

Saint Paul Library Agency
2010 Proposed Budget

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Prepared by:



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The Most Livable
City in America

CITY OF SAINT PAUL

Christopher B. Coleman, Mayor

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15 West Kellogg Boulevard
Saint Paul, Minnesota 55102

Telephone: (651) 266-8510

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August 19, 2009

Honorable Library Agency Board Members,

I am pleased to formally transmit to you my 2010 budget for the Saint Paul Public Library Agency.

This budget reforms the way the city does business, cuts general fund spending, and reflects the tough choices we've made to keep Saint Paul moving forward in difficult times. Three years ago I came into office facing a sizable deficit, devastating cuts in LGA, and a deteriorating national economy. Working together, we have kept Saint Paul strong by making the tough choices necessary to maintain critical services, bringing structural balance to our budget, and investing long-term in our City's future. While I am proposing reductions in City services, behind the numbers is evidence of our continued efforts to improve services while reducing costs. This proposed budget is realistic, forward-looking, and makes progress toward our vision of Saint Paul as the most livable city in America.

It rests on several key principles:

Reform the Way the City Does Business

Modernize our core business systems

Make strategic reductions that anticipate transformed service delivery models in the future

Make Tough Choices

Partner with community organizations to reprogram rec center buildings

Implement our strategic plans for Fire and Police

Invest in the Future

Capital budget

ARRA grants

This Library Agency budget follows these principles by preserving hours at the libraries with the greatest number of internet access computers, increasing the number of internet computers, preserving the broad range of open library hours, and reducing and adjusting hours based on usage and strategic goals like promoting early literacy.

Thank you for your continued 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

Commissioners

Daniel Bostrom	January 1, 2008	December 31, 2011
Melvin Carter III	January 1, 2008	December 31, 2011
Patrick Harris	January 1, 2008	December 31, 2011
Lee Helgen	January 1, 2008	December 31, 2011
Kathy Lantry	January 1, 2008	December 31, 2011
Russ Stark	January 1, 2008	December 31, 2011
Dave Thune	January 1, 2008	December 31, 2011

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 2009 is finalized during this time. This includes preparing, printing and distributing books reflecting the 2009 adopted budget. The accounting section of the Office of Financial Services prepares the annual financial report for the previous year (2008). During this time, the “base budget” for the upcoming year (2010) 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 2010 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.

**Property Tax Levy and State Aid: City, Library Agency and Port Authority Combined
2009 Adopted vs. 2010 Proposed**

	Property Tax Levy*				Pct of City	Pct of City
	<u>2009 Adopted</u>	<u>2010 Proposed</u>	<u>Amount Change</u>	<u>Pct. Change</u>	<u>09 Total</u>	<u>10 Total</u>
City of Saint Paul						
General Fund	60,196,831	65,811,437	5,614,606	9.3%	69.1%	71.1%
General Debt Service	10,865,320	9,761,438	-1,103,882	-10.2%	12.5%	10.6%
Saint Paul Public Library Agency	16,080,113	16,924,646	844,533	5.3%	18.5%	18.3%
Total (City and Library combined)	87,142,264	92,497,521	5,355,257	6.1%	100.0%	100.0%
Port Authority	2,112,000	2,112,000	0	0.0%		
Overall Levy (City, Library & Port)	89,254,264	94,609,521	5,355,257	6.0%		

* 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>2009 Adopted *</u>	<u>2010 Proposed</u>	<u>Amount Change</u>	<u>Pct. Change</u>	<u>Pct. of 09 Total</u>	<u>Pct. of 10 Total</u>
City of Saint Paul						
General Fund	60,615,357	52,471,674	-8,143,683	-13.4%	96.8%	100.0%
General Debt Service	0	0	0	N.A.	0.0%	0.0%
Saint Paul Public Library Agency	1,984,661	0	-1,984,661	-100.0%	3.2%	0.0%
Total (City and Library combined)	62,600,018	52,471,674	-10,128,344	-16.2%	100.0%	100.0%

* Saint Paul's 2009 LGA payment was reduced by \$5,030,573 through unallotment. Revised 2009 LGA financing for Saint Paul is \$57,751,071.

Total Combined City and Library Agency Budgets: 2009 Adopted and 2010 Proposed

	2009 <u>Adopted</u>	2010 <u>Proposed</u>	Change <u>Amount</u>	<u>Percent</u>
City operations	453,740,010	460,805,366	7,065,356	1.6%
Library operations	18,456,176	17,216,936	-1,239,240	-6.7%
<i>Total operations</i>	472,196,186	478,022,302	5,826,116	1.2%
City debt service	59,277,147	59,921,486	644,339	1.1%
Library debt service	1,173,825	1,165,075	-8,750	-0.7%
<i>Total debt service</i>	60,450,972	61,086,561	635,589	1.1%
Capital improvements	87,023,000	87,311,000	288,000	0.3%
Library capital improvements	35,461	0	-35,461	-100.0%
<i>Total capital improvements</i>	87,058,461	87,311,000	252,539	0.3%
<i>Total combined budgets:</i>	<u>619,705,619</u>	<u>626,419,863</u>	<u>6,714,244</u>	<u>1.1%</u>

Workforce Summary, City and Library Agency Combined

	2009 <u>Adopted</u>	2010 <u>Proposed</u>	Change <u>Amount</u>	<u>Percent</u>
City FTEs (All Funds)	2,851.6	2,757.2	-94.4	-3.3%
Library FTEs (All Funds)	187.9	161.5	-26.4	-14.1%
<i>Total Combined FTEs</i>	3,039.5	2,918.7	-120.8	-4.0%

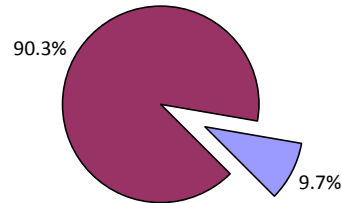
**Mayor's 2010 Proposed Budget
Saint Paul Public Library Agency**

Department Description:

Saint Paul's Public Library has long been recognized as one of the community's most cherished assets. The 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.

The system is the third largest in the state of Minnesota with a Central Library, 12 branches and a bookmobile, and a collection of nearly 1.15 million items. In 2008, there were 2.8 million visits to the Saint Paul Public Library by library users.

Public Library Property Tax Supported Spending (including debt service)



Department Facts

- Total General Fund Budget: \$16,076,740
- Total Special and Debt Fund Budgets: \$2,305,271
- Total FTEs: 161.5
- Items in Saint Paul's Collection: 1,149,081 ● Hours open weekly system-wide: 730
- In 2008, 482,118 info requests were answered ● Homework Center Visits: 16,528
- 88,569 cardholders checked out items in 2008 ● 2008 Online Visits: 1,809,311
- 19,500 Summer Reading Participants ● 981 adult programs with 31,222 attendants
- 314 public access computers with 958,882 users ● Total Wireless Connections: 41,920
- Hosted 2,580 children/teen programs attended by 75,329

Department Goals

- Improve library customers' employability skills.
- Help every child in Saint Paul to be ready to read by Kindergarten.
- Welcome, value and support youth in their social and educational development.
- Improve the quality of life for library customers.

Recent Accomplishments

- The WorkPlace -a college access and career resource center- opened at the Sun Ray Branch Library in February 2008. The center puts patrons in contact with the resources they need to successfully search for employment opportunities.
- The annual Summer Reading Program had 8,000 registered patrons with 11,500 attendees to the 120 programs offered from June through August. The program encourages young children to read and provides the added incentive of earning free books through participation.
- The Hot Spot Community Learning Center opened at the Arlington Hills Branch Library. The Hot Spot is available to give students and adults the opportunity to access the technology needed for college applications, financial aid documents and job applications. It is the second highest-used career and homework center in the Saint Paul Public Library system.
- The library was able to provide entertainment and educational opportunities for the community throughout the year. Through events like summer outdoor movies, Winter Carnival events, and engaging and informative Saint Paul-itics events in the fall of 2008, Public Libraries gave community members the opportunity to learn and play in Saint Paul.

Mayor's 2010 Proposed Budget

Saint Paul Public Libraries

Fiscal Summary

	<u>2008 Actual</u>	<u>2009 Adopted</u>	<u>2010 Proposed</u>	<u>Change</u>	<u>% Change</u>	<u>2009 Adopted FTEs</u>	<u>2010 Proposed FTEs</u>
Spending							
Fund 349: Library General Fund	14,510,596	17,211,325	16,076,740	(1,134,585)	-6.6%	185.4	160.5
Fund 350: PLA Revenues and Grants	941,700	1,224,835	1,120,180	(104,655)	-8.5%	2.5	1.0
Fund 363: Rella Havens Memorial Fund	19,947	20,016	20,016	-	0.0%	-	-
Fund 934: Library Agency Capital Projects	1,003,214	35,461	-	(35,461)	-100.0%	-	-
Fund 966: Library Debt Service*	2,662,961	1,173,825	1,165,075	(8,750)	-0.7%		
Financing							
Fund 349: Library General Fund	14,397,059	17,211,325	16,076,740	(1,134,585)	-6.6%		
Fund 350: PLA Revenues and Grants	1,198,664	1,224,835	1,120,180	(104,655)	-8.5%		
Fund 363: Rella Havens Memorial Fund	25,313	20,016	20,016	-	0.0%		
Fund 934: Library Agency Capital Projects	678,740	35,461	-	(35,461)	-100.0%		
Fund 966: Library Debt Service*	2,649,088	1,173,825	1,165,075	(8,750)	-0.7%		

* The spending and financing changes in this fund are the result of inflationary adjustments to current service levels only. For this reason, additional detail is not provided on the following pages.

Budget Changes Summary

In 2010, library hours across the system will be reduced from 730 to 678.5. Libraries will be reorganized into a tiered service model to provide the best service possible to Saint Paul residents. The Materials Management Center (MMC) will also be reorganized to achieve greater efficiencies in selection and materials purchasing.

In addition to the hours reduction, materials spending is also proposed to be reduced in 2010. This reduction will be lessened by a use of \$175,000 in Cultural STAR funding. Collections across the system will also be aided by proposed changes in fund 350 to prioritize library materials in 2010.

	<u>2010 Spending Change</u>	<u>2010 Financing Change</u>	<u>2010 FTE Change</u>	<u>Layoffs</u>
Current Service Level Adjustments	525,995	-	-	-
Subtotal	<u>525,995</u>	<u>-</u>	<u>-</u>	<u>-</u>

Reduce Open Hours and Support Services System Wide

In 2010, Saint Paul Public Libraries proposes to reduce open library hours from 730 to 678.5 across the system. The Materials Management Center will also be reorganized to achieve greater efficiencies.

Library branches will be grouped in three tiers. The first tier of libraries, which includes Arlington Hills, Dayton's Bluff, Hamline Midway, and Riverview, will be open 45 hours/ per week. The second tier of libraries, which includes Hayden Heights, Merriam Park, Rice Street and Saint Anthony Park, will be open 48 hours per week. The third tier of libraries, which includes Highland, Rondo, and SunRay, will be open 63 hours per week. Central Library, the Bookmobile and West 7th Library will each maintain its current complement of hours. Within these proposed hours, the Library will continue to offer service seven days a week on mornings, afternoons and evenings. Staff will also continue to offer programming for children, teens and adults.

General revenue for the Libraries will be reduced in 2010. It is proposed that Saint Paul Public Libraries only general revenue source will be property taxes.

System Wide Reductions

Subtotal	<u>(1,335,580)</u>	<u>(1,130,938)</u>	<u>(24.9)</u>	<u>(17.1)</u>
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Reduce Collections and Materials Spending

Reducing the materials budget by approximately 27% will result in fewer items purchased and may result in longer waits for popular materials. The skilled collection development librarians will continue to assess community need to provide appropriate resources in all formats. The reduction in materials spending is lessened by using \$175,000 Cultural STAR financing, which is a slight decrease from the Cultural STAR revenue used by the Library in 2009.

Reduced Materials Budget
Revised STAR appropriated funds

Subtotal	<u>(325,000)</u>	<u>(3,647)</u>	<u>-</u>	<u>-</u>
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General Fund Budget Changes Total

Subtotal	<u>(1,134,585)</u>	<u>(1,134,585)</u>	<u>(24.9)</u>	<u>(17.1)</u>
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	<u>2010 Spending Change</u>	<u>2010 Financing Change</u>	<u>2010 FTE Change</u>	<u>Layoffs</u>
One Time Adjustments				
The Teaching Learning Library grant will be completed in 2009. Resources in both the Friends of the Library and the Perrie Jones Library Activities (both administered by the Friends of the Library) are reduced compared to 2009. A one time special revenue budget for professional services/administrative support of \$100,000 was eliminated.				
Completion of Teaching Learning Library grant	(39,002)	(39,002)	(0.5)	-
Eliminate one time Special Revenue budget	(100,000)	(100,000)	-	-
Reduce Friends of the Library budget to reflect anticipated donation levels	(24,456)	(24,456)	(1.0)	-
Subtotal	<u>(163,458)</u>	<u>(163,458)</u>	<u>(1.5)</u>	<u>-</u>
Other Spending and Financing Adjustments				
In 2009, the Library's PC replacement was paid for out of the MELSA activity budget using a combination of MELSA revenues and fund balance. In 2010, it is proposed that PC replacement be moved to the Library Special Revenue activity budget. This change will be financed through a combination of increased revenues and an ongoing, multi-year planned use of fund balance in the activity.				
This shift will eliminate a \$100,000 use of fund balance in the MELSA activity. A \$58,803 increase in MELSA revenues is also reflected as financing for 2010. This increased revenue, combined with a reduction in data processing spending, will allow Libraries will to increase materials spending in fund 350 from \$30,053 to \$130,053 in 2010.				
Shift PC replacement budget to Library Special Revenue activity	100,000	100,000	-	-
Eliminate use of fund balance for PC replacement in MELSA activity	(100,000)	(100,000)	-	-
Reduce data processing spending in MELSA activity	(41,197)	-	-	-
Increase materials and collections spending and financing in MELSA activity	100,000	58,803	-	-
Subtotal	<u>58,803</u>	<u>58,803</u>	<u>-</u>	<u>-</u>
Fund 350 Budget Changes Total	(104,655)	(104,655)	(1.5)	-

	<u>2010 Spending Change</u>	<u>2010 Financing Change</u>	<u>2010 FTE Change</u>	<u>Layoffs</u>
One Time Adjustments				
2009 revenues in this fund were interest earnings from previously spent capital improvement bond proceeds. This funding was used in 2009 for one time expenditures on building maintenance projects. No revenues are budgeted for 2010 in this fund.				
Interest earnings adjustment	(35,461)	(35,461)	-	-
Subtotal	<u>(35,461)</u>	<u>(35,461)</u>	-	-
Fund 934 Budget Changes Total	(35,461)	(35,461)	-	-

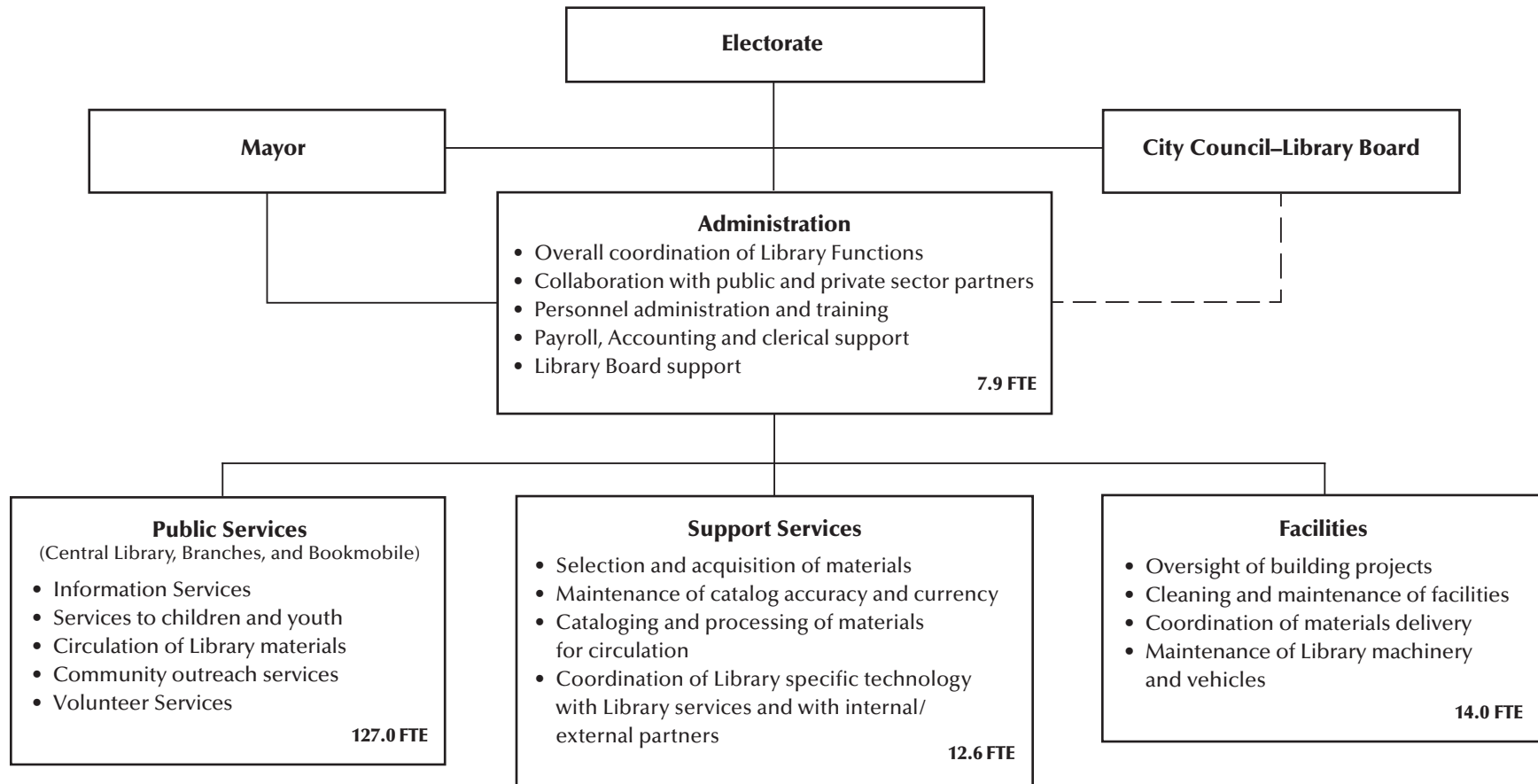
Libraries

Department/Office Director: **KATHERINE G HADLEY**

	2007	2008	2009	2010	Change from
	2nd Prior	Last Year	Adopted	Mayor's	2009
	Exp. & Enc.	Exp. & Enc.		Proposed	Adopted
Spending By Unit					
349 PUBLIC LIBRARY AGENCY GENERAL FUND	13,865,631	14,510,596	17,211,325	16,076,740	-1,134,585
350 PLA REVENUES AND GRANTS	1,061,290	941,700	1,224,835	1,120,180	-104,655
363 RELLA HAVENS MEMORIAL FUND	16	19,947	20,016	20,016	
934 LIBRARY AGENCY CAPITAL PROJECTS	312,555	1,003,214	35,461	0	-35,461
966 LIBRARY AGENCY DEBT SERVICE	2,731,424	2,662,961	1,173,825	1,165,075	-8,750
Total Spending by Uni	17,970,916	19,138,418	19,665,462	18,382,011	-1,283,451
Spending By Major Object					
SALARIES	7,461,800	7,723,904	8,221,594	7,766,333	-455,261
SERVICES	1,875,064	2,162,479	2,119,075	1,941,731	-177,344
MATERIALS AND SUPPLIES	2,611,669	2,563,188	2,591,781	2,315,229	-276,552
EMPLOYER FRINGE BENEFITS	2,458,656	2,670,323	2,678,354	2,683,630	5,276
MISC TRANSFER CONTINGENCY ETC	2,501,771	2,458,792	2,650,572	2,215,213	-435,359
DEBT	726,550	722,050	1,173,825	1,165,075	-8,750
STREET SEWER BRIDGE ETC IMPROVEMENT		640,600	0	0	
EQUIPMENT LAND AND BUILDINGS	335,406	197,082	230,261	294,800	64,539
Total Spending by Object	17,970,916	19,138,418	19,665,462	18,382,011	-1,283,451
Percent Change from Previous Year		6.5%	2.8%	-6.5%	
Financing By Major Object					
GENERAL FUND					
SPECIAL FUND					
TAXES	11,232,810	14,143,954	15,211,236	15,935,385	724,149
LICENSES AND PERMITS					
INTERGOVERNMENTAL REVENUE	6,028,335	3,076,498	2,648,494	787,458	-1,861,036
FEES, SALES AND SERVICES	58,913	63,761	58,700	67,900	9,200
ENTERPRISE AND UTILITY REVENUES					
MISCELLANEOUS REVENUE	1,069,848	1,024,051	1,110,007	1,087,243	-22,764
TRANSFERS		640,600			
FUND BALANCES			637,025	504,025	-133,000
Total Financing by Object	18,389,906	18,948,864	19,665,462	18,382,011	-1,283,451
Percent Change from Previous Year		3.0%	3.8%	-6.5%	

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 161.5 FTE)

All Operating Funds Summary

City of Saint Paul
2010 Major Unit Spending Plan by Division and Fund
Mayor's Proposed Budget

Department: **LIBRARIES**

Director: KATHERINE G HADLEY

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	2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Changes from Amount	2009 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	13,865,631	14,510,596	17,211,325	16,076,740	-1,134,585	-6.6%
350 PLA REVENUES AND GRANTS	1,061,290	941,700	1,224,835	1,120,180	-104,655	-8.5%
363 RELLA HAVENS MEMORIAL FUND	16	19,947	20,016	20,016		
934 LIBRARY AGENCY CAPITAL PROJECTS	312,555	1,003,214	35,461	0	-35,461	-100.0%
966 LIBRARY AGENCY DEBT SERVICE	2,731,424	2,662,961	1,173,825	1,165,075	-8,750	-0.7%
Total Special Fund	17,970,916	19,138,418	19,665,462	18,382,011	-1,283,451	-6.5%
Percent Change from Previous Year		6.5%	2.8%			
<u>Authorized Work Force (FTE's)</u>						
SPECIAL FUND	186.6	184.9	187.9	161.5	-26.4	-14.1%
Total Personnel	186.6	184.9	187.9	161.5	-26.4	-14.1%
Percent Change from Previous Year		-0.9%	1.6%			

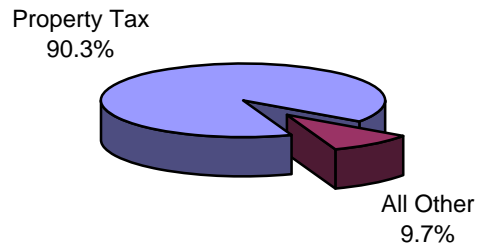
**2010 Proposed Budget for the Saint Paul Library Agency
Spending/Financing Summary**

Spending:	2009 Adopted	2010 Proposed	Change	
			Amount	Percent
Fund 349, PLA General Fund	17,211,325	16,076,740	-1,134,585	-6.6%
Fund 350, PLA-Revenues and Grants	1,224,835	1,120,180	-104,655	-8.5%
Fund 363, Rella Havens Memorial Fund	20,016	20,016	0	0.0%
Fund 934, Library Capital Projects	35,461	0	-35,461	-100.0%
Fund 966, Library Debt Service Fund	1,173,825	1,165,075	-8,750	-0.7%
	<u>19,665,462</u>	<u>18,382,011</u>	<u>-1,283,451</u>	-6.5%
Financing:				
Property tax/market value credit-Fund #349 financing	15,048,017	15,901,740	853,723	5.7%
Property tax/market value credit-Fund #966 financing	716,800	691,050	-25,750	-3.6%
	<u>15,764,817</u>	<u>16,592,790</u>	<u>827,973</u>	5.3%
Local Government Aid	1,984,661	0	-1,984,661	-100.0%
MELSA	71,250	130,053	58,803	82.5%
Friends of the Library Contributions	404,941	380,485	-24,456	-6.0%
Use of Fund Balance	637,025	504,025	-133,000	-20.9%
All Other	802,768	774,658	-28,110	-3.5%
Total Library Financing	<u>19,665,462</u>	<u>18,382,011</u>	<u>-1,283,451</u>	-6.5%

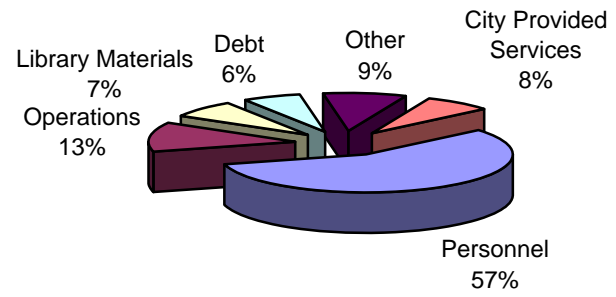
¹Actual property tax financing available, does not include shrinkage allowance.

Summary - Spending and Financing

2010 Revenue By Source



2010 Spending By Type



Fund 349, Library Agency

City of Saint Paul 2010 Budget Fund Spending Plan Summary Mayor's Proposed Budget

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

Fund Manager:

Department: **11 LIBRARIES**

Department Director: **KATHERINE G HADLEY**

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)							
	2007	2008	2009	2010		2007	2008	2009	2010	Change from			
	2nd Prior Exp. & Enc.	Last Year Exp. & Enc.	Adopted	Mayor's Proposed Amount	Change/Percent	Authorized FTE	Authorized FTE/Amount	Adopted FTE/Amount	Mayor's Proposed FTE/Amount	2009 FTE/Amount	2009 FTE/Amount		
by Type of Expenditure													
SALARIES	7,383,249	7,640,976	8,106,812	7,721,797	-385,015	-4.7%							
SERVICES	1,683,817	1,763,265	1,772,327	1,724,184	-48,143	-2.7%							
MATERIALS AND SUPPLIES	1,849,382	1,885,339	1,997,589	1,704,855	-292,734	-14.7%							
EMPLOYER FRINGE BENEFITS	2,452,991	2,661,273	2,642,125	2,668,791	26,666	1.0%							
MISC TRANSFER CONTINGENCY ETC	496,191	516,943	2,649,672	2,214,313	-435,359	-16.4%							
DEBT													
STREET SEWER BRIDGE ETC IMPROVEMEN													
EQUIPMENT LAND AND BUILDINGS		42,800	42,800	42,800									
Spending Total	13,865,631	14,510,596	17,211,325	16,076,740	-1,134,585	-6.6%							
by Activity													
33450LIBRARY ADMINISTRATION	1,230,705	1,276,232	3,272,204	3,020,817	-251,387	-7.7%	2.0	2.0	2.0	176,222	2.0	192,703	16,481
33451LIBRARY SUPPORT SERVICES	2,894,696	3,022,492	3,236,382	2,721,010	-515,372	-15.9%	19.3	18.8	19.6	889,550	15.9	787,227	-3.7
33452PUBLIC SERVICES, LIBRARY	7,754,335	8,097,286	8,656,734	8,294,376	-362,358	-4.2%	141.3	144.1	147.3	6,248,296	128.6	5,989,888	-18.7
33454LIBRARY MAINTENANCE SERVICES	1,985,895	2,114,586	2,046,005	2,040,537	-5,468	-0.3%	17.5	16.5	16.5	792,744	14.0	751,979	-2.5
Fund Total	13,865,631	14,510,596	17,211,325	16,076,740	-1,134,585	-6.6%	180.1	181.4	185.4	8,106,812	160.5	7,721,797	-24.9
Percent Change from Previous Year		4.7%	18.6%				0.7%	2.2%				-13.4%	-4.7%

Financing by Major Object Code

Department: **11 LIBRARIES**

SPECIAL FUNDS

		2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Change from 2009 Adopted
1001	CURRENT - TAXPAYER	6,634,581	9,251,002	14,519,606	15,271,714	752,108
1002	FISCAL DISPARITIES	1,881,602	2,268,010			
1004	1ST YEAR DELINQUENT	145,438	144,795			
1005	2ND YEAR DELINQUENT	-14,902	8,949			
1006	3RD YEAR DELINQUENT	-190	7,030			
1007	4TH YEAR AND PRIOR DELINQUENT		3,581			
TAXES		8,646,529	11,683,367	14,519,606	15,271,714	752,108
3401	LOCAL GOVERNMENT AID	5,001,664	2,267,200	1,984,661		-1,984,661
3446	MARKET VALUE HOMESTEAD CREDIT	353,014	445,748	528,411	630,026	101,615
3704	CITY SHARE OF RENT ST. HWY. DEPT	612	744			
INTERGOVERNMENTAL REVENUE		5,355,290	2,713,692	2,513,072	630,026	-1,883,046
6905	CONTRIB. & DONATIONS - OUTSIDE	5,000		178,647	175,000	-3,647
6914	REFUNDS - JURY DUTY PAY	170				
6917	REFUNDS - OVERPAYMENTS	1,186				
6927	OTHER AGENCY SHARE OF COST	13,513				
MISCELLANEOUS REVENUE		19,869	0	178,647	175,000	-3,647
9890	UNDESIGNATED FUND BALANCE					
FUND BALANCES		0	0	0	0	0
Fund Total		14,021,688	14,397,059	17,211,325	16,076,740	-1,134,585
Department Total		<u>14,021,688</u>	<u>14,397,059</u>	<u>17,211,325</u>	<u>16,076,740</u>	<u>-1,134,585</u>

City of Saint Paul 2010 Activity Spending Plan Summary Mayor's Proposed Budget

Activity: **33450 LIBRARY ADMINISTRATION**
 Manager: **KATHERINE G HADLEY**

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

Activity Spending Plan by Type of Expenditure	2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Changes from Amount	2009 Percent
STREET SEWER BRIDGE ETC IMPROVEMENT						
DEBT						
SALARIES	168,457	168,078	176,222	192,703	16,481	9.4%
MISC TRANSFER CONTINGENCY ETC	2,374	1,575	1,902,191	1,687,657	-214,534	-11.3%
MATERIALS AND SUPPLIES	77,875	71,226	70,099	70,099		
SERVICES	926,957	976,950	1,068,606	1,006,155	-62,451	-5.8%
EMPLOYER FRINGE BENEFITS	55,041	58,403	55,086	64,203	9,117	16.6%
EQUIPMENT LAND AND BUILDINGS						
Total Spending	1,230,705	1,276,232	3,272,204	3,020,817	-251,387	-7.7%
Percent Change From Previous Year		3.7%	156.4%			

Authorized Work Force Expense/Occupation	2007		2008		2009 Adopted		2010 Mayor's Proposed		Change from 2009	
	FTE	FTE	FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI
0111 223B LIBRARY DIRECTOR	1.0	1.0	1.0	110,000	6,347	1.0	113,575	7,507		4,735
0111 686 ACCOUNTING TECH II	1.0	1.0	1.0	53,936	3,112	1.0	55,689	3,681		2,322
FT NON SWORN PERSONNEL - ADJUSTMENT (OFS USE ONLY) ADJUSTMENT W/O FRINGES							9,213	609		9,822
FT NON SWORN PERSONNEL - ADJUSTMENT (DO NOT USE) PROMOTION							10			10
				2,673	154		2,269	150		2,419
Total Personnel	2.0	2.0	2.0	166,609	9,613	2.0	180,756	11,947	0.0	16,481
Percent Change From Previous Year		0.0%	0.0%						0.0%	9.4%

City of Saint Paul 2010 Activity Spending Plan Summary Mayor's Proposed Budget

Activity: **33451 LIBRARY SUPPORT SERVICES**
 Manager: **DEBORAH J WILLMS**

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

Activity Spending Plan by Type of Expenditure	2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Changes from Amount	2009 Percent
SERVICES	207,806	226,506	216,411	198,681	-17,730	-8.2%
SALARIES	819,327	828,759	889,550	787,227	-102,323	-11.5%
EQUIPMENT LAND AND BUILDINGS		42,800	42,800	42,800		
EMPLOYER FRINGE BENEFITS	265,880	287,608	280,771	262,297	-18,474	-6.6%
STREET SEWER BRIDGE ETC IMPROVEMENT						
DEBT						
MISC TRANSFER CONTINGENCY ETC	467,925	486,552	543,487	493,635	-49,852	-9.2%
MATERIALS AND SUPPLIES	1,133,757	1,150,268	1,263,363	936,370	-326,993	-25.9%
Total Spending	2,894,696	3,022,492	3,236,382	2,721,010	-515,372	-15.9%
Percent Change From Previous Year		4.4%	7.1%			

Authorized Work Force Expense/Occupation	2007		2009 Adopted			2010 Mayor's Proposed			Change from 2009	
	FTE	FTE	FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI
0121 038A PUBLIC INFO SPEC I			0.9	42,951	2,478	0.9	46,527	3,075		4,173
0111 122 CLERK-TYPIST II	2.0	2.0								
0111 123 CLERK-TYPIST III	1.0	1.0								
0111 167A MANAGEMENT ASST III	1.0									
0111 178A TECHNICAL SUPPORT SERV MGR	0.5	0.5	0.5	48,929	2,823	0.5	39,605	2,618		-9,529
0111 249 LIBRARIAN I	1.0	1.0	1.0	52,590	3,034	1.0	54,858	3,626		2,860
0111 250 LIBRARIAN II	1.0									
0111 279B LIBRARY CLERK I		1.0								
0121 279B LIBRARY CLERK I	1.3	1.3								
0111 280B LIBRARY CLERK II	7.0	6.0								
0111 281B LIBRARY CLERK III	1.0	1.0								
0111 306B MKTG & PUBLIC RELATIONS MGR		1.0	1.0	64,242	3,707	1.0	63,361	4,188		-400
0111 317B OFFICE ASSISTANT II						2.0	69,654	4,604	2.0	74,258
0111 349B PAYROLL SPECIALIST			1.0	48,852	2,819	1.0	50,440	3,334		2,103
0121 360B LIBRARY AIDE			0.2	4,071	235				-0.2	-4,306
0111 361B LIBRARY CUST SRV ASST I			1.0	28,977	1,672	1.0	29,919	1,978		1,248
0121 361B LIBRARY CUST SRV ASST I			1.0	26,359	1,521				-1.0	-27,880
0111 362B LIBRARY CUST SRV ASST II			8.0	285,379	16,466	4.0	152,720	10,096	-4.0	-139,029
0111 363B LIBRARY CUST SRV ASST III			2.0	86,139	4,970	2.0	89,302	5,902		4,095
0111 423A PAYROLL CLERK	1.0	1.0								
0111 449A LIBRARIAN III-AFTER 7/7/88	1.0	1.0	1.0	75,972	4,384	1.0	78,441	5,185		3,270
0121 558A LIBRARY ASSOCIATE-PART TIME	0.0					0.5	20,004	1,322	0.5	21,326
0111 561A LIBRARY ASSOCIATE	1.5	2.0	2.0	76,562	4,418	1.0	43,587	2,881	-1.0	-34,512
Total Personnel	19.3	18.8	19.6	841,023	48,527	15.9	738,418	48,809	-3.7	-102,323
Percent Change From Previous Year		-2.6%	4.3%						-18.9%	-11.5%

City of Saint Paul 2010 Activity Spending Plan Summary Mayor's Proposed Budget

Activity: **33452 PUBLIC SERVICES, LIBRARY**
 Manager: **DEBORAH J WILLMS**

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

Activity Spending Plan by Type of Expenditure	2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Changes from Amount	2009 Percent
EMPLOYER FRINGE BENEFITS	1,889,012	2,043,637	2,059,757	2,095,715	35,958	1.7%
MATERIALS AND SUPPLIES	44,733	33,224	41,588	41,588		
SERVICES	140,004	121,176	135,147	167,185	32,038	23.7%
MISC TRANSFER CONTINGENCY ETC			171,946		-171,946	-100.0%
SALARIES	5,680,586	5,899,249	6,248,296	5,989,888	-258,408	-4.1%
DEBT						
EQUIPMENT LAND AND BUILDINGS						
STREET SEWER BRIDGE ETC IMPROVEMENT						
Total Spending	7,754,335	8,097,286	8,656,734	8,294,376	-362,358	-4.2%
Percent Change From Previous Year		4.4%	6.9%			

Authorized Work Force Expense/Occupation	2007		2009 Adopted			2010 Mayor's Proposed			Change from 2009	
	FTE	FTE	FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI
0111 007A *LIBRARY SPECIALIST I	1.0	1.0	1.0	48,575	2,803	1.0	51,738	3,420		3,780
0121 007A *LIBRARY SPECIALIST I	0.8	0.8	0.8	40,453	2,334	0.8	41,768	2,761		1,742
0111 178A TECHNICAL SUPPORT SERV MGR	0.5	0.5	0.5	48,929	2,823	0.5	39,605	2,618		-9,529
0111 218B CENTRAL LIB PUB SRV COORD	1.0									
0111 226B CIRCULATION COORDINATOR	1.0	1.0	1.0	60,931	3,516	1.0	62,911	4,158		2,622
0111 245B LIBRARY TRG & OD COORD/SUPV	1.0									
0111 249 LIBRARIAN I	12.0	12.0	12.0	616,043	35,546	9.0	492,608	32,562	-3.0	-126,419
0121 249 LIBRARIAN I		0.8								
0111 250 LIBRARIAN II	15.0	16.0	16.0	1,030,554	59,466	14.0	946,438	62,557	-2.0	-81,025
0121 279B LIBRARY CLERK I	34.0	34.6								
0111 280B LIBRARY CLERK II	19.0	19.0								
0121 280B LIBRARY CLERK II	3.5	2.3								
0111 281B LIBRARY CLERK III	2.0	2.0								
0111 282B LIBRARY CLERK IV	1.0	1.0								
0121 360B LIBRARY AIDE			9.2	187,247	10,803				-9.2	-198,050
0121 361B LIBRARY CUST SRV ASST I			29.0	759,142	43,805	32.8	909,476	60,111	3.8	166,640
0111 362B LIBRARY CUST SRV ASST II			18.0	614,219	35,440	15.0	544,576	35,997	-3.0	-69,086
0121 362B LIBRARY CUST SRV ASST II			1.1	37,139	2,142	0.4	12,343	816	-0.7	-26,122
0111 363B LIBRARY CUST SRV ASST III			2.0	76,270	4,401	2.0	83,961	5,550		8,840
0111 364B LIBRARY CUST SRV ASST IV			1.0	48,105	2,776	1.0	49,668	3,283		2,070
0111 368B ORGANIZATIONAL DEVELOPMENT MGR						1.0	80,702	5,334	1.0	86,036
0111 372A *LIBRARY SPECIALIST	4.0	4.0	4.0	185,901	10,727	2.8	134,446	8,887	-1.2	-53,295
0121 372A *LIBRARY SPECIALIST	2.3	2.0	3.0	134,789	7,777	1.9	89,081	5,889	-1.1	-47,596
0111 448A LIBRARIAN III-BEFORE 7/7/88	1.0	1.0	1.0	80,388	4,638	1.0	83,001	5,486		3,461
0111 449A LIBRARIAN III-AFTER 7/7/88	3.0	4.0	4.0	301,943	17,423	3.0	235,323	15,555	-1.0	-68,488
0111 558A LIBRARY ASSOCIATE-PART TIME			1.0	39,873	2,301				-1.0	-42,174
0121 558A LIBRARY ASSOCIATE-PART TIME	17.2	21.6	23.5	903,793	52,148	22.1	872,122	57,647	-1.4	-26,172
0111 561A LIBRARY ASSOCIATE	21.5	20.0	17.9	772,704	44,585	18.0	797,746	52,728	0.1	33,185
0121 561A LIBRARY ASSOCIATE			0.8	36,091	2,082	0.8	37,264	2,463		1,554

City of Saint Paul 2010 Activity Spending Plan Summary Mayor's Proposed Budget

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

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

Authorized Work Force Expense/Occupation		2007	2008	2009 Adopted		2010 Mayor's Proposed		Change from 2009			
		FTE	FTE	FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI
0121	581A LIBRARY VOLUNTEER COORD	0.5	0.5	0.5	26,837	1,548	0.5	27,709	1,832		1,156
	FT NON SWORN PERSONNEL - ADJUSTMENT (DO NOT USE) SHIFT DIFFERENTIAL				17,000	981		14,427	954		15,381
	(DO NOT USE) ADJUSTMENT - FULLY LOADED FRINGE				-38,000						38,000
	FT NON SWORN PERSONNEL - ADJUSTMENT (DO NOT USE) ADJUSTMENT - FULLY LOADED FRINGE				-130,695			11,600	767		12,367
											130,695
Total Personnel		141.3	144.1	147.3	5,898,231	350,065	128.6	5,618,513	371,375	-18.7	-258,408
Percent Change From Previous Year			2.0%	2.2%						-12.7%	-4.1%

City of Saint Paul 2010 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	2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Changes from Amount	2009 Percent
MATERIALS AND SUPPLIES	593,017	630,621	622,539	656,798	34,259	5.5%
STREET SEWER BRIDGE ETC IMPROVEMENT						
SALARIES	714,878	744,890	792,744	751,979	-40,765	-5.1%
EMPLOYER FRINGE BENEFITS	243,058	271,625	246,511	246,576	65	0.0%
EQUIPMENT LAND AND BUILDINGS						
SERVICES	409,050	438,634	352,163	352,163		
DEBT						
MISC TRANSFER CONTINGENCY ETC	25,892	28,816	32,048	33,021	973	3.0%
Total Spending	1,985,895	2,114,586	2,046,005	2,040,537	-5,468	-0.3%
Percent Change From Previous Year		6.5%	-3.2%			

Authorized Work Force Expense/Occupation	2007	2008	2009 Adopted			2010 Mayor's Proposed			Change from 2009	
	FTE	FTE	FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI
0111 056A CUST ENGR III - LIBRARY						1.0	50,321	3,326	1.0	53,647
0111 132 CUSTODIAN-ENGR II			1.0	45,748	2,640				-1.0	-48,388
0111 133 CUSTODIAN-ENGR III			1.0	49,047	2,830				-1.0	-51,877
0111 228B SECURITY/SAFETY OFR - LIB	1.0									
0111 231 CUSTODIAN	5.0	5.0	1.0	39,630	2,287				-1.0	-41,917
0121 234 CUSTODIAN-LIGHT DUTY	2.5	2.5								
0121 341B CUSTODIAN I			2.5	66,519	3,838				-2.5	-70,357
0111 342B CUSTODIAN II			2.0	78,016	4,502	3.0	122,593	8,103	1.0	48,178
0111 605 CUSTODIAN-ENGR II-LIBRARY	7.0	7.0	5.0	227,801	13,146	6.0	282,444	18,669	1.0	60,166
0111 625A LIBRARY FACILITIES MGR	1.0	1.0	1.0	92,473	5,336	1.0	95,479	6,311		3,981
0111 631 CUST ENG I LIBRARY	1.0	1.0	3.0	131,796	7,605	3.0	136,053	8,994		5,646
OVERTIME - NON SWORN PERSONNEL				18,465	1,065		18,465	1,221		156
Total Personnel	17.5	16.5	16.5	749,495	43,249	14.0	705,355	46,624	-2.5	-40,765
Percent Change From Previous Year		-5.7%	0.0%						-15.2%	-5.1%

Fund 350, PLA Revenues and Grants

City of Saint Paul 2010 Budget Fund Spending Plan Summary Mayor's Proposed Budget

Fund: **350 PLA REVENUES AND GRANTS**

Fund Manager:

Department: **11 LIBRARIES**

Department Director: **KATHERINE G HADLEY**

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)							
	2007	2008	2009	2010		2007	2008	2009	2010		Change from	2009		
	2nd Prior	Last Year	Adopted	Mayor's Proposed					Authorized	Adopted			Mayor's Proposed	
Exp. & Enc.	Exp. & Enc.		Amount	Change/Percent	FTE	FTE/Amount	FTE/Amount	FTE/Amount	FTE/Amount					
by Type of Expenditure														
SALARIES	78,551	82,928	114,782	44,536	-70,246	-61.2%								
SERVICES	191,231	188,800	326,732	197,531	-129,201	-39.5%								
MATERIALS AND SUPPLIES	712,210	616,893	594,192	610,374	16,182	2.7%								
EMPLOYER FRINGE BENEFITS	5,665	9,050	36,229	14,839	-21,390	-59.0%								
MISC TRANSFER CONTINGENCY ETC	706	938	900	900										
DEBT														
STREET SEWER BRIDGE ETC IMPROVEMEN														
EQUIPMENT LAND AND BUILDINGS	72,927	43,092	152,000	252,000	100,000	65.8%								
Spending Total	1,061,290	941,700	1,224,835	1,120,180	-104,655	-8.5%								
by Activity														
33410LIBRARY SPECIAL REVENUE	345,134	371,850	499,642	499,642										
33420METRO LIBRARY SERVICE AGNCY (MELSA)	167,866	121,512	171,250	130,053	-41,197	-24.1%								
33422FRIENDS OF THE LIBRARY	353,962	280,915	404,941	380,485	-24,456	-6.0%	2.5	1.5	1.5	63,260	0.8	35,112	-0.7	-28,148
33424PERRIE JONES LIBRARY	113,217	77,949	110,000	110,000			1.0	1.0	0.5	22,640	0.2	9,424	-0.3	-13,216
33426WORKFORCE DEVELOPMENT		35,000	0	0										
33446TEACHING LEARNING LIBRARY	62,256	54,474	39,002	0	-39,002	-100.0%	1.5	1.0	0.5	28,882			-0.5	-28,882
33460METRO LIBRARY SERVICE AGNCY (MELSA)	17,645		0	0										
33462FRIENDS OF THE LIBRARY	710		0	0										
33464PERRIE JONES LIBRARY	500	0	0	0										
Fund Total	1,061,290	941,700	1,224,835	1,120,180	-104,655	-8.5%	5.0	3.5	2.5	114,782	1.0	44,536	-1.5	-70,246
Percent Change from Previous Year		-11.3%	30.1%				-30.0%	-28.6%					-60.0%	-61.2%

Financing by Major Object Code

Department: 11 LIBRARIES

SPECIAL FUNDS

	2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Change from 2009 Adopted
3099 OTHER FED DIRECT GRANTS-IN-AID	65,439	54,474	39,002		-39,002
3199 OTHER FED DIRECT GRANTS-STATE ADMIN	2,745	35,000			
3490 OTHER STATE AIDS	13,322				
3601 MELSA	126,563	172,145	71,250	130,053	58,803
INTERGOVERNMENTAL REVENUE	208,069	261,619	110,252	130,053	19,801
4064 LIBRARY FEES - FILM RENTAL	390	277	1,000	500	-500
4065 LIBRARY FEES -LIB. CARD- NON RES.	33	278	200	300	100
4067 LIBRARY FEES - MELSA SEARCH	1,113	519	1,500	600	-900
4068 LIBRARY FEES - N.O.C.	42	42	4,000	4,000	
4204 MAPS, PUBLICATIONS & REPORTS	24,414	25,907	27,000	27,000	
4299 SALES N.O.C.		653			
4306 DUPLICATING -XEROX-MULTILIT-ETC.	32,921	36,085	25,000	35,500	10,500
FEES, SALES AND SERVICES	58,913	63,761	58,700	67,900	9,200
6403 LIBRARY OVERDUE FINES	264,659	295,659	275,642	295,642	20,000
6404 LIBRARY LOST AND DAMAGED FINES	46,019	45,405	55,000	55,000	
6801 RENTS	1,750	29,847	2,000	2,000	
6832 COMMISSIONS - VENDING MACHINES		210			
6901 CASH OVER OR SHORT	-3,310	-19	50	50	
6905 CONTRIB. & DONATIONS - OUTSIDE	581,989	457,278	522,441	497,985	-24,456
6915 REFUNDS - NOT OTHERWISE CLASSIFIED		2,505			
6917 REFUNDS - OVERPAYMENTS			750	750	
6999 OTHER MISCELLANEOUS REVENUE N.O.C.	27,709	42,399		20,800	20,800
MISCELLANEOUS REVENUE	918,816	873,284	855,883	872,227	16,344
9830 USE OF FUND BALANCE			200,000	50,000	-150,000
9890 UNDESIGNATED FUND BALANCE					
FUND BALANCES	0	0	200,000	50,000	-150,000
Fund Total	1,185,798	1,198,664	1,224,835	1,120,180	-104,655
Department Total	<u>1,185,798</u>	<u>1,198,664</u>	<u>1,224,835</u>	<u>1,120,180</u>	<u>-104,655</u>

City of Saint Paul 2010 Activity Spending Plan Summary Mayor's Proposed Budget

Activity: **33410 LIBRARY SPECIAL REVENUE**
 Manager: **KATHERINE G HADLEY**

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

Activity Spending Plan by Type of Expenditure	2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Changes from Amount	2009 Percent
SALARIES						
EMPLOYER FRINGE BENEFITS						
MATERIALS AND SUPPLIES	291,072	330,410	243,321	243,321		
STREET SEWER BRIDGE ETC IMPROVEMENT						
DEBT						
EQUIPMENT LAND AND BUILDINGS	48,469	5,015	152,000	252,000	100,000	65.8%
MISC TRANSFER CONTINGENCY ETC	706	938	900	900		
SERVICES	4,887	35,488	103,421	3,421	-100,000	-96.7%
Total Spending	345,134	371,850	499,642	499,642	0	0.0%
Percent Change From Previous Year		7.7%	34.4%			

City of Saint Paul 2010 Activity Spending Plan Summary Mayor's Proposed Budget

Activity: **33420 METRO LIBRARY SERVICE AGENCY (MELSA)**
 Manager: **KATHERINE G HADLEY**

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

Activity Spending Plan by Type of Expenditure	2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Changes from Amount	2009 Percent
MATERIALS AND SUPPLIES	110,191	90,660	130,053	130,053		
SERVICES	43,979		41,197		-41,197	-100.0%
STREET SEWER BRIDGE ETC IMPROVEMENT						
DEBT						
MISC TRANSFER CONTINGENCY ETC						
SALARIES						
EQUIPMENT LAND AND BUILDINGS	13,696	30,852				
EMPLOYER FRINGE BENEFITS						
Total Spending	167,866	121,512	171,250	130,053	-41,197	-24.1%
Percent Change From Previous Year		-27.6%	40.9%			

City of Saint Paul 2010 Activity Spending Plan Summary Mayor's Proposed Budget

Activity: **33422 FRIENDS OF THE LIBRARY**
 Manager: **KATHERINE G HADLEY**

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

Activity Spending Plan by Type of Expenditure	2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Changes from Amount	2009 Percent
DEBT						
MATERIALS AND SUPPLIES	288,641	154,694	218,000	216,960	-1,040	-0.5%
SALARIES	316	28,253	63,260	35,112	-28,148	-44.5%
SERVICES	64,911	81,929	103,714	116,714	13,000	12.5%
STREET SEWER BRIDGE ETC IMPROVEMENT						
EMPLOYER FRINGE BENEFITS	94	8,814	19,967	11,699	-8,268	-41.4%
EQUIPMENT LAND AND BUILDINGS		7,225				
MISC TRANSFER CONTINGENCY ETC						
Total Spending	353,962	280,915	404,941	380,485	-24,456	-6.0%
Percent Change From Previous Year		-20.6%	44.2%			

Authorized Work Force Expense/Occupation	2007		2008		2009 Adopted			2010 Mayor's Proposed			Change from 2009	
	FTE	FTE	FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI		
0111 249 LIBRARIAN I	1.0											
0121 558A LIBRARY ASSOCIATE-PART TIME	1.5	1.5	1.5	59,809	3,451	0.8	32,935	2,177	-0.7	-28,148		
Total Personnel	2.5	1.5	1.5	59,809	3,451	0.8	32,935	2,177	-0.7	-28,148		
Percent Change From Previous Year		-40.0%	0.0%						-46.7%	-44.5%		

City of Saint Paul 2010 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	2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Changes from Amount	2009 Percent
MATERIALS AND SUPPLIES	15,297	13,300	2,818	20,040	17,222	611.1%
EMPLOYER FRINGE BENEFITS	5,528	71	7,146	3,140	-4,006	-56.1%
SALARIES	15,852	200	22,640	9,424	-13,216	-58.4%
SERVICES	76,541	64,377	77,396	77,396		
EQUIPMENT LAND AND BUILDINGS						
DEBT						
MISC TRANSFER CONTINGENCY ETC						
STREET SEWER BRIDGE ETC IMPROVEMENT						
Total Spending	113,217	77,949	110,000	110,000	0	0.0%
Percent Change From Previous Year		-31.2%	41.1%			

Authorized Work Force Expense/Occupation	2007		2008		2009 Adopted		2010 Mayor's Proposed		Change from 2009	
	FTE	FTE	FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI
0121 007A *LIBRARY SPECIALIST I	1.0	1.0	0.5	21,405	1,235	0.2	8,840	584	-0.3	-13,216
Total Personnel	1.0	1.0	0.5	21,405	1,235	0.2	8,840	584	-0.3	-13,216
Percent Change From Previous Year		0.0%	-50.0%						-60.0%	-58.4%

Fund 363, Rella Havens

City of Saint Paul 2010 Budget Fund Spending Plan Summary Mayor's Proposed Budget

Fund: **363 RELLA HAVENS MEMORIAL FUND**

Fund Manager:

Department: **11 LIBRARIES**

Department Director: **KATHERINE G HADLEY**

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)				
	2007	2008	2009	2010		2007	2008	2009	2010	Change from
	2nd Prior Exp. & Enc.	Last Year Exp. & Enc.	Adopted	Mayor's Proposed Amount	Change/Percent	Authorized FTE	Adopted FTE/Amount	Adopted FTE/Amount	Mayor's Proposed FTE/Amount	2009 FTE/Amount
by Type of Expenditure										
SALARIES										
SERVICES	16	19,695	20,016	20,016						
MATERIALS AND SUPPLIES		252								
EMPLOYER FRINGE BENEFITS										
MISC TRANSFER CONTINGENCY ETC										
DEBT										
STREET SEWER BRIDGE ETC IMPROVEMEN										
EQUIPMENT LAND AND BUILDINGS										
Spending Total	16	19,947	20,016	20,016	0	0.0%				
by Activity										
53403RELLA HAVENS MEMORIAL FUND	16	19,947	20,016	20,016			0.5			
Fund Total	16	19,947	20,016	20,016	0	0.0%	0.5		0.0	0
Percent Change from Previous Year		124566.7%	0.3%				-100.0%			

Financing by Major Object Code

Department: **11 LIBRARIES**

SPECIAL FUNDS

	2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Change from 2009 Adopted
6602 INTEREST ON INVESTMENTS	20,700	18,165	20,016	20,016	
6611 INC(DEC) FMV OF INVESTMENT	5,235	7,148			
MISCELLANEOUS REVENUE	25,935	25,313	20,016	20,016	0
9830 USE OF FUND BALANCE					
9831 CONTRIBUTION TO FUND BALANCE					
FUND BALANCES	0	0	0	0	0
Fund Total	25,935	25,313	20,016	20,016	0

<u>Department Total</u>	<u>25,935</u>	<u>25,313</u>	<u>20,016</u>	<u>20,016</u>	<u>0</u>
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City of Saint Paul 2010 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	2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Changes from Amount	2009 Percent
SERVICES	16	19,695	20,016	20,016		
STREET SEWER BRIDGE ETC IMPROVEMENT						
EQUIPMENT LAND AND BUILDINGS						
EMPLOYER FRINGE BENEFITS						
MISC TRANSFER CONTINGENCY ETC						
MATERIALS AND SUPPLIES		252				
SALARIES						
DEBT						
Total Spending	16	19,947	20,016	20,016	0	0.0%
Percent Change From Previous Year		124566.7%	0.3%			

Authorized Work Force Expense/Occupation	2007 FTE	2008 FTE	2009 Adopted			2010 Mayor's Proposed			Change from 2009	
			FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI
0121 038A PUBLIC INFO SPEC I	0.5									
Total Personnel	0.5			0	0		0	0	0.0	0
Percent Change From Previous Year		-100.0%								

Fund 966, Debt Service

City of Saint Paul 2010 Budget Fund Spending Plan Summary Mayor's Proposed Budget

Fund: **966 LIBRARY AGENCY DEBT SERVICE**

Fund Manager:

Department: **11 LIBRARIES**

Department Director: **KATHERINE G HADLEY**

Fund Purpose:

TO ACCOUNT FOR THE LIBRARY GENERAL OBLIGATION DEBT SERVICE.

	Spending Amount						Personnel FTE/Amount (salary+Allowance+Negotiated Increase)				
	2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed			2007 Authorized FTE	2008 Adopted FTE/Amount	2009 Adopted FTE/Amount	2010 Mayor's Proposed FTE/Amount	Change from 2009 FTE/Amount
				Amount	Change/Percent						
by Type of Expenditure											
SALARIES											
SERVICES											
MATERIALS AND SUPPLIES											
EMPLOYER FRINGE BENEFITS											
MISC TRANSFER CONTINGENCY ETC	2,004,874	1,940,911	0	0							
DEBT	726,550	722,050	1,173,825	1,165,075	-8,750	-0.7%					
STREET SEWER BRIDGE ETC IMPROVEMEN											
EQUIPMENT LAND AND BUILDINGS											
Spending Total	2,731,424	2,662,961	1,173,825	1,165,075	-8,750	-0.7%					
by Activity											
83400LIBRARY PRIOR YEAR DEBT SERVICE	2,004,874	1,940,911	0	0							
83401LIBRARY DEBT SERVICE- SUBSEQUENT YR			457,025	454,025	-3,000	-0.7%					
83402LIBRARY DEBT SERV-2004 BONDS	726,550	722,050	716,800	711,050	-5,750	-0.8%					
Fund Total	2,731,424	2,662,961	1,173,825	1,165,075	-8,750	-0.7%				0.0	0
Percent Change from Previous Year		-2.5%	-55.9%								

	Spending Amount				Personnel FTE/Amount (salary+allowance+Negotiated Increase)			
	2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor	2007 Adopted FTE	2008 Adopted FTE/Amount	2009 Adopted FTE/Amount	2010 Mayor FTE/Amount
Report Total	2,731,424	2,662,961	1,173,825	1,165,075				

Financing by Major Object Code

Department: **11 LIBRARIES**

DEBT SERVICE

		2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Change from 2009 Adopted
1001	CURRENT - TAXPAYER	2,586,281	2,460,587	691,630	663,671	-27,959
	TAXES	2,586,281	2,460,587	691,630	663,671	-27,959
3446	MARKET VALUE HOMESTEAD CREDIT	145,143	101,187	25,170	27,379	2,209
	INTERGOVERNMENTAL REVENUE	145,143	101,187	25,170	27,379	2,209
6602	INTEREST ON INVESTMENTS	26,928	51,078	20,000	20,000	
6611	INC(DEC) FMV OF INVESTMENT	17,070	36,236			
	MISCELLANEOUS REVENUE	43,998	87,314	20,000	20,000	0
7306	TRANSFER FROM CAP PROJ FUND-OTHER					
	TRANSFERS	0	0	0	0	0
9830	USE OF FUND BALANCE			457,025	454,025	-3,000
9831	CONTRIBUTION TO FUND BALANCE			-20,000		20,000
	FUND BALANCES	0	0	437,025	454,025	17,000
	Fund Total	2,775,422	2,649,088	1,173,825	1,165,075	-8,750

<u>Department Total</u>	<u>2,775,422</u>	<u>2,649,088</u>	<u>1,173,825</u>	<u>1,165,075</u>	<u>-8,750</u>
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City of Saint Paul 2010 Activity Spending Plan Summary Mayor's Proposed Budget

Activity: **83401 LIBRARY DEBT SERVICE-SUBSEQUENT YR**
 Manager: **KATHERINE G HADLEY**

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

Activity Spending Plan by Type of Expenditure	2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Changes from Amount	2009 Percent
SERVICES						
STREET SEWER BRIDGE ETC IMPROVEMENT						
MATERIALS AND SUPPLIES						
DEBT			457,025	454,025	-3,000	-0.7%
MISC TRANSFER CONTINGENCY ETC						
SALARIES						
EMPLOYER FRINGE BENEFITS						
EQUIPMENT LAND AND BUILDINGS						
Total Spending	0	0	457,025	454,025	-3,000	-0.7%
Percent Change From Previous Year		0.0%	0.0%			

City of Saint Paul 2010 Activity Spending Plan Summary Mayor's Proposed Budget

Activity: **83402 LIBRARY DEBT SERV-2004 BONDS**
 Manager: **KATHERINE G HADLEY**

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

Activity Spending Plan by Type of Expenditure	2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Changes from Amount	2009 Percent
STREET SEWER BRIDGE ETC IMPROVEMENT						
MISC TRANSFER CONTINGENCY ETC						
DEBT	726,550	722,050	716,800	711,050	-5,750	-0.8%
SERVICES						
EMPLOYER FRINGE BENEFITS						
MATERIALS AND SUPPLIES						
SALARIES						
EQUIPMENT LAND AND BUILDINGS						
Total Spending	726,550	722,050	716,800	711,050	-5,750	-0.8%
Percent Change From Previous Year		-0.6%	-0.7%			

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.