Ann Arbor District Library Budget Fiscal Year 2011-2012

Revenues:

<u>Tax Revenue</u> – The tax revenue shown is the projected revenue at 1.55 mills. The revenue also reflects an expected drop in the Library's tax base of 3%.

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

Expenses:

<u>Salaries and Wages</u> – 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.

<u>Custodial</u> – 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.

<u>Purchased Services</u> – 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.

<u>Communications</u> – This includes phone and internet charges.

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

<u>Software Licenses/Maintenance</u> – 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.

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

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

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

<u>Grant and Memorial Expenses</u> – This projected expense matches the projected revenue.

<u>Supplies</u> – 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 Leards, book bags and circ cards for the system.

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

<u>Capital Outlays</u> – 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 011-2012 Budget	20	rojected)10-2011 <u>Actual</u>	Variance		
Revenue:	\$	10,945,000	\$	11,289,998	\$	(344,998)	
Tax Collections (1.5500 mill Levy)	3	10,943,000	9	-	•	-	
State Aid		250,000		275,000		(25,000)	
Penal Fines		62,000		56,028		5,972	
Interest		38,000		37,497		503	
Copier Revenue		90,000		124,617		(34,617)	
Grants and Memorials		485,000		483,264		1,736	
Library Fines, Fees and Other		17,000		18,150		(1,150)	
Nonresident Fees	-	21,000			20		
Total Revenues	\$	11,887,000	<u>\$</u>	12,284,554	<u>\$</u>	(397,554)	
Expenditures			_	- (15 (05		72 202	
Salaries & Wages	\$	5,720,000	\$	5,647,697		72,303 (23,090)	
Employee Benefits		1,510,000		1,533,090		17,808	
Employment Taxes	(i)	438,000	850	420,192			
Total Employment Cost	\$	7,668,000	\$	7,600,979	\$	67,021	
Contadial	\$	210,000	\$	219,516		(9,516)	
Custodial Accounting/Audit		15,000		13,500		1,500	
		75,000		75,100		(100)	
Legal Expense 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		22,000	-	20,177	_	1,823	
Total Operating Expense	\$	4,255,000	\$	4,282,293	\$	(27,293)	
Capital Outlays		150,000	_	191,505		(41,505)	
Total Expenditures	\$	12,073,000	\$	12,074,777	\$	(1,777)	
Net	\$	(186,000	<u>\$</u>	209,777	\$	(395,777)	

ANN ARBOR DISTRICT LIBRARY Statement of Revenues and Expenditures Operating Budget

State Aid Penal Fines Interest Copier Revenue Grants and Memorials Library Fines, Fees and Other Nonresident Fees Total Revenues Expenditures Salaries & Wages Employee Benefits Employment Taxes Total Employment Cost Custodial Accounting/Audit Legal Expense Purchased Services Utilities Property Insurance Communications Materials Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures	osed 2012 get	2010-2011 <u>Budget</u>	Variance		
State Aid Penal Fines Interest Copier Revenue Grants and Memorials Library Fines, Fees and Other Nonresident Fees Total Revenues Expenditures Salaries & Wages Employee Benefits Employment Taxes Total Employment Cost Custodial Accounting/Audit Legal Expense Purchased Services Utilities Property Insurance Communications Materials Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 4,	45,000 \$	11,289,998	\$	(344,998)	
Penal Fines Interest Copier Revenue Grants and Memorials Library Fines, Fees and Other Nonresident Fees Total Revenues Expenditures Salaries & Wages Employee Benefits Employment Taxes Total Employment Cost Custodial Accounting/Audit Legal Expense Purchased Services Utilities Property Insurance Communications Materials Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 4,	-	-		-	
Interest Copier Revenue Grants and Memorials Library Fines, Fees and Other Nonresident Fees Total Revenues Expenditures Salaries & Wages Employee Benefits Employment Taxes Total Employment Cost Custodial Accounting/Audit Legal Expense Purchased Services Utilities Property Insurance Communications Materials Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 4,	50,000	275,000		(25,000)	
Copier Revenue Grants and Memorials Library Fines, Fees and Other Nonresident Fees Total Revenues Expenditures Salaries & Wages Employee Benefits Employment Taxes Total Employment Cost Custodial Accounting/Audit Legal Expense Purchased Services Utilities Property Insurance Communications Materials Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 4,	62,000	160,000		(98,000)	
Grants and Memorials Library Fines, Fees and Other Nonresident Fees Total Revenues Expenditures Salaries & Wages Employee Benefits Employment Taxes Total Employment Cost Custodial Accounting/Audit Legal Expense Purchased Services Utilities Property Insurance Communications Materials Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 4,	38,000	40,000		(2,000)	
Library Fines, Fees and Other Nonresident Fees Total Revenues Expenditures Salaries & Wages Employee Benefits Employment Taxes Total Employment Cost Custodial Accounting/Audit Legal Expense Purchased Services Utilities Property Insurance Communications Materials Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 4,	90,000	90,000		-	
Total Revenues Expenditures Salaries & Wages Employee Benefits Employment Taxes Total Employment Cost Custodial Accounting/Audit Legal Expense Purchased Services Utilities Property Insurance Communications Materials Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 11,8 \$ 5,7 \$ 4,	85,000	430,000		55,000	
Total Revenues Expenditures Salaries & Wages Employee Benefits Employment Taxes Total Employment Cost Custodial Accounting/Audit Legal Expense Purchased Services Utilities Property Insurance Communications Materials Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 11,8 \$ 5,7 4,5 7,6 \$ 7,6 \$ 7,6 \$ 1,5 \$ 7,6 \$ 1,5 \$ 7,6 \$ 1,5 \$ 1,5 \$ 1,5 \$ 1,5 \$ 1,5 \$ 1,5 \$ 2 \$ 1,6 \$ 2 \$ 2 \$ 3 \$ 4 \$ 4 \$ 1,5 \$ 2 \$ 3 \$ 4 \$ 3 \$ 4 \$ 4 \$ 4 \$ 4 \$ 4	17,000	15,000	2,000		
Expenditures Salaries & Wages Employee Benefits Employment Taxes Total Employment Cost Custodial Accounting/Audit Legal Expense Purchased Services Utilities Property Insurance Communications Materials Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 5,7,6 4 7,6 \$ 7,6 \$ 1,5 \$ 2 \$ 4,6 \$ 4,6 \$ 5,7,6 \$ 4,6 \$ 5,7,6 \$ 4,6 \$ 5,7,6 \$ 4,6 \$ 5,7,6 \$	17,000			(442.000)	
Salaries & Wages Employee Benefits Employment Taxes Total Employment Cost Custodial Accounting/Audit Legal Expense Purchased Services Utilities Property Insurance Communications Materials Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 5,7,6 4 \$ 7,6 \$ 1,5 4 \$ 7,6 \$ 2 \$ 4 \$ 7,6 \$ 4 \$ 7,6 \$ 4 \$ 7,6 \$ 4 \$ 7,6 \$ 4 \$ 7,6 \$ 4 \$ 7,6 \$ 4 \$ 7,6 \$ 4 \$ 7,6 \$ 4 \$ 7,6 \$ 5 \$ 7,6 \$ 5 \$ 7,6 \$	<u>\$87,000</u> <u>\$</u>	12,299,998	<u>\$</u>	(412,998)	
Employee Benefits Employment Taxes Total Employment Cost Custodial Accounting/Audit Legal Expense Purchased Services Utilities Property Insurance Communications Materials Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 1,5 4,5 4,5 4,5 5,6 5,7,6	720.000 \$	5,844,000		(124,000)	
Employment Taxes Total Employment Cost S 7,6 Custodial Accounting/Audit Legal Expense Purchased Services Utilities Property Insurance Communications Materials Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 4,	720,000 \$ 510,000	1,500,000		10,000	
Total Employment Cost Custodial Accounting/Audit Legal Expense Purchased Services Utilities Property Insurance Communications Materials Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 7,6 \$ 7,6 \$ 2 \$ 7,6 \$ 2 \$ 2 \$ 2 \$ 3 \$ 4		447,000		(9,000)	
Custodial Accounting/Audit Legal Expense Purchased Services Utilities Property Insurance Communications Materials Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 2 2 2 2 2 3 4 4 5 6 7 7 7 7 7 8 7 8 7 8 7 8 7 7	138,000		6	(123,000)	
Accounting/Audit Legal Expense Purchased Services Utilities Property Insurance Communications Materials Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 4,	568,000 \$	7,791,000	\$	(123,000)	
Accounting/Audit Legal Expense Purchased Services Utilities Property Insurance Communications Materials Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 4,	210,000 \$	220,000		(10,000)	
Legal Expense Purchased Services Utilities Property Insurance Communications Materials Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 4,	15,000	14,000		1,000	
Purchased Services Utilities Property Insurance Communications Materials Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 4,	75,000	75,000		-	
Utilities Property Insurance Communications Materials Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 4,	104,000	113,000		(9,000)	
Property Insurance Communications Materials Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 4,	455,000	465,000		(10,000)	
Communications Materials Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense 1,3 1,4 1,5 1,5 1,5 1,5 1,6 1,7 1,7 1,7 1,7 1,7 1,7 1,7 1,7 1,7 1,7	87,000	95,000		(8,000)	
Materials Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense 1,3 1,4 1,5 1,5 1,6 1,7 1,7 1,7 1,7 1,7 1,7 1,7 1,7 1,7 1,7	180,000	200,000		(20,000)	
Software Licenses/Maintenance Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 4,	850,000	1,850,000		-	
Building Rental Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 4,	120,000	130,000		(10,000)	
Seminars/Conferences/Training/Travel Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 4,	155,000	155,000			
Copier Expense Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 4,	22,000	23,000		(1,000)	
Library Programming Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 4,	65,000	62,000		3,000	
Grant and Memorial Expenses Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 4,	250,000	250,000		-	
Supplies Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 4,	90,000	90,000		(4.000)	
Repair and Maintenance Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 4,	180,000	184,000		(4,000)	
Postage Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 4,	283,000	265,000		18,000	
Circulation Supplies Other Operating Expenditures Total Operating Expense \$ 4,	30,000	30,000		(12.000)	
Other Operating Expenditures Total Operating Expense \$ 4,	62,000	75,000		(13,000)	
Total Operating Expense \$ 4,	22,000	23,000		(1,000)	
Capital Outlays	,255,000	\$ 4,319,000	\$	(64,000)	
	150,000	190,000		(40,000)	
Total Expenditures § 12.	,073,000	\$ 12,300,000	\$	(227,000)	
Net <u>\$</u>	(186,000)	\$ (2)	\$	(185,998)	

Ann Arbor District Library 2011-2012 Budget

	Salaries	Wages	Benefits/	Custodial and Electrical	Audit	Legal	Purchased Services	Utilities	Property Insurance	Communi- cations	Materials
Traverwood	_		-	1.70	-	2	1941	60,000	-	-	. .
	-		-	-	-	78	-	57,000	-		
Malletts Creek	-	-		-		(7.)	-	75,000	-	67	-
Pittsfield	_	-	_	2	-	-	-	20,000	-	-	7.
West			-	2	2	-	-	-	-	-	5
O & NS	227,860	262,939	-		2	_	58,494	-	-	2	1,704,585
YASC	1,395,219		-	-		121	25,506	-	170	9	110,415
Circulation	1,083,681	720,847			_	_	-	-	-	-	
Community Relations	327,854	29,520	-	-		-		_	-	180,000	35,000
Information Access	597,132	12,963	-	-	45 000		10,000	12	87,000	-	-
Finance & HR	323,441	17.0	1,948,000	-	15,000	0.70		237,500	-	-	-
Facilities/Security	349,194	96,000	-	210,000	-	75.000	10.000	5,500	2	_	-
Administration	280,387	12,963		-	-	75,000	10,000		9	_	
Board	12	0.40	-	-	-	-	-	7.			
								455,000	07.000	180,000	1,850,000
	4,584,768	1,135,232	1,948,000	210,000	15,000	75,000	104,000	455,000	87,000		- = = = =
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Ann Arbor District Library 2011-2012 Budget

	Software Maint.	Building Rental	Seminars/ Conf./ <u>Travel</u>	Copier Expense	Library Programs	Grant and Memorial Expense	Supplies	Repair and Maint.	Postage	Lcards/ Circ Cards	Other Operating Exp.	Capital Outlays	Total
							_	_	-	5.	-	-	60,000
Traverwood	-	_	-	-	-	-		_	-		-	-	57,000
Malletts Creek	-	-	-	-	-		_	_	_	_	-	151	75,000
Pittsfield	-		-	-	-		_	-	_	_	-	-	130,000
West	-	110,000	-		-	-		-	-	_	100	-	237,460
O & NS	S=3		1,000	-	-	(-)	8,500		_	_	4,050	2	3,432,187
YASC	-	-	1,600			_	5,300	1 000		62,000	2,500	_	2,010,449
Circulation	-		500	-	7.	3.70	4,000	1,000	-		100		701,874
Community Relations	100	-	500	-	250,000	90,000	3,500	400	2	-		100,000	1,202,095
Information Access	120,000		2,000	60,000		-	80,000	15,000	2	-	- 000		2,407,541
Finance & HR	-	-	15,600	-	-	-	2,500	1.7		-	6,000	-	1,321,044
Facilities/Security	=	-	300	5,000	2	2	75,200	266,600	30,000	-	1,250	50,000	
Administration	2	45,000	500		9	2	1,000	-	=	870	6,000	-	436,350
Board	2			-	-	8	-	-	*	879	2,000	-	2,000
Doard													10.070.000
	120,000	155,000	22,000	65,000	250,000	90,000	180,000	283,000	30,000	62,000	22,000	150,000	12,073,000
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