relevant and reflect the needs of the citizens of Saint Paul; to provide opportunities for customers to directly respond to and be a part of the direction of the library.

### FOCUS AREA: NEW AND ENHANCED TECHNOLOGY

To be the organization in Saint Paul that makes the most innovative and effective use of technology; to ensure that technology is used to increase access to information.

### FOCUS AREA: COMMUNICATION

To increase our visibility in the community so that all Saint Paul citizens know what the Library has to offer, where the Library's facilities and services are located, and how we enhance the quality of life in the city. Library staff will understand and be an active part of communication strategies that serve to make us a more efficient organization, to increase the public awareness of our value, and that create an empowered library workforce and customer.

## 2006-2007 Accomplishments

### FOCUS AREA: CHILDREN AND YOUTH

- Early Literacy Together luncheon for area educators
- "Blast Off to Kindergarten" website and community awareness campaign ready to launch for 07 school year

### FOCUS AREA: COMMUNITY COLLABORATIONS

- Program partnership with Ordway
- Participation in "Art Crawl"
- Facilities planning with Parks and Recreation, Minnesota Children's Museum, and Merrick Community Center
- Partnering with Prevent Child Abuse MN and Junior League on program targeting 4-year-olds

### FOCUS AREA: CUSTOMER-DRIVEN SERVICES

- Payment by credit card initiated in libraries and online
- 6 new library cards available to customers
- Self-check successfully introduced at Highland, to be extended to all agencies
- Public survey about library hours and services in development

### FOCUS AREA: NEW AND ENHANCED TECHNOLOGY

- Wi-fi installed in all libraries
- Beginning the digitization of rare historical documents
- Investigating the development of a city-wide training program for staff on using new technologies

### FOCUS AREA: COMMUNICATION

- Marketing, Events and Public Relations Coordinator position filled
- 125th anniversary celebrations in all agencies
- "SPI News," a quarterly news update on strategic plan implementation, sent to all staff
- A budget implementation process that provides for greater input by all staff initiated

### Statistical Profile

• Number of library card holders	302,584
• Visits to library by customers	2,438,589
• Number of materials checked out	3,394,664
• Number of log-ons to electronic databases	1,317,108
• Number of external, virtual visits to resources	1,333,317

## 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:	2005 Actual	2006 Actual	2007 Estimated	2008 Projected
Number of people visiting libraries	2,330,240	2,438,589	2,560,000	2,688,000
Number of people using the Internet	353,416	382,799	385,000	388,000
Number of people attending adult and juvenile programs	79,936	80,373	81,000	82,000

**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:	2005 Actual	2006 Actual	2007 Estimated	2008 Projected
Number of items checked out	3,339,830	3,394,664	3,400,000	3,450,000

**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:	2005 Actual	2006 Actual	2007 Estimated	2008 Projected
Number of external virtual visits to networked library resources		1,333,317	1,500,000	1,700,000

**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:	2005 Actual	2006 Actual	2007 Estimated	2008 Projected
Number of electronic reserves places on library materials	516,311	560,120	560,000	560,000

**Performance Objective:** Provide members of the public with the information they need for their work, school and life.

**Performance Indicator:** Number of reference transactions conducted by library staff

MEASURES:	2005 Actual	2006 Actual	2007 Estimated	2008 Projected
Number of reference transactions (2005 numbers not reported, because of computation errors in recording software)	NA	436,800	436,800	436,800

## 2008 Budget Plan

### 2008 Priorities

#### **Focus Area: Children and Youth**

- To expand the level of outreach to non-English speaking families.
- To increase the number of staff with expertise in the area of early literacy and early childhood programs and services.
- To build upon the “Early Literacy Together” sessions with early literacy partners.

#### **Focus Area: Community Collaborations**

- To expand “Blast Off to Kindergarten” partnership with Saint Paul Public Schools to include events and programs for child care providers and parents.
- To continue to work with providers of adult basic education services and job skills classes to expand the capacity of the library to provide services in these areas.

#### **Focus Area: Customer-Driven Services**

- To provide more ways for the community to directly impact service decisions and to make recommendations about improvements they would like to see.
- To develop and implement enhanced programs and services that target the needs of older adults.

#### **Focus Area: New and Enhanced Technology**

- To create and implement a “Learning 2.0” curriculum for library and city staff that ensures staff has the knowledge of the technology needed to be successful in our work.
- To launch a new and enhanced library web site.

#### **Focus Area: Communication**

- To increase the budget and support for marketing and promotions efforts.

### 2008 Budget Explanation

#### **Base Adjustments**

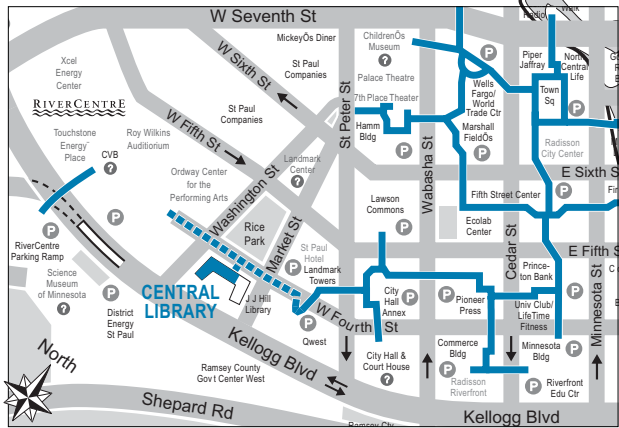
The 2007 adopted budget was adjusted to set the budget base for 2008. The base includes the anticipated growth in salaries and fringes for 2008 for employees related to the bargaining process. It also includes 2.5% inflation growth on services and 3% on goods and materials.

#### **Mayor’s Recommendations**

The Library Agency’s proposed budget for 2008 is \$18,668,410, which is a decrease of \$330,738 from the 2007 adopted budget. The proposed budget includes a plan to restructure hours at some library branches, while maintaining the same number of hours libraries are open city-wide. The proposed reallocation of hours will result in ongoing savings of \$190,741. Other spending changes in the proposed budget include: the creation of a new library aide/shelver position that will result in \$41,659 in savings; and upgrading clerical titles for a cost of \$112,156. The proposed budget also transfers \$115,000 in materials spending and \$30,000 in printing and promotions spending to special funds. Cultural STAR grants will be pursued to finance this new special fund spending.

The Proposed PLA General Fund Budget results in a decrease of 4 Library FTEs. This change is primarily due to the proposal to restructure branch hours, a reduction of 3 FTE. An additional 3 FTEs that were in special funds have been eliminated bringing the total number of FTEs to 179.6.

- Saint Paul Public Library**
-  Library branch
- Downtown Saint Paul**
-  skyways
-  tunnels
-  information center
-  parking
-  traffic direction



# Libraries

Department/Office Director: **MELANIE HUGGINS**

	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Mayor's Proposed	Change from 2007 Adopted
<b><u>Spending By Unit</u></b>					
349 PUBLIC LIBRARY AGENCY GENERAL FUND	12,769,481	13,427,209	13,924,387	14,214,090	289,703
350 PLA REVENUES AND GRANTS	1,232,622	2,273,048	1,362,208	1,311,568	-50,640
363 RELLA HAVENS MEMORIAL FUND	15,201	16	31,327	20,016	-11,311
934 LIBRARY AGENCY CAPITAL PROJECTS	4,084,928	4,442,216	487,527	0	-487,527
966 LIBRARY AGENCY DEBT SERVICE	2,830,690	2,578,713	3,193,699	3,122,736	-70,963
Total Spending by Unit	<b>20,932,922</b>	<b>22,721,202</b>	<b>18,999,148</b>	<b>18,668,410</b>	<b>-330,738</b>
<b><u>Spending By Major Object</u></b>					
SALARIES	6,925,462	7,212,398	7,880,727	7,772,782	-107,945
SERVICES	2,057,220	1,710,824	1,764,892	1,919,859	154,967
MATERIALS AND SUPPLIES	2,683,105	3,096,618	2,435,160	2,539,117	103,957
EMPLOYER FRINGE BENEFITS	2,246,713	2,375,816	2,562,758	2,590,638	27,880
MISC TRANSFER CONTINGENCY ETC	2,440,265	3,524,851	2,513,140	2,456,691	-56,449
DEBT	528,550	528,550	1,188,825	1,181,825	-7,000
STREET SEWER BRIDGE ETC IMPROVEMENT					
EQUIPMENT LAND AND BUILDINGS	4,051,607	4,272,145	653,646	207,498	-446,148
Total Spending by Object	<b>20,932,922</b>	<b>22,721,202</b>	<b>18,999,148</b>	<b>18,668,410</b>	<b>-330,738</b>
Percent Change from Previous Year		<b>8.5%</b>	<b>-16.4%</b>	<b>-1.7%</b>	
<b><u>Financing By Major Object</u></b>					
GENERAL FUND					
SPECIAL FUND					
TAXES	9,476,140	9,946,506	11,034,884	10,481,627	-553,257
LICENSES AND PERMITS					
INTERGOVERNMENTAL REVENUE	5,903,344	5,758,850	6,117,004	6,539,497	422,493
FEES, SALES AND SERVICES	60,064	59,911	76,400	58,700	-17,700
ENTERPRISE AND UTILITY REVENUES					
MISCELLANEOUS REVENUE	1,273,696	1,419,287	1,165,258	1,048,811	-116,447
TRANSFERS	105,000	1,052,440			
FUND BALANCES			605,602	539,775	-65,827
Total Financing by Object	<b>16,818,244</b>	<b>18,236,994</b>	<b>18,999,148</b>	<b>18,668,410</b>	<b>-330,738</b>
Percent Change from Previous Year		<b>8.4%</b>	<b>4.2%</b>	<b>-1.7%</b>	

# All Operating Funds Summary

**City of Saint Paul**  
**2008 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		2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Mayor's Proposed	Changes from Amount	2007 Percent
Total General Fund		0	0	0	0	0	0.0%
Percent Change from Previous Year			0.0%	0.0%			
349	PUBLIC LIBRARY AGENCY GENERAL FUND	12,769,481	13,427,209	13,924,387	14,214,090	289,703	2.1%
350	PLA REVENUES AND GRANTS	1,232,622	2,273,048	1,362,208	1,311,568	-50,640	-3.7%
363	RELLA HAVENS MEMORIAL FUND	15,201	16	31,327	20,016	-11,311	-36.1%
934	LIBRARY AGENCY CAPITAL PROJECTS	4,084,928	4,442,216	487,527	0	-487,527	-100.0%
966	LIBRARY AGENCY DEBT SERVICE	2,830,690	2,578,713	3,193,699	3,122,736	-70,963	-2.2%
Total Special Fund		20,932,922	22,721,202	18,999,148	18,668,410	-330,738	-1.7%
Percent Change from Previous Year			8.5%	-16.4%			
<b>Authorized Work Force (FTE's)</b>							
SPECIAL FUND		180.8	189.3	186.6	179.6	-7.0	-3.8%
Total Personnel		180.8	189.3	186.6	179.6	-7.0	-3.8%
Percent Change from Previous Year			4.7%	-1.4%			

## Fund 349, PLA General Fund



# City of Saint Paul

## 2008 Budget Fund Spending Plan Summary

### Mayor's Proposed Budget

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

Fund Manager: MELANIE HUGGINS

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)							
	2005	2006	2007	2008			2005	2006	2007	2008		Change from		
	2nd Prior	Last Year	Adopted	Mayor's Proposed			Authorized	Adopted	Mayor's Proposed		2007			
	Exp. & Enc.	Exp. & Enc.		Amount	Change/Percent		FTE	FTE/Amount	FTE/Amount		FTE/Amount			
<b>by Type of Expenditure</b>														
SALARIES	6,781,853	7,127,141	7,590,080	7,612,725	22,645	0.3%								
SERVICES	1,889,649	1,545,673	1,568,253	1,661,407	93,154	5.9%								
MATERIALS AND SUPPLIES	1,845,360	1,951,442	1,786,666	1,842,623	55,957	3.1%								
EMPLOYER FRINGE BENEFITS	2,220,342	2,368,382	2,472,022	2,539,655	67,633	2.7%								
MISC TRANSFER CONTINGENCY ETC	32,278	420,904	507,366	514,880	7,514	1.5%								
DEBT														
STREET SEWER BRIDGE ETC IMPROVEMENT														
EQUIPMENT LAND AND BUILDINGS		13,669		42,800	42,800									
Spending Total	12,769,481	13,427,209	13,924,387	14,214,090	289,703	2.1%								
<b>by Activity</b>														
33450 LIBRARY ADMINISTRATION	1,237,081	1,306,961	1,169,898	1,229,803	59,905	5.1%	3.0	3.0	2.0	167,098	2.0	168,665	1,567	
33451 LIBRARY SUPPORT SERVICES	2,861,235	2,961,531	2,917,522	3,000,455	82,933	2.8%	18.8	19.3	19.3	829,485	18.8	832,511	-0.5	3,026
33452 PUBLIC SERVICES, LIBRARY	6,968,950	7,344,854	7,916,262	8,011,773	95,511	1.2%	137.0	144.7	141.3	5,818,289	138.8	5,854,801	-2.5	36,512
33454 LIBRARY MAINTENANCE SERVICES	1,702,216	1,813,864	1,920,705	1,972,059	51,354	2.7%	16.8	17.5	17.5	775,208	16.5	756,748	-1.0	-18,460
Fund Total	12,769,481	13,427,209	13,924,387	14,214,090	289,703	2.1%	175.6	184.5	180.1	7,590,080	176.1	7,612,725	-4.0	22,645
Percent Change from Previous Year		5.2%	3.7%				5.1%	-2.4%					-2.2%	0.3%

# Financing by Major Object Code

Department: **11 LIBRARIES**

## SPECIAL FUNDS

	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Mayor's Proposed	Change from 2007 Adopted
1001 CURRENT - TAXPAYER	5,501,203	6,071,205	8,448,603	7,927,190	-521,413
1002 FISCAL DISPARITIES	1,973,121	1,774,095			
1004 1ST YEAR DELINQUENT	35,827	142,314			
1005 2ND YEAR DELINQUENT		-4,890			
1035 EXCESS TAX INCREMENTS	32,759				
<b>TAXES</b>	7,542,910	7,982,724	8,448,603	7,927,190	-521,413
3401 LOCAL GOVERNMENT AID	4,966,880	4,966,915	5,001,645	5,950,119	948,474
3446 MARKET VALUE HOMESTEAD CREDIT	463,900	408,142	474,139	336,781	-137,358
3704 CITY SHARE OF RENT ST. HWY. DEPT	598	293			
<b>INTERGOVERNMENTAL REVENUE</b>	5,431,378	5,375,350	5,475,784	6,286,900	811,116
6905 CONTRIB. & DONATIONS - OUTSIDE	25,000				
6914 REFUNDS - JURY DUTY PAY	240	160			
6917 REFUNDS - OVERPAYMENTS		159			
6927 OTHER AGENCY SHARE OF COST	16,295	12,420			
<b>MISCELLANEOUS REVENUE</b>	41,535	12,739	0	0	0
9890 UNDESIGNATED FUND BALANCE					
<b>FUND BALANCES</b>	0	0	0	0	0
Fund Total	13,015,823	13,370,813	13,924,387	14,214,090	289,703

<b><u>Department Total</u></b>	<b><u>13,015,823</u></b>	<b><u>13,370,813</u></b>	<b><u>13,924,387</u></b>	<b><u>14,214,090</u></b>	<b><u>289,703</u></b>
--------------------------------	--------------------------	--------------------------	--------------------------	--------------------------	-----------------------

# City of Saint Paul

## 2008 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	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Mayor's Proposed	Changes from Amount	2007 Percent
SALARIES	181,461	225,720	167,098	168,665	1,567	0.9%
SERVICES	937,909	936,541	896,023	951,782	55,759	6.2%
MATERIALS AND SUPPLIES	60,857	71,827	54,129	54,129		
EMPLOYER FRINGE BENEFITS	56,140	72,173	51,648	53,227	1,579	3.1%
MISC TRANSFER CONTINGENCY ETC	715	700	1,000	2,000	1,000	100.0%
STREET SEWER BRIDGE ETC IMPROVEMENT						
DEBT						
EQUIPMENT LAND AND BUILDINGS						
Total Spending	<b>1,237,081</b>	<b>1,306,961</b>	<b>1,169,898</b>	<b>1,229,803</b>	<b>59,905</b>	<b>5.1%</b>
Percent Change From Previous Year		<b>5.6%</b>	<b>-10.5%</b>			

Authorized Work Force Expense/Occupation	2005	2006	2007 Adopted			2008 Mayor's Proposed			Change from 2007	
	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	0.0	0	0					
0111 223B LIBRARY DIRECTOR	1.0	1.0	1.0	105,562	5,341	1.0	105,402	5,333		-168
0111 686 ACCOUNTING TECH II	1.0	1.0	1.0	52,151	1,304	1.0	53,844	1,346		1,735
PROMOTION				2,673	67		2,673	67		0
Total Personnel	<b>3.0</b>	<b>3.0</b>	<b>2.0</b>	<b>160,386</b>	<b>6,712</b>	<b>2.0</b>	<b>161,919</b>	<b>6,746</b>	<b>0.0</b>	<b>1,567</b>
Percent Change From Previous Year		<b>0.0%</b>	<b>-33.3%</b>						<b>0.0%</b>	<b>0.9%</b>

# City of Saint Paul

## 2008 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	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Mayor's Proposed	Changes from Amount	2007 Percent
SALARIES	747,312	777,441	829,485	832,511	3,026	0.4%
SERVICES	582,191	234,139	227,704	226,411	-1,293	-0.6%
MATERIALS AND SUPPLIES	1,280,511	1,292,199	1,120,363	1,148,363	28,000	2.5%
EMPLOYER FRINGE BENEFITS	248,971	250,208	258,957	263,818	4,861	1.9%
MISC TRANSFER CONTINGENCY ETC	2,250	393,876	481,013	486,552	5,539	1.2%
EQUIPMENT LAND AND BUILDINGS		13,669		42,800	42,800	
STREET SEWER BRIDGE ETC IMPROVEMENT						
DEBT						
Total Spending	<b>2,861,235</b>	<b>2,961,531</b>	<b>2,917,522</b>	<b>3,000,455</b>	<b>82,933</b>	<b>2.8%</b>
Percent Change From Previous Year		<b>3.5%</b>	<b>-1.5%</b>			

Authorized Work Force Expense/Occupation			2005	2006	2007 Adopted			2008 Mayor's Proposed			Change from 2007	
			FTE	FTE	FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI
0111	112	CLERK II	6.5									
0111	113	CLERK III	1.0									
0111	122	CLERK-TYPIST II	2.0	2.0	2.0	65,596	1,640	2.0	67,720	1,694		2,178
0111	123	CLERK-TYPIST III	1.0	1.0	1.0	41,848	1,046	1.0	43,058	1,076		1,240
0111	167A	MANAGEMENT ASST III	0.5	0.8	1.0	58,362	1,459				-1.0	-59,821
0111	178A	TECHNICAL SUPPORT SERV MGR	0.5	0.5	0.5	47,736	1,193	0.5	49,117	1,228		1,416
0111	249	LIBRARIAN I	1.0	1.0	1.0	50,304	1,258	1.0	51,759	1,294		1,491
0111	250	LIBRARIAN II	1.0	1.0	1.0	64,315	1,608				-1.0	-65,923
0111	279B	LIBRARY CLERK I						1.0	22,872	572	1.0	23,444
0121	279B	LIBRARY CLERK I		1.3	1.3	30,626	766	1.3	31,864	796		1,268
0111	280B	LIBRARY CLERK II		7.2	7.0	226,755	5,668	6.0	207,270	5,180	-1.0	-19,973
0111	281B	LIBRARY CLERK III		1.0	1.0	40,946	1,024	1.0	42,131	1,053		1,214
0111	306B	MKTG & PUBLIC RELATIONS MGR						1.0	61,602	1,540	1.0	63,142
0111	423A	PAYROLL CLERK	1.0	1.0	1.0	44,504	1,113	1.0	47,721	1,193		3,297
0111	449A	LIBRARIAN III-AFTER 7/7/88			1.0	74,119	1,853	1.0	76,263	1,907		2,198
0121	558A	LIBRARY ASSOCIATE-PART TIME	1.3	0.5	0.0	0	0					
0111	561A	LIBRARY ASSOCIATE	1.0	1.0	1.5	64,143	1,603	2.0	88,680	2,217	0.5	25,151
0111	803A	LIBRARY INFO RESOURCE COORD	1.0	1.0								
0121	972A	LIBRARY CLK (PART-TIME)	1.0									
		ADJUSTMENT - WITH FRINGE							7,500			7,500
		ADJUSTMENT - FULLY LOADED FRINGE							15,204			15,204
Total Personnel			<b>18.8</b>	<b>19.3</b>	<b>19.3</b>	<b>809,254</b>	<b>20,231</b>	<b>18.8</b>	<b>812,761</b>	<b>19,750</b>	<b>-0.5</b>	<b>3,026</b>
Percent Change From Previous Year				<b>2.7%</b>	<b>0.0%</b>						<b>-2.6%</b>	<b>0.4%</b>

# City of Saint Paul

## 2008 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	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Mayor's Proposed	Changes from Amount	2007 Percent
SALARIES	5,174,086	5,437,175	5,818,289	5,854,801	36,512	0.6%
SERVICES	109,020	115,934	132,690	130,387	-2,303	-1.7%
MATERIALS AND SUPPLIES	8,959	14,399	41,588	41,588		
EMPLOYER FRINGE BENEFITS	1,676,885	1,777,346	1,923,695	1,984,997	61,302	3.2%
MISC TRANSFER CONTINGENCY ETC						
STREET SEWER BRIDGE ETC IMPROVEMENT						
DEBT						
EQUIPMENT LAND AND BUILDINGS						
Total Spending	<b>6,968,950</b>	<b>7,344,854</b>	<b>7,916,262</b>	<b>8,011,773</b>	<b>95,511</b>	<b>1.2%</b>
Percent Change From Previous Year		<b>5.4%</b>	<b>7.8%</b>			

Authorized Work Force Expense/Occupation		2005 FTE	2006 FTE	2007 Adopted			2008 Mayor's Proposed			Change from 2007	
				FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI
0111	007A *LIBRARY SPECIALIST I	1.0	1.0	1.0	47,391	1,185	1.0	48,761	1,219		1,404
0121	007A *LIBRARY SPECIALIST I	0.8	0.8	0.8	39,467	987	0.8	40,608	1,015		1,169
0111	008A *LIBRARY SPECIALIST II	1.0	1.0								
0111	112 CLERK II	19.0									
0121	112 CLERK II	2.8									
0111	113 CLERK III	2.3									
0111	178A TECHNICAL SUPPORT SERV MGR	0.5	0.5	0.5	47,736	1,193	0.5	49,117	1,228		1,416
0111	218B CENTRAL LIB PUB SRV COORD	1.0	1.0	1.0	90,218	2,255				-1.0	-92,473
0111	226B CIRCULATION COORDINATOR	1.0	1.0	1.0	57,188	1,430	1.0	60,602	1,515		3,499
0111	245B LIBRARY TRG & OD COORD/SUPV	1.0	1.0	1.0	64,496	1,612				-1.0	-66,108
0111	249 LIBRARIAN I	12.5	12.0	12.0	607,490	15,189	12.0	620,425	15,510		13,256
0121	249 LIBRARIAN I						0.8	39,439	986	0.8	40,425
0111	250 LIBRARIAN II	15.5	15.0	15.0	954,919	23,875	14.0	923,563	23,084	-1.0	-32,147
0121	279B LIBRARY CLERK I		33.7	34.0	812,198	20,305	33.6	831,352	20,786	-0.4	19,635
0111	280B LIBRARY CLERK II		20.0	19.0	595,871	14,897	19.0	606,388	15,158		10,778
0121	280B LIBRARY CLERK II		2.8	3.5	111,059	2,776	2.3	76,377	1,910	-1.2	-35,548
0111	281B LIBRARY CLERK III		3.0	2.0	70,336	1,759	2.0	74,051	1,852		3,808
0111	282B LIBRARY CLERK IV			1.0	46,784	1,170	1.0	48,289	1,207		1,542
0111	372A *LIBRARY SPECIALIST	5.0	4.0	4.0	179,019	4,476	4.0	185,590	4,639		6,734
0121	372A *LIBRARY SPECIALIST	3.4	2.3	2.3	97,784	2,445	2.0	89,353	2,233	-0.3	-8,643
0111	448A LIBRARIAN III-BEFORE 7/7/88	1.0	1.0	1.0	78,427	1,961	1.0	80,696	2,017		2,325
0111	449A LIBRARIAN III-AFTER 7/7/88	2.0	3.0	3.0	220,459	5,512	4.0	300,484	7,513	1.0	82,026
0121	558A LIBRARY ASSOCIATE-PART TIME	15.6	21.1	17.2	628,371	15,709	20.3	781,653	19,543	3.1	157,116
0111	561A LIBRARY ASSOCIATE	18.3	20.0	21.5	900,233	22,506	19.0	814,530	20,361	-2.5	-87,848
0121	581A LIBRARY VOLUNTEER COORD	0.5	0.5	0.5	24,424	611	0.5	25,652	641		1,258
0121	972A LIBRARY CLK (PART-TIME)	32.8									
	SHIFT DIFFERENTIAL				17,000	425		17,000	425		0
	ADJUSTMENT				-17,802	-445		-34,326	-858		-16,937
	ADJUSTMENT							-35,750	-894		-36,644

**City of Saint Paul**  
**2008 Activity Spending Plan Summary**  
**Mayor's Proposed Budget**

Activity: <b>33452    PUBLIC SERVICES, LIBRARY</b>					Department: <b>11</b>		<b>LIBRARIES</b>							
Manager:					Fund: <b>349</b>		<b>PUBLIC LIBRARY AGENCY GENERAL FUND</b>							
PROMOTION					3,305	83								
ADJUSTMENT - FULLY LOADED FRINGE					69,857					-3,388				
										69,857				
Total Personnel					<b>137.0</b>	<b>144.7</b>	<b>141.3</b>	<b>5,676,373</b>	<b>141,916</b>	<b>138.8</b>	<b>5,713,711</b>	<b>141,090</b>	<b>-2.5</b>	<b>36,512</b>
Percent Change From Previous Year						<b>5.6%</b>	<b>-2.3%</b>					<b>-1.8%</b>	<b>0.6%</b>	

**City of Saint Paul**  
**2008 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	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Mayor's Proposed	Changes from Amount	2007 Percent
SALARIES	678,995	686,805	775,208	756,748	-18,460	-2.4%
SERVICES	260,529	259,058	311,836	352,827	40,991	13.1%
MATERIALS AND SUPPLIES	495,033	573,017	570,586	598,543	27,957	4.9%
EMPLOYER FRINGE BENEFITS	238,345	268,655	237,722	237,613	-109	0.0%
MISC TRANSFER CONTINGENCY ETC	29,313	26,328	25,353	26,328	975	3.8%
EQUIPMENT LAND AND BUILDINGS						
STREET SEWER BRIDGE ETC IMPROVEMENT						
DEBT						
Total Spending	<b>1,702,216</b>	<b>1,813,864</b>	<b>1,920,705</b>	<b>1,972,059</b>	<b>51,354</b>	<b>2.7%</b>
Percent Change From Previous Year		<b>6.6%</b>	<b>5.9%</b>			

Authorized Work Force Expense/Occupation		2005 FTE	2006 FTE	2007 Adopted			2008 Mayor's Proposed			Change from 2007	
				FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI
0111	228B SECURITY/SAFETY OFR - LIB	1.0	1.0	1.0	38,590	965				-1.0	-39,555
0111	231 CUSTODIAN	4.8	5.0	5.0	189,272	4,732	5.0	196,060	4,903		6,959
0121	234 CUSTODIAN-LIGHT DUTY	2.5	2.5	2.5	63,829	1,595	2.5	67,281	1,682		3,539
0111	605 CUSTODIAN-ENGR II-LIBRARY	7.5	7.0	7.0	311,235	7,780	7.0	319,555	7,988		8,528
0111	625A LIBRARY FACILITIES MGR	1.0	1.0	1.0	90,218	2,255	1.0	92,828	2,321		2,676
0111	631 CUST ENG I LIBRARY		1.0	1.0	41,050	1,026	1.0	44,100	1,103		3,127
	OVERTIME				22,108	553		18,465	462		-3,734
Total Personnel		<b>16.8</b>	<b>17.5</b>	<b>17.5</b>	<b>756,302</b>	<b>18,906</b>	<b>16.5</b>	<b>738,289</b>	<b>18,459</b>	<b>-1.0</b>	<b>-18,460</b>
Percent Change From Previous Year			<b>4.2%</b>	<b>0.0%</b>						<b>-5.7%</b>	<b>-2.4%</b>

## Fund 350, PLA Revenues & Grants



# City of Saint Paul

## 2008 Budget Fund Spending Plan Summary

### Mayor's Proposed Budget

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

Fund Manager: MELANIE HUGGINS

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)					
	2005	2006	2007	2008			2005	2006	2007	2008		Change from
	2nd Prior	Last Year	Adopted	Mayor's Proposed			Authorized		Adopted	Mayor's Proposed		2007
	Exp. & Enc.	Exp. & Enc.		Amount	Change/Percent		FTE	FTE/Amount	FTE/Amount	FTE/Amount	FTE/Amount	FTE/Amount
<b>by Type of Expenditure</b>												
SALARIES	132,216	85,257	266,785	160,057	-106,728	-40.0%						
SERVICES	167,555	165,136	196,623	238,436	41,813	21.3%						
MATERIALS AND SUPPLIES	837,746	895,322	648,494	696,494	48,000	7.4%						
EMPLOYER FRINGE BENEFITS	22,580	7,434	83,287	50,983	-32,304	-38.8%						
MISC TRANSFER CONTINGENCY ETC	847	1,053,784	900	900								
DEBT												
STREET SEWER BRIDGE ETC IMPROVEMENT												
EQUIPMENT LAND AND BUILDINGS	71,679	66,115	166,119	164,698	-1,421	-0.9%						
Spending Total	<b>1,232,622</b>	<b>2,273,048</b>	<b>1,362,208</b>	<b>1,311,568</b>	<b>-50,640</b>	<b>-3.7%</b>						
<b>by Activity</b>												
33400 LIBRARY SPECIAL REVENUE FUND	327,258	1,024,735	0	0								
33410 LIBRARY SPECIAL REVENUE			399,642	399,642								
33420 METRO LIBRARY SERVICE AGENCY (MELSA)			171,250	171,250								
33422 FRIENDS OF THE LIBRARY			468,223	547,856	79,633	17.0%	2.5	103,083	1.5	61,540	-1.0	-41,543
33424 PERRIE JONES LIBRARY			118,093	119,997	1,904	1.6%	1.0	42,810	1.0	44,048		1,238
33446 TEACHING LEARNING LIBRARY			105,000	72,823	-32,177	-30.6%	1.5	79,254	1.0	54,469	-0.5	-24,785
33448 ARLINGTON CHILDREN STEPPING			100,000	0	-100,000	-100.0%	1.0	41,638			-1.0	-41,638
33460 METRO LIBRARY SERVICE AGENCY (MELSA)	216,015	426,035	0	0								
33462 FRIENDS OF THE LIBRARY	518,139	627,575	0	0								
33463 COMMUNITY BASED SCIENCE	7,749	2,904										
33464 PERRIE JONES LIBRARY	102,387	131,647	0	0								
33466 ST CATH TEACHING-LEARNING LIBRARY	61,074	60,153										
Fund Total	<b>1,232,622</b>	<b>2,273,048</b>	<b>1,362,208</b>	<b>1,311,568</b>	<b>-50,640</b>	<b>-3.7%</b>	<b>6.0</b>	<b>266,785</b>	<b>3.5</b>	<b>160,057</b>	<b>-2.5</b>	<b>-106,728</b>
Percent Change from Previous Year		<b>84.4%</b>	<b>-40.1%</b>								<b>-41.7%</b>	<b>-40.0%</b>

## Financing by Major Object Code

Department: **11 LIBRARIES**

### SPECIAL FUNDS

	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Mayor's Proposed	Change from 2007 Adopted
3099 OTHER FED DIRECT GRANTS-IN-AID	61,074	70,059	105,000	72,823	-32,177
3199 OTHER FED DIRECT GRANTS-STATE ADMIN	20,394	5,107			
3601 MELSA	239,716	188,104	71,250	71,250	
<b>INTERGOVERNMENTAL REVENUE</b>	321,184	263,270	176,250	144,073	-32,177
4064 LIBRARY FEES - FILM RENTAL	592	492	1,000	1,000	
4065 LIBRARY FEES -LIB. CARD- NON RES.	120	106	200	200	
4067 LIBRARY FEES - MELSA SEARCH	1,465	739	1,500	1,500	
4068 LIBRARY FEES - N.O.C.	1,100	41	4,000	4,000	
4204 MAPS, PUBLICATIONS & REPORTS	27,010	27,022	27,000	27,000	
4299 SALES N.O.C.		57			
4306 DUPLICATING -XEROX-MULTILIT-ETC.	29,777	31,454	25,000	25,000	
<b>FEES, SALES AND SERVICES</b>	60,064	59,911	58,700	58,700	0
6403 LIBRARY OVERDUE FINES	259,702	273,344	223,642	275,642	52,000
6404 LIBRARY LOST AND DAMAGED FINES	34,698	39,313	55,000	55,000	
6801 RENTS	5,041	2,630	2,000	2,000	
6832 COMMISSIONS - VENDING MACHINES	346				
6901 CASH OVER OR SHORT	-567	-1,577	50	50	
6905 CONTRIB. & DONATIONS - OUTSIDE	652,424	655,587	693,816	675,353	-18,463
6915 REFUNDS - NOT OTHERWISE CLASSIFIED	28,586	8,435			
6917 REFUNDS - OVERPAYMENTS	812		750	750	
6999 OTHER MISCELLANEOUS REVENUE N.O.C.	2,274	21,221			
<b>MISCELLANEOUS REVENUE</b>	983,316	998,953	975,258	1,008,795	33,537
7305 TRANSFER FROM SPECIAL REVENUE FUND		1,052,440			
<b>TRANSFERS</b>	0	1,052,440	0	0	0
9830 USE OF FUND BALANCE			152,000	100,000	-52,000
9890 UNDESIGNATED FUND BALANCE					
<b>FUND BALANCES</b>	0	0	152,000	100,000	-52,000

## Financing by Major Object Code

Department: **11 LIBRARIES**

### SPECIAL FUNDS

	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Mayor's Proposed	Change from 2007 Adopted
Fund Total	1,364,564	2,374,574	1,362,208	1,311,568	-50,640

<u>Department Total</u>	<u>1,364,564</u>	<u>2,374,574</u>	<u>1,362,208</u>	<u>1,311,568</u>	<u>-50,640</u>
-------------------------	------------------	------------------	------------------	------------------	----------------

**City of Saint Paul**  
**2008 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	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Mayor's Proposed	Changes from Amount	2007 Percent
SERVICES			2,000	3,421	1,421	71.1%
SALARIES						
MATERIALS AND SUPPLIES			230,623	230,623		
EMPLOYER FRINGE BENEFITS						
STREET SEWER BRIDGE ETC IMPROVEMENT						
DEBT						
MISC TRANSFER CONTINGENCY ETC			900	900		
EQUIPMENT LAND AND BUILDINGS			166,119	164,698	-1,421	-0.9%
Total Spending	0	0	399,642	399,642	0	0.0%
Percent Change From Previous Year		0.0%	0.0%			

**City of Saint Paul**  
**2008 Activity Spending Plan Summary**  
**Mayor's Proposed Budget**

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

Department: **11**  
 Fund: **350**

**LIBRARIES**  
**PLA REVENUES AND GRANTS**

<b>Activity Spending Plan by Type of Expenditure</b>	<b>2005 2nd Prior Exp. &amp; Enc.</b>	<b>2006 Last Year Exp. &amp; Enc.</b>	<b>2007 Adopted</b>	<b>2008 Mayor's Proposed</b>	<b>Changes from Amount</b>	<b>2007 Percent</b>
SERVICES			41,197	41,197		
EMPLOYER FRINGE BENEFITS						
DEBT						
MISC TRANSFER CONTINGENCY ETC						
SALARIES						
EQUIPMENT LAND AND BUILDINGS						
STREET SEWER BRIDGE ETC IMPROVEMENT						
MATERIALS AND SUPPLIES			130,053	130,053		
Total Spending	0	0	171,250	171,250	0	0.0%
Percent Change From Previous Year		0.0%	0.0%			

**City of Saint Paul**  
**2008 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	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Mayor's Proposed	Changes from Amount	2007 Percent
SALARIES			103,083	61,540	-41,543	-40.3%
EQUIPMENT LAND AND BUILDINGS						
DEBT						
STREET SEWER BRIDGE ETC IMPROVEMENT						
MISC TRANSFER CONTINGENCY ETC						
SERVICES			72,959	133,714	60,755	83.3%
MATERIALS AND SUPPLIES			260,000	333,000	73,000	28.1%
EMPLOYER FRINGE BENEFITS			32,181	19,602	-12,579	-39.1%
Total Spending	0	0	468,223	547,856	79,633	17.0%
Percent Change From Previous Year		0.0%	0.0%			

Authorized Work Force Expense/Occupation			2007 Adopted			2008 Mayor's Proposed			Change from 2007	
			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	60,039	1,501		10,019
Total Personnel			2.5	100,568	2,515	1.5	60,039	1,501	-1.0	-41,543
Percent Change From Previous Year									-40.0%	-40.3%

# City of Saint Paul

## 2008 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	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Mayor's Proposed	Changes from Amount	2007 Percent
SALARIES			42,810	44,048	1,238	2.9%
SERVICES			59,100	59,100		
MATERIALS AND SUPPLIES			2,818	2,818		
EQUIPMENT LAND AND BUILDINGS						
DEBT						
MISC TRANSFER CONTINGENCY ETC						
STREET SEWER BRIDGE ETC IMPROVEMENT						
EMPLOYER FRINGE BENEFITS			13,365	14,031	666	5.0%
Total Spending	0	0	118,093	119,997	1,904	1.6%
Percent Change From Previous Year		0.0%	0.0%			

Authorized Work Force Expense/Occupation	2005		2006		2007 Adopted			2008 Mayor's Proposed			Change from 2007	
	FTE	FTE	FTE	FTE	Amount	NI		FTE	Amount	NI	FTE	Amount+NI
0121 007A *LIBRARY SPECIALIST I			1.0		41,766	1,044		1.0	42,974	1,074		1,238
Total Personnel			1.0		41,766	1,044		1.0	42,974	1,074	0.0	1,238
Percent Change From Previous Year											0.0%	2.9%

**City of Saint Paul**  
**2008 Activity Spending Plan Summary**  
**Mayor's Proposed Budget**

Activity: **33446 TEACHING LEARNING LIBRARY**  
 Manager: MELANIE HUGGINS

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

Activity Spending Plan by Type of Expenditure	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Mayor's Proposed	Changes from Amount	2007 Percent
SALARIES			79,254	54,469	-24,785	-31.3%
STREET SEWER BRIDGE ETC IMPROVEMENT						
SERVICES			1,004	1,004		
EMPLOYER FRINGE BENEFITS			24,742	17,350	-7,392	-29.9%
DEBT						
MATERIALS AND SUPPLIES						
EQUIPMENT LAND AND BUILDINGS						
MISC TRANSFER CONTINGENCY ETC						
Total Spending	0	0	105,000	72,823	-32,177	-30.6%
Percent Change From Previous Year		0.0%	0.0%			

Authorized Work Force Expense/Occupation			2007 Adopted			2008 Mayor's Proposed			Change from 2007	
	2005 FTE	2006 FTE	FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI
0121 250 LIBRARIAN II			0.5	32,158	804	0.3	22,101	553	-0.2	-10,308
0121 558A LIBRARY ASSOCIATE-PART TIME			1.0	45,163	1,129	0.7	31,039	776	-0.3	-14,477
Total Personnel			1.5	77,321	1,933	1.0	53,140	1,329	-0.5	-24,785
Percent Change From Previous Year									-33.3%	-31.3%



Fund 363, Rella Havens

# City of Saint Paul

## 2008 Budget Fund Spending Plan Summary

### Mayor's Proposed Budget

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

Fund Manager: MELANIE HUGGINS

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)				
	2005	2006	2007	2008		2005	2006	2007	2008	Change from
	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	2007 FTE/Amount
<b><u>by Type of Expenditure</u></b>										
SALARIES	11,393		23,862		-23,862 -100.0%					
SERVICES	16	16	16	20,016	20,000 *****					
MATERIALS AND SUPPLIES										
EMPLOYER FRINGE BENEFITS	3,792		7,449		-7,449 -100.0%					
MISC TRANSFER CONTINGENCY ETC										
DEBT										
STREET SEWER BRIDGE ETC IMPROVEMENT										
EQUIPMENT LAND AND BUILDINGS										
Spending Total	<b>15,201</b>	<b>16</b>	<b>31,327</b>	<b>20,016</b>	<b>-11,311 -36.1%</b>					
<b><u>by Activity</u></b>										
53403 RELLA HAVENS MEMORIAL FUND	15,201	16	31,327	20,016	-11,311 -36.1%	0.5	0.5	0.5	23,862	-0.5 -23,862
Fund Total	<b>15,201</b>	<b>16</b>	<b>31,327</b>	<b>20,016</b>	<b>-11,311 -36.1%</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>23,862</b>	<b>-0.5 -23,862</b>
Percent Change from Previous Year		<b>-99.9%</b>	<b>195693.8%</b>				<b>0.0%</b>	<b>0.0%</b>		<b>-100.0% -100.0%</b>

## Financing by Major Object Code

Department: **11 LIBRARIES**

### SPECIAL FUNDS

	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Mayor's Proposed	Change from 2007 Adopted
6602 INTEREST ON INVESTMENTS	14,344	17,364	20,000	20,016	16
6611 INC(DEC) FMV OF INVESTMENT	-5,716	116			
<b>MISCELLANEOUS REVENUE</b>	8,628	17,480	20,000	20,016	16
9830 USE OF FUND BALANCE			11,327		-11,327
9831 CONTRIBUTION TO FUND BALANCE					
<b>FUND BALANCES</b>	0	0	11,327	0	-11,327
Fund Total	8,628	17,480	31,327	20,016	-11,311

<u>Department Total</u>	<u>8,628</u>	<u>17,480</u>	<u>31,327</u>	<u>20,016</u>	<u>-11,311</u>
-------------------------	--------------	---------------	---------------	---------------	----------------

**City of Saint Paul**  
**2008 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**

<b>Activity Spending Plan by Type of Expenditure</b>	<b>2005 2nd Prior Exp. &amp; Enc.</b>	<b>2006 Last Year Exp. &amp; Enc.</b>	<b>2007 Adopted</b>	<b>2008 Mayor's Proposed</b>	<b>Changes from Amount</b>	<b>2007 Percent</b>
SERVICES	16	16	16	20,016	20,000	125000.0%
DEBT						
SALARIES	11,393		23,862		-23,862	-100.0%
MATERIALS AND SUPPLIES						
EQUIPMENT LAND AND BUILDINGS						
EMPLOYER FRINGE BENEFITS	3,792		7,449		-7,449	-100.0%
STREET SEWER BRIDGE ETC IMPROVEMENT						
MISC TRANSFER CONTINGENCY ETC						
Total Spending	<b>15,201</b>	<b>16</b>	<b>31,327</b>	<b>20,016</b>	<b>-11,311</b>	<b>-36.1%</b>
Percent Change From Previous Year		<b>-99.9%</b>	<b>195693.8%</b>			

<b>Authorized Work Force Expense/Occupation</b>	<b>2005 FTE</b>	<b>2006 FTE</b>	<b>2007 Adopted</b>			<b>2008 Mayor's Proposed</b>			<b>Change from 2007</b>	
			<b>FTE</b>	<b>Amount</b>	<b>NI</b>	<b>FTE</b>	<b>Amount</b>	<b>NI</b>	<b>FTE</b>	<b>Amount+NI</b>
0121 038A PUBLIC INFO SPEC I	0.5	0.5	0.5	23,280	582				-0.5	-23,862
Total Personnel	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>23,280</b>	<b>582</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-0.5</b>	<b>-23,862</b>
Percent Change From Previous Year		<b>0.0%</b>	<b>0.0%</b>						<b>-100.0%</b>	<b>-100.0%</b>

## Fund 966, Debt Service

**City of Saint Paul**  
**2008 Budget Fund Spending Plan Summary**  
**Mayor's Proposed Budget**

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

Fund Purpose:

TO ACCOUNT FOR THE LIBRARY GENERAL OBLIGATION DEBT SERVICE.

Fund Manager: MELANIE HUGGINS

Department Director: MELANIE HUGGINS

	Spending Amount						Personnel FTE/Amount (salary+Allowance+Negotiated Increase)			
	2005	2006	2007	2008			2005	2006	2007	2008
	2nd Prior	Last Year	Adopted	Mayor's Proposed			Authorized	Adopted	Adopted	Mayor's Proposed
	Exp. & Enc.	Exp. & Enc.		Amount	Change/Percent		FTE	FTE/Amount	FTE/Amount	Change from 2007
<b>by Type of Expenditure</b>										
SALARIES										
SERVICES										
MATERIALS AND SUPPLIES										
EMPLOYER FRINGE BENEFITS										
MISC TRANSFER CONTINGENCY ETC	2,302,140	2,050,163	2,004,874	1,940,911	-63,963	-3.2%				
DEBT	528,550	528,550	1,188,825	1,181,825	-7,000	-0.6%				
STREET SEWER BRIDGE ETC IMPROVEMENT										
EQUIPMENT LAND AND BUILDINGS										
Spending Total	<b>2,830,690</b>	<b>2,578,713</b>	<b>3,193,699</b>	<b>3,122,736</b>	<b>-70,963</b>	<b>-2.2%</b>				
<b>by Activity</b>										
83400 LIBRARY PRIOR YEAR DEBT SERVICE	2,302,140	2,050,163	2,004,874	1,940,911	-63,963	-3.2%				
83401 LIBRARY DEBT SERVICE-SUBSEQUENT YR			462,275	459,775	-2,500	-0.5%				
83402 LIBRARY DEBT SERV-2004 BONDS	528,550	528,550	726,550	722,050	-4,500	-0.6%				
Fund Total	<b>2,830,690</b>	<b>2,578,713</b>	<b>3,193,699</b>	<b>3,122,736</b>	<b>-70,963</b>	<b>-2.2%</b>				<b>0.0</b>
Percent Change from Previous Year		<b>-8.9%</b>	<b>23.8%</b>							<b>0</b>

# Financing by Major Object Code

Department: **11 LIBRARIES**

## DEBT SERVICE

	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Mayor's Proposed	Change from 2007 Adopted
1001 CURRENT - TAXPAYER	1,933,230	1,963,782	2,586,281	2,554,437	-31,844
<b>TAXES</b>	1,933,230	1,963,782	2,586,281	2,554,437	-31,844
3446 MARKET VALUE HOMESTEAD CREDIT	150,782	120,230	145,143	108,524	-36,619
<b>INTERGOVERNMENTAL REVENUE</b>	150,782	120,230	145,143	108,524	-36,619
6602 INTEREST ON INVESTMENTS	50,524	48,323	20,000	20,000	
6611 INC(DEC) FMV OF INVESTMENT	-18,748	415			
<b>MISCELLANEOUS REVENUE</b>	31,776	48,738	20,000	20,000	0
7306 TRANSFER FROM CAP PROJ FUND-OTHER	105,000				
<b>TRANSFERS</b>	105,000	0	0	0	0
9830 USE OF FUND BALANCE			462,275	459,775	-2,500
9831 CONTRIBUTION TO FUND BALANCE			-20,000	-20,000	
<b>FUND BALANCES</b>	0	0	442,275	439,775	-2,500
Fund Total	2,220,788	2,132,750	3,193,699	3,122,736	-70,963

<b><u>Department Total</u></b>	<b><u>2,220,788</u></b>	<b><u>2,132,750</u></b>	<b><u>3,193,699</u></b>	<b><u>3,122,736</u></b>	<b><u>-70,963</u></b>
--------------------------------	-------------------------	-------------------------	-------------------------	-------------------------	-----------------------

**City of Saint Paul**  
**2008 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**

<b>Activity Spending Plan by Type of Expenditure</b>	<b>2005 2nd Prior Exp. &amp; Enc.</b>	<b>2006 Last Year Exp. &amp; Enc.</b>	<b>2007 Adopted</b>	<b>2008 Mayor's Proposed</b>	<b>Changes from Amount</b>	<b>2007 Percent</b>
MISC TRANSFER CONTINGENCY ETC	2,302,140	2,050,163	2,004,874	1,940,911	-63,963	-3.2%
DEBT						
MATERIALS AND SUPPLIES						
STREET SEWER BRIDGE ETC IMPROVEMENT						
SERVICES						
EMPLOYER FRINGE BENEFITS						
EQUIPMENT LAND AND BUILDINGS						
SALARIES						
Total Spending	<b>2,302,140</b>	<b>2,050,163</b>	<b>2,004,874</b>	<b>1,940,911</b>	<b>-63,963</b>	<b>-3.2%</b>
Percent Change From Previous Year		<b>-10.9%</b>	<b>-2.2%</b>			



**City of Saint Paul**  
**2008 Activity Spending Plan Summary**  
**Mayor's Proposed Budget**

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

Department: **11**  
 Fund: **966**

**LIBRARIES**  
**LIBRARY AGENCY DEBT SERVICE**

<b>Activity Spending Plan by Type of Expenditure</b>	<b>2005 2nd Prior Exp. &amp; Enc.</b>	<b>2006 Last Year Exp. &amp; Enc.</b>	<b>2007 Adopted</b>	<b>2008 Mayor's Proposed</b>	<b>Changes from Amount</b>	<b>2007 Percent</b>
DEBT			462,275	459,775	-2,500	-0.5%
EQUIPMENT LAND AND BUILDINGS						
SALARIES						
EMPLOYER FRINGE BENEFITS						
MISC TRANSFER CONTINGENCY ETC						
SERVICES						
MATERIALS AND SUPPLIES						
STREET SEWER BRIDGE ETC IMPROVEMENT						
Total Spending	0	0	462,275	459,775	-2,500	-0.5%
Percent Change From Previous Year		0.0%	0.0%			

**City of Saint Paul**  
**2008 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**

<b>Activity Spending Plan by Type of Expenditure</b>	<b>2005 2nd Prior Exp. &amp; Enc.</b>	<b>2006 Last Year Exp. &amp; Enc.</b>	<b>2007 Adopted</b>	<b>2008 Mayor's Proposed</b>	<b>Changes from Amount</b>	<b>2007 Percent</b>
DEBT	528,550	528,550	726,550	722,050	-4,500	-0.6%
EQUIPMENT LAND AND BUILDINGS						
EMPLOYER FRINGE BENEFITS						
MISC TRANSFER CONTINGENCY ETC						
STREET SEWER BRIDGE ETC IMPROVEMENT						
SALARIES						
SERVICES						
MATERIALS AND SUPPLIES						
Total Spending	<b>528,550</b>	<b>528,550</b>	<b>726,550</b>	<b>722,050</b>	<b>-4,500</b>	<b>-0.6%</b>
Percent Change From Previous Year		<b>0.0%</b>	<b>37.5%</b>			

# 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.