

## **Ann Arbor District Library Budget Fiscal Year 2011-2012**

### **Revenues:**

Tax Revenue – The tax revenue shown is the projected revenue at 1.55 mills. The tax base dropped by 1.7% for the 2011-12 fiscal year.

All Other Revenue – Projections are based on the current years actual for each of these categories.

### **Expenses:**

Salaries and Wages – Given the projected decreases to the tax base for the foreseeable future and our overall competitive position in the market place we are proposing no increases.

Employee Benefits – This number includes the following:

- Costs for health, dental, vision, life and LTD insurances based on the employee's current family status at the current rates.
- MPSERS employer contribution percentage of 24.47%
- 403(b) employer contribution percentage of 10%
- Costs for worker's comp. insurance and state unemployment insurance.

Employment Taxes – This is the employer portion of FICA for the proposed salaries and wages.

Custodial – Includes janitorial service, carpet cleaning, window cleaning, etc. for all locations.

Accounting/Audit – The cost of the audit for next year.

Legal – The estimated costs for next year.

Purchased Services – Includes \$48,000 for network cataloging services, \$10,000 for Brainfuse, \$25,000 for Unique Management, \$10,000 for the payroll service and \$10,000 for consultants.

Utilities – This includes costs for utilities at all locations.

Property Insurance – This is the expense for all coverage at all locations.

Communications – This includes phone and internet charges.

Materials – This includes print and non-print material along with the necessary supplies needed to process the material.

Software Licenses/Maintenance – Includes costs for license and maintenance agreements for all existing software in the Library and any new packages that will be purchased in the upcoming year.

Building Rental – Includes costs for the West branch and archive locations.

Seminars/Conferences/Training/Travel – Includes costs for conferences, system wide training, departmental training and mileage reimbursement for local travel.

Copier Expense – Includes lease costs for the copiers and any paper charges related to copier usage.

Library Programming – Includes costs for all public programs (story times, etc.), including printing, advertising and public relations.

Grant and Memorial Expenses – This projected expense matches the projected revenue.

Supplies – This includes departmental, computer (\$80,000) and supplies for all facilities (\$75,000).

Repairs and Maintenance – This includes expected expenses for computers and facilities.

Postage – This includes postage and freight.

Circulation Supplies – This includes Lcards, book bags and circ cards for the system.

Other Operating Expenditures – This includes costs for membership dues, food, etc.

Capital Outlays – This includes miscellaneous departmental furniture and equipment, new computer equipment (\$100,000) and facilities improvements.

ANN ARBOR DISTRICT LIBRARY  
Statement of Revenues and Expenditures  
Operating Budget

	Proposed 2011-2012 <u>Budget</u>	Projected 2010-2011 <u>Actual</u>	<u>Variance</u>
<b>Revenue:</b>			
Tax Collections (1.5500 mill Levy)	\$ 11,092,000	\$ 11,289,998	\$ (197,998)
State Aid	-	-	-
Penal Fines	250,000	275,000	(25,000)
Interest	62,000	56,028	5,972
Copier Revenue	38,000	37,497	503
Grants and Memorials	90,000	124,617	(34,617)
Library Fines, Fees and Other	485,000	483,264	1,736
Nonresident Fees	<u>17,000</u>	<u>18,150</u>	<u>(1,150)</u>
<b>Total Revenues</b>	<u>\$ 12,034,000</u>	<u>\$ 12,284,554</u>	<u>\$ (250,554)</u>
<b>Expenditures</b>			
Salaries & Wages	\$ 5,684,000	\$ 5,647,697	36,303
Employee Benefits	1,510,000	1,533,090	(23,090)
Employment Taxes	<u>435,000</u>	<u>420,192</u>	<u>14,808</u>
Total Employment Cost	\$ 7,629,000	\$ 7,600,979	\$ 28,021
Custodial	\$ 210,000	\$ 219,516	(9,516)
Accounting/Audit	15,000	13,500	1,500
Legal Expense	75,000	75,100	(100)
Purchased Services	104,000	113,030	(9,030)
Utilities	455,000	461,562	(6,562)
Property Insurance	87,000	88,238	(1,238)
Communications	180,000	180,038	(38)
Materials	1,850,000	1,847,295	2,705
Software Licenses/Maintenance	120,000	120,864	(864)
Building Rental	155,000	155,903	(903)
Seminars/Conferences/Training/Travel	22,000	18,712	3,288
Copier Expense	65,000	58,240	6,760
Library Programming	250,000	247,625	2,375
Grant and Memorial Expenses	90,000	124,861	(34,861)
Supplies	180,000	178,560	1,440
Repair and Maintenance	283,000	264,296	18,704
Postage	30,000	29,844	156
Circulation Supplies	62,000	64,932	(2,932)
Other Operating Expenditures	<u>22,000</u>	<u>20,177</u>	<u>1,823</u>
Total Operating Expense	\$ 4,255,000	\$ 4,282,293	\$ (27,293)
Capital Outlays	<u>150,000</u>	<u>191,505</u>	<u>(41,505)</u>
<b>Total Expenditures</b>	<u>\$ 12,034,000</u>	<u>\$ 12,074,777</u>	<u>\$ (40,777)</u>
<b>Net</b>	<u>\$ -</u>	<u>\$ 209,777</u>	<u>\$ (209,777)</u>

ANN ARBOR DISTRICT LIBRARY  
Statement of Revenues and Expenditures  
Operating Budget

	<b>Proposed 2011-2012 Budget</b>	<b>2010-2011 Budget</b>	<b>Variance</b>
<b>Revenue:</b>			
Tax Collections (1.5500 mill Levy)	\$ 11,092,000	\$ 11,289,998	\$ (197,998)
State Aid	-	-	-
Penal Fines	250,000	275,000	(25,000)
Interest	62,000	160,000	(98,000)
Copier Revenue	38,000	40,000	(2,000)
Grants and Memorials	90,000	90,000	-
Library Fines, Fees and Other	485,000	430,000	55,000
Nonresident Fees	17,000	15,000	2,000
<b>Total Revenues</b>	<b>\$ 12,034,000</b>	<b>\$ 12,299,998</b>	<b>\$ (265,998)</b>
<b>Expenditures</b>			
Salaries & Wages	\$ 5,684,000	\$ 5,844,000	(160,000)
Employee Benefits	1,510,000	1,500,000	10,000
Employment Taxes	435,000	447,000	(12,000)
<b>Total Employment Cost</b>	<b>\$ 7,629,000</b>	<b>\$ 7,791,000</b>	<b>\$ (162,000)</b>
Custodial	\$ 210,000	\$ 220,000	(10,000)
Accounting/Audit	15,000	14,000	1,000
Legal Expense	75,000	75,000	-
Purchased Services	104,000	113,000	(9,000)
Utilities	455,000	465,000	(10,000)
Property Insurance	87,000	95,000	(8,000)
Communications	180,000	200,000	(20,000)
Materials	1,850,000	1,850,000	-
Software Licenses/Maintenance	120,000	130,000	(10,000)
Building Rental	155,000	155,000	-
Seminars/Conferences/Training/Travel	22,000	23,000	(1,000)
Copier Expense	65,000	62,000	3,000
Library Programming	250,000	250,000	-
Grant and Memorial Expenses	90,000	90,000	-
Supplies	180,000	184,000	(4,000)
Repair and Maintenance	283,000	265,000	18,000
Postage	30,000	30,000	-
Circulation Supplies	62,000	75,000	(13,000)
Other Operating Expenditures	22,000	23,000	(1,000)
<b>Total Operating Expense</b>	<b>\$ 4,255,000</b>	<b>\$ 4,319,000</b>	<b>\$ (64,000)</b>
<b>Capital Outlays</b>	<b>150,000</b>	<b>190,000</b>	<b>(40,000)</b>
<b>Total Expenditures</b>	<b>\$ 12,034,000</b>	<b>\$ 12,300,000</b>	<b>\$ (266,000)</b>
<b>Net</b>	<b>\$ -</b>	<b>\$ (2)</b>	<b>\$ 2</b>



Ann Arbor District Library  
2011-2012 Budget

	<u>Salaries</u>	<u>Wages</u>	<u>Benefits/ FICA</u>	<u>Custodial and Electrical</u>	<u>Audit</u>	<u>Legal</u>	<u>Purchased Services</u>	<u>Utilities</u>	<u>Property Insurance</u>	<u>Communi- cations</u>	<u>Materials</u>
Traverwood	-	-	-	-	-	-	-	60,000	-	-	-
Malletts Creek	-	-	-	-	-	-	-	57,000	-	-	-
Pittsfield	-	-	-	-	-	-	-	75,000	-	-	-
West	-	-	-	-	-	-	-	20,000	-	-	-
O & NS	227,860	-	-	-	-	-	-	-	-	-	-
YASC	1,395,219	244,939	-	-	-	-	58,494	-	-	-	1,704,585
Circulation	1,083,681	702,847	-	-	-	-	25,506	-	-	-	110,415
Community Relations	327,854	29,520	-	-	-	-	-	-	-	-	-
Information Access	597,132	12,963	-	-	-	-	-	-	-	180,000	35,000
Finance & HR	323,441	-	1,945,000	-	15,000	-	10,000	-	87,000	-	-
Facilities/Security	349,194	96,000	-	210,000	-	-	-	237,500	-	-	-
Administration	280,387	12,963	-	-	-	75,000	10,000	5,500	-	-	-
Board	-	-	-	-	-	-	-	-	-	-	-
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	4,584,768	1,099,232	1,945,000	210,000	15,000	75,000	104,000	455,000	87,000	180,000	1,850,000
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