

Saint Paul Library Agency
2009 Proposed Budget

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CITY OF SAINT PAUL

Christopher B. Coleman, Mayor

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August 12, 2008

Honorable Library Agency Board Members,

I am pleased to formally transmit to you my 2009 budget for the City of Saint Paul.

This budget reflects our hard decisions over the past two years. It reflects sound stewardship that allows us to strategically invest in our neighborhoods, in our services and in our processes. The 2009 budget also restores structural balance, for the first time in many years; anticipated expenses are paid for with ongoing revenues.

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:

Financial Stability

- Paying for current costs with current resources
- Realism about the costs to maintain quality public services, today and in the future

Wise Investments

- Continued emphasis on public safety
- Taking care of what we have, through maintenance and improvement of existing public assets
- Investing in the future, through new investments in technology, infrastructure and services

Strong Management

- Providing excellent value for citizens by reshaping service delivery to Saint Paul residents

This Library Agency budget follows these principles by investing in more hours of public service at the library. Morning hours will be added at six branches, public access technology will increase and the library's collection will remain strong.

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
<u>Commissioners</u>		
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 2008 is finalized during this time. This includes preparing, printing and distributing books reflecting the 2008 adopted budget. The accounting section of the Office of Financial Services prepares the annual financial report for the previous year (2007). During this time, the “base budget” for the upcoming year (2009) 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 2009 budget is submitted to the Office of Financial Services in June. After that, the department’s budget is analyzed by the OFS budget staff. The Mayor meets with the Director to discuss needs, and to ensure the budget meets the service level and taxing objectives that have been established for the City.

July - September

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

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

October - December

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

Total Combined City and Library Agency Budgets: 2008 Adopted and 2009 Proposed

	<u>2008 Adopted</u>	<u>2009 Proposed</u>	<u>Change Amount</u>	<u>Percent</u>
City operations	480,442,999	452,260,364	-28,182,635	-5.9%
Library operations	15,888,415	18,429,394 **	2,540,979	16.0%
Total operations	496,331,414 *	470,689,758	-25,641,656	-5.2%
City debt service	56,546,116	59,333,547	2,787,431	4.9%
Library debt service	3,122,736	1,173,825 **	-1,948,911	-62.4%
Total debt service	59,668,852	60,507,372	838,520	1.4%
Capital improvements	79,628,000	99,983,000	20,355,000	25.6%
Library capital improvements	1,281,200	0	-1,281,200	-100.0%
Total capital improvements	80,909,200	99,983,000	19,073,800	23.6%
Total combined budgets:	636,909,466	631,180,130	-5,729,336	-0.9%

* 2008's adopted budget included \$50,000,000 in planned one-time spending for the Republican National Convention, which will be offset by \$50,000,000 in federal security grant revenue.

** For the 2009 proposed budget, Library's transfer of \$1,900,191 to the debt service fund was moved out of the Library debt fund and into the Library operations fund.

Workforce Summary, City and Library Agency Combined

	<u>2008 Adopted</u>	<u>2009 Proposed</u>	<u>Change Amount</u>	<u>Percent</u>
City FTEs (All Funds)	2,848.1	2,855.5	7.4	0.3%
Library FTEs (All Funds)	184.9	187.9	3.0	1.6%
Total Combined FTEs	3,033.0	3,043.4	10.4	0.3%

**Property Tax Levy and State Aid: City, Library Agency and Port Authority Combined
2008 Adopted vs. 2009 Proposed**

	Property Tax Levy*					
	<u>2008 Adopted</u>	<u>2009 Proposed</u>	<u>Amount Change</u>	<u>Pct. Change</u>	<u>Pct of City 08 Total</u>	<u>Pct of City 09 Total</u>
City of Saint Paul						
General Fund	57,398,942	60,962,659	3,563,717	6.2%	71.3%	70.0%
General Debt Service	8,173,446	10,865,320	2,691,874	32.9%	10.1%	12.5%
Saint Paul Public Library Agency	14,958,449	15,314,285	355,836	2.4%	18.6%	17.6%
Total (City and Library combined)	80,530,837	87,142,264	6,611,427	8.2%	100.0%	100.0%
Port Authority	2,112,000	2,112,000	0	0.0%		
Overall Levy (City, Library & Port)	82,642,837	89,254,264	6,611,427	8.0%		

* 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>2008 Adopted</u>	<u>2009 Proposed</u>	<u>Amount Change</u>	<u>Pct. Change</u>	<u>Pct. of 08 Total</u>	<u>Pct. of 09 Total</u>
City of Saint Paul						
General Fund	54,261,998	59,845,357	5,583,359	10.3%	95.6%	95.6%
General Debt Service	0	0	0	N.A.	0.0%	0.0%
Saint Paul Public Library Agency	2,519,646	2,754,661	235,015	9.3%	4.4%	4.4%
Total (City and Library combined)	56,781,644	62,600,018	5,818,374	10.2%	100.0%	100.0%

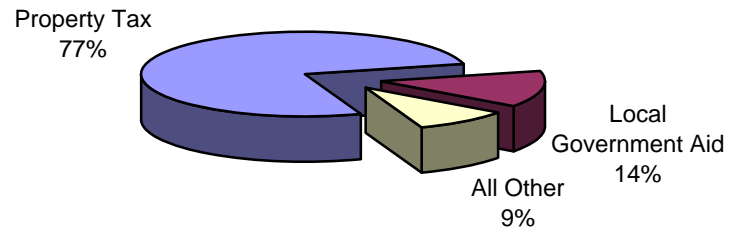
**2009 Proposed Budget for the Saint Paul Library Agency
Spending/Financing Summary**

	2008	2009	Change	
Spending:	Adopted	Proposed	Amount	Percent
Fund 349, PLA General Fund	14,521,831	17,184,543	2,662,712	18.3%
Fund 350, PLA-Revenues and Grants	1,346,568	1,224,835	-121,733	-9.0%
Fund 363, Rella Havens Memorial Fund	20,016	20,016	0	0.0%
Fund 934, Library Capital Projects	1,281,200	0	-1,281,200	-100.0%
Fund 966, Library Debt Service Fund	3,122,736	1,173,825	-1,948,911	-62.4%
	<u>20,292,351</u>	<u>19,603,219</u>	<u>-689,132</u>	-3.4%
Financing:				
Property tax/market value credit-Fund #349 financing	12,002,185	14,251,235	2,249,050	18.7%
Property tax/market value credit-Fund #966 financing (Subtotal = \$14,665,146, \$15,014,005) ¹	2,662,961	762,770	-1,900,191	-71.4%
Local Government Aid	2,519,646	2,754,661	235,015	9.3%
MELSA	71,250	71,250	0	0.0%
Friends of the Library Contributions	547,856	404,941	-142,915	-26.1%
Use of Fund Balance	1,001,455	591,055	-410,400	-41.0%
All Other	1,486,998	767,307	-719,691	-48.4%
Total Library Financing	<u>20,292,351</u>	<u>19,603,219</u>	<u>-689,132</u>	-3.4%

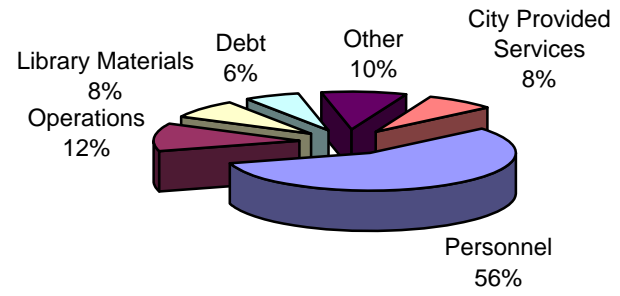
¹Actual property tax financing available, does not include shrinkage allowance.

Summary - Spending and Financing

2009 Revenue By Source

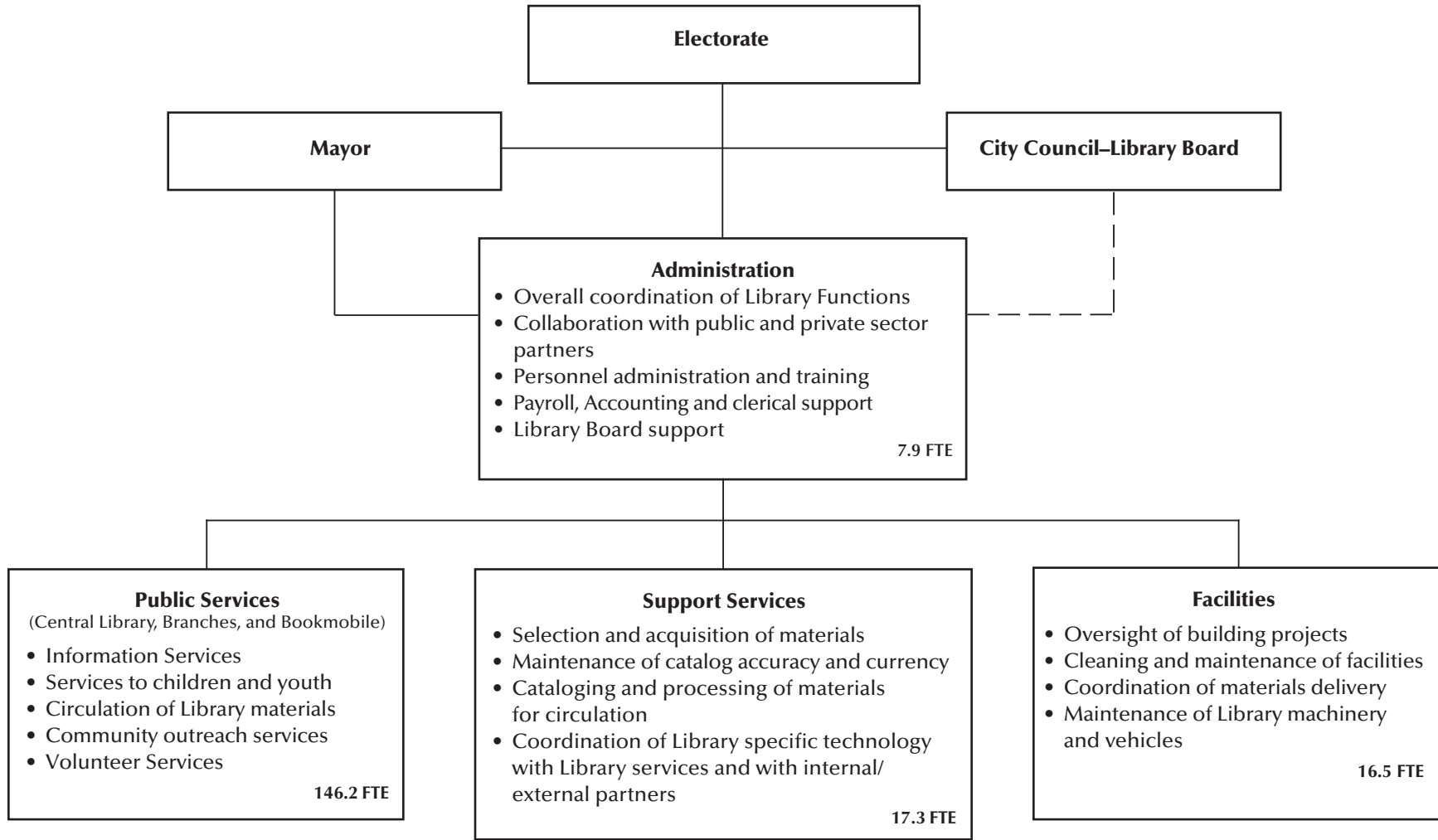


2009 Spending By Type



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 187.9 FTEs)

About the Saint Paul Public Library Agency

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.

2007-2008 Accomplishments

- "Blast Off to Kindergarten" website and community awareness campaign reaches an average of 2750 visits per month
- "Read Around Saint Paul," a city-wide early literacy campaign launched
- Homework Centers in 5 branches helped 15,380 students during the 2007-2008 school year. Arlington will open a "Community Learning Center" in fall of 2008.
- St. Paul Youth Services trained library staff to intervene with youth before problem behaviors get out of hand.
- The library is working with the communities of the Arlington, Hamline, Highland, Sun Ray and West Seventh branches on "visioning projects," to determine whether we can work with community partners to improve the facilities.
- A branch programming study was conducted to provide analysis and preliminary plans for 9 library buildings.
- CIB funding supported long-deferred maintenance projects, including re-carpeting 4 branches and installing security cameras at 8 buildings
- The Job Resource Center opened at Sun Ray to provide training and resources on career development.
- Downloadable audiobooks were made available to public.
- An Internet reservation system is being added in 2008, in order to improve customer service and provide greater flexibility in allocating Internet time.
- The library quadrupled its telecommunications connectivity capacity.
- An online incident reporting database was launched.
- The number of programs for adults, and the number of people who attended those programs was more than double the programs presented in 2006.
- A new bi-monthly booklet, Events and Classes, was created to list the library's expanded programming.
- St. Paul-itics, a community engagement series, was conducted to celebrate the Republican National Convention in Saint Paul.

2009 Budget Plan

2009 Goals

- The library will coordinate multiple initiatives/events, which provide parents and caregivers month-by-month learning activities, books and information to encourage and develop kindergarten readiness. (Ready for school, ready for life.)
- The library will increase the number of materials loaned. (Ready for school, ready for life)
- The library will significantly improve the safety and security of all libraries by increasing staff size, adding security equipment, and training staff to deal with security issues. (Safe streets and safe homes)
- The library will fully implement the recently launched online incident report management system (Safe streets and safe homes)
- The WorkPlace Initiative will provide information resources, software and hardware, and a variety of classes to support participants in gaining job-seeking skills. (Expanding economic opportunity)
- The library will provide customers with an excellent visitor experience, that will include a welcoming facility, helpful staff, clear wayfinding, and the resources they want to use. (Quality infrastructure)
- The library will continue to make facilities improvements to make buildings more welcoming and attractive. (Quality infrastructure)
- The Central Library will provide a wide range of cultural programming for adults and children. (Soul of the city)
- Attendance at programs throughout the library will increase. (Soul of the city)
- The number of card holders who regularly check out materials will increase. (Soul of the city)

2009 Budget Explanation

Base Adjustments

The 2008 adopted budget was adjusted to set the budget base for 2009. The base includes the anticipated growth in salaries and fringes related to the employee contract bargaining process. It also includes inflation on services and materials.

Mayor's Recommendations

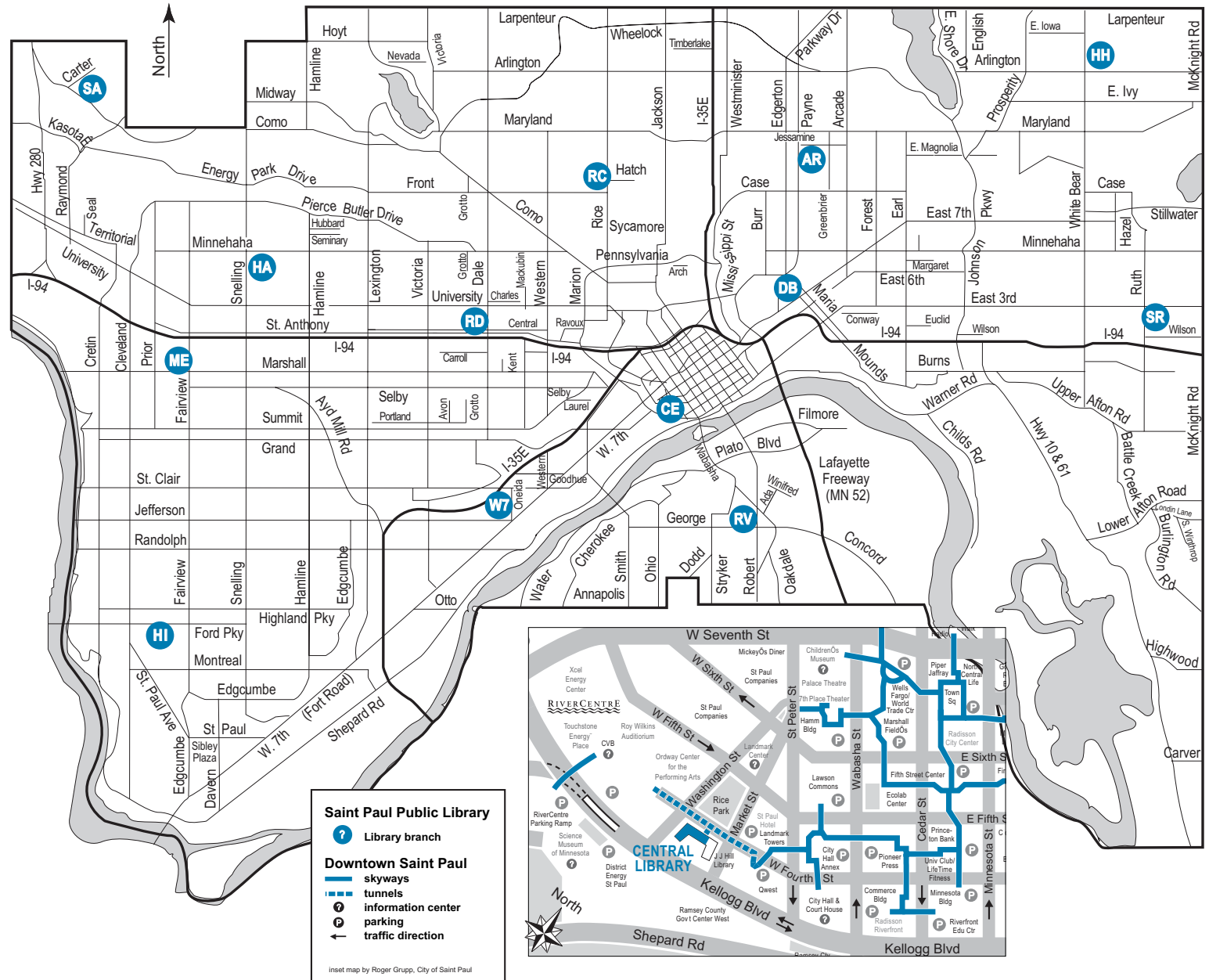
The Library Agency's proposed budget for 2009 is \$19,603,219, a decrease of \$689,132 (3.4%) from the 2008 adopted budget. The primary reason for this decrease is the removal of \$1,281,200 in one-time capital improvements from the 2008 budget. The proposed budget adds morning hours to six library branches: Arlington, Hamline-Midway, Hayden Heights, Merriam Park, Rice Street and Riverview. The library will now be open to the public 775 hours a week, an increase of 45 hours over 2008. The proposed budget maintains the library's collections budget at \$1.6 million, while also investing in technology to meet increased public demand.

Total Library staffing increases by 3.0 FTEs to 187.9 FTEs in the proposed budget. The addition of morning hours results in an increase of 4.0 general fund FTEs, while there is a net decrease of 1.0 special fund FTE related to grant funding.

Statistical Profile

• Number of library card holders	178,930
• Visits to library by customers	2,785,784
• Number of materials checked out	3,365,469
• Number of external, virtual visits	1,573,314
• Users of library computers	623,482
• Children & teens attending library programs	74,842
• Adults attending library programs	18,822

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



Libraries

Department/Office Director: **MELANIE HUGGINS**

	2006	2007	2008	2009	Change from
	2nd Prior	Last Year	Adopted	Mayor's	2008
	Exp. & Enc.	Exp. & Enc.		Proposed	Adopted
Spending By Unit					
349 PUBLIC LIBRARY AGENCY GENERAL FUND	13,427,209	13,865,631	14,521,831	17,184,543	2,662,712
350 PLA REVENUES AND GRANTS	2,273,048	1,061,290	1,346,568	1,224,835	-121,733
363 RELLA HAVENS MEMORIAL FUND	16	16	20,016	20,016	
934 LIBRARY AGENCY CAPITAL PROJECTS	4,442,216	312,555	1,281,200	0	-1,281,200
966 LIBRARY AGENCY DEBT SERVICE	2,578,713	2,731,424	3,122,736	1,173,825	-1,948,911
Total Spending by Uni	22,721,202	17,970,916	20,292,351	19,603,219	-689,132
Spending By Major Object					
SALARIES	7,212,398	7,461,800	8,006,181	8,352,289	346,108
SERVICES	1,710,824	1,875,064	1,927,859	2,089,075	161,216
MATERIALS AND SUPPLIES	3,096,618	2,611,669	2,566,117	2,575,811	9,694
EMPLOYER FRINGE BENEFITS	2,375,816	2,458,656	2,664,980	2,738,793	73,813
MISC TRANSFER CONTINGENCY ETC	3,524,851	2,501,771	2,456,691	2,478,626	21,935
DEBT	528,550	726,550	1,181,825	1,173,825	-8,000
STREET SEWER BRIDGE ETC IMPROVEMENT			640,600	0	-640,600
EQUIPMENT LAND AND BUILDINGS	4,272,145	335,406	848,098	194,800	-653,298
Total Spending by Object	22,721,202	17,970,916	20,292,351	19,603,219	-689,132
Percent Change from Previous Year		-20.9%	12.9%	-3.4%	
Financing By Major Object					
GENERAL FUND					
SPECIAL FUND					
TAXES	9,946,506	11,232,810	14,107,902	14,486,788	378,886
LICENSES AND PERMITS					
INTERGOVERNMENTAL REVENUE	5,758,850	6,034,706	3,255,963	3,392,130	136,167
FEES, SALES AND SERVICES	59,911	58,913	58,700	58,700	
ENTERPRISE AND UTILITY REVENUES					
MISCELLANEOUS REVENUE	1,419,287	1,020,931	1,227,731	1,074,546	-153,185
TRANSFERS	1,052,440		640,600		-640,600
FUND BALANCES			1,001,455	591,055	-410,400
Total Financing by Object	18,236,994	18,347,360	20,292,351	19,603,219	-689,132
Percent Change from Previous Year		0.6%	10.6%	-3.4%	

All Operating Funds Summary

City of Saint Paul

2009 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	2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	Changes from Amount	2008 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	13,427,209	13,865,631	14,521,831	17,184,543	2,662,712	18.3%
350 PLA REVENUES AND GRANTS	2,273,048	1,061,290	1,346,568	1,224,835	-121,733	-9.0%
363 RELLA HAVENS MEMORIAL FUND	16	16	20,016	20,016		
934 LIBRARY AGENCY CAPITAL PROJECTS	4,442,216	312,555	1,281,200	0	-1,281,200	-100.0%
966 LIBRARY AGENCY DEBT SERVICE	2,578,713	2,731,424	3,122,736	1,173,825	-1,948,911	-62.4%
Total Special Fund	22,721,202	17,970,916	20,292,351	19,603,219	-689,132	-3.4%
Percent Change from Previous Year		-20.9%	12.9%			
<u>Authorized Work Force (FTE's)</u>						
SPECIAL FUND	189.3	186.6	184.9	187.9	3.0	1.6%
Total Personnel	189.3	186.6	184.9	187.9	3.0	1.6%
Percent Change from Previous Year		-1.4%	-0.9%			

Fund 349, Library Agency

City of Saint Paul 2009 Budget Fund Spending Plan Summary Mayor's Proposed Budget

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

Fund Manager: **MELANIE HUGGINS**

Department: **11 LIBRARIES**

Department Director: **MELANIE HUGGINS**

Fund Purpose:

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

	Spending Amount					Personnel FTE/Amount (salary+Allowance+Negotiated Increase)							
	2006	2007	2008	2009		2006	2007	2008	2009	Change from 2008			
	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					
by Type of Expenditure													
SALARIES	7,127,141	7,383,249	7,846,124	8,237,507	391,383	5.0%							
SERVICES	1,545,673	1,683,817	1,661,407	1,742,327	80,920	4.9%							
MATERIALS AND SUPPLIES	1,951,442	1,849,382	1,842,623	1,981,619	138,996	7.5%							
EMPLOYER FRINGE BENEFITS	2,368,382	2,452,991	2,613,997	2,702,564	88,567	3.4%							
MISC TRANSFER CONTINGENCY ETC	420,904	496,191	514,880	2,477,726	1,962,846	381.2%							
DEBT													
STREET SEWER BRIDGE ETC IMPROVEMEN													
EQUIPMENT LAND AND BUILDINGS	13,669		42,800	42,800									
Spending Total	13,427,209	13,865,631	14,521,831	17,184,543	2,662,712	18.3%							
by Activity													
33450LIBRARY ADMINISTRATION	1,306,961	1,230,705	1,229,803	3,226,234	1,996,431	162.3%	3.0	2.0	2.0	168,665	2.0	176,222	7,557
33451LIBRARY SUPPORT SERVICES	2,961,531	2,894,696	3,000,455	3,236,382	235,927	7.9%	19.3	19.3	18.8	832,511	19.6	889,550	0.8 57,039
33452PUBLIC SERVICES, LIBRARY	7,344,854	7,754,335	8,319,514	8,675,922	356,408	4.3%	144.7	141.3	144.1	6,088,200	147.3	6,378,991	3.2 290,791
33454LIBRARY MAINTENANCE SERVICES	1,813,864	1,985,895	1,972,059	2,046,005	73,946	3.7%	17.5	17.5	16.5	756,748	16.5	792,744	35,996
Fund Total	13,427,209	13,865,631	14,521,831	17,184,543	2,662,712	18.3%	184.5	180.1	181.4	7,846,124	185.4	8,237,507	4.0 391,383
Percent Change from Previous Year		3.3%	4.7%				-2.4%	0.7%				2.2%	5.0%

Financing by Major Object Code

Department: **11 LIBRARIES**

SPECIAL FUNDS

		2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	Change from 2008 Adopted
1001	CURRENT - TAXPAYER	6,071,205	6,634,581	11,546,128	13,750,803	2,204,675
1002	FISCAL DISPARITIES	1,774,095	1,881,602			
1004	1ST YEAR DELINQUENT	142,314	145,438			
1005	2ND YEAR DELINQUENT	-4,890	-14,902			
1006	3RD YEAR DELINQUENT		-190			
TAXES		7,982,724	8,646,529	11,546,128	13,750,803	2,204,675
3401	LOCAL GOVERNMENT AID	4,966,915	5,001,664	2,519,646	2,754,661	235,015
3446	MARKET VALUE HOMESTEAD CREDIT	408,142	353,014	456,057	500,432	44,375
3704	CITY SHARE OF RENT ST. HWY. DEPT	293	612			
INTERGOVERNMENTAL REVENUE		5,375,350	5,355,290	2,975,703	3,255,093	279,390
6905	CONTRIB. & DONATIONS - OUTSIDE		5,000		178,647	178,647
6914	REFUNDS - JURY DUTY PAY	160	170			
6917	REFUNDS - OVERPAYMENTS	159	1,186			
6927	OTHER AGENCY SHARE OF COST	12,420	13,513			
MISCELLANEOUS REVENUE		12,739	19,869	0	178,647	178,647
9890	UNDESIGNATED FUND BALANCE					
FUND BALANCES		0	0	0	0	0
Fund Total		13,370,813	14,021,688	14,521,831	17,184,543	2,662,712
Department Total		<u>13,370,813</u>	<u>14,021,688</u>	<u>14,521,831</u>	<u>17,184,543</u>	<u>2,662,712</u>

City of Saint Paul 2009 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	2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	Changes from Amount	2008 Percent
SALARIES	225,720	168,457	168,665	176,222	7,557	4.5%
SERVICES	936,541	926,957	951,782	1,038,606	86,824	9.1%
DEBT						
MATERIALS AND SUPPLIES	71,827	77,875	54,129	54,129		
STREET SEWER BRIDGE ETC IMPROVEMENT						
EMPLOYER FRINGE BENEFITS	72,173	55,041	53,227	55,086	1,859	3.5%
MISC TRANSFER CONTINGENCY ETC	700	2,374	2,000	1,902,191	1,900,191	95009.6%
EQUIPMENT LAND AND BUILDINGS						
Total Spending	1,306,961	1,230,705	1,229,803	3,226,234	1,996,431	162.3%
Percent Change From Previous Year		-5.8%	-0.1%			

Authorized Work Force Expense/Occupation	2006		2008 Adopted			2009 Mayor's Proposed			Change from 2008	
	FTE	FTE	FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI
0111 167A MANAGEMENT ASST III	1.0	0.0								
0111 223B LIBRARY DIRECTOR	1.0	1.0	1.0	105,402	5,333	1.0	110,000	6,347		5,612
0111 686 ACCOUNTING TECH II PROMOTION	1.0	1.0	1.0	53,844	1,346	1.0	53,936	3,112		1,858
				2,673	67		2,673	154		87
Total Personnel	3.0	2.0	2.0	161,919	6,746	2.0	166,609	9,613	0.0	7,557
Percent Change From Previous Year		-33.3%	0.0%						0.0%	4.5%

City of Saint Paul 2009 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	2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	Changes from Amount	2008 Percent
SALARIES	777,441	819,327	832,511	889,550	57,039	6.9%
SERVICES	234,139	207,806	226,411	216,411	-10,000	-4.4%
DEBT						
STREET SEWER BRIDGE ETC IMPROVEMENT						
MATERIALS AND SUPPLIES	1,292,199	1,133,757	1,148,363	1,263,363	115,000	10.0%
EMPLOYER FRINGE BENEFITS	250,208	265,880	263,818	280,771	16,953	6.4%
MISC TRANSFER CONTINGENCY ETC	393,876	467,925	486,552	543,487	56,935	11.7%
EQUIPMENT LAND AND BUILDINGS	13,669		42,800	42,800		
Total Spending	2,961,531	2,894,696	3,000,455	3,236,382	235,927	7.9%
Percent Change From Previous Year		-2.3%	3.7%			

Authorized Work Force Expense/Occupation	2006		2008 Adopted			2009 Mayor's Proposed			Change from 2008	
	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	45,429
0111 122 CLERK-TYPIST II	2.0	2.0	2.0	67,720	1,694				-2.0	-69,414
0111 123 CLERK-TYPIST III	1.0	1.0	1.0	43,058	1,076				-1.0	-44,134
0111 167A MANAGEMENT ASST III	0.8	1.0								
0111 178A TECHNICAL SUPPORT SERV MGR	0.5	0.5	0.5	49,117	1,228	0.5	48,929	2,823		1,407
0111 249 LIBRARIAN I	1.0	1.0	1.0	51,759	1,294	1.0	52,590	3,034		2,571
0111 250 LIBRARIAN II	1.0	1.0								
0111 279B LIBRARY CLERK I			1.0	22,872	572				-1.0	-23,444
0121 279B LIBRARY CLERK I	1.3	1.3	1.3	31,864	796				-1.3	-32,660
0111 280B LIBRARY CLERK II	7.2	7.0	6.0	207,270	5,180				-6.0	-212,450
0111 281B LIBRARY CLERK III	1.0	1.0	1.0	42,131	1,053				-1.0	-43,184
0111 306B MKTG & PUBLIC RELATIONS MGR			1.0	61,602	1,540	1.0	64,242	3,707		4,807
0111 349B PAYROLL SPECIALIST						1.0	48,852	2,819	1.0	51,671
0121 360B LIBRARY AIDE						0.2	4,071	235	0.2	4,306
0111 361B LIBRARY CUSTOMER SERVICE ASST I						1.0	28,977	1,672	1.0	30,649
0121 361B LIBRARY CUSTOMER SERVICE ASST I						1.0	26,359	1,521	1.0	27,880
0111 362B LIBRARY CUSTOMER SERVICE ASST II						8.0	285,379	16,466	8.0	301,845
0111 363B LIBRARY CUSTOMER SERVICE ASST III						2.0	86,139	4,970	2.0	91,109
0111 423A PAYROLL CLERK	1.0	1.0	1.0	47,721	1,193				-1.0	-48,914
0111 449A LIBRARIAN III-AFTER 7/7/88		1.0	1.0	76,263	1,907	1.0	75,972	4,384		2,186
0121 558A LIBRARY ASSOCIATE-PART TIME	0.5	0.0								
0111 561A LIBRARY ASSOCIATE	1.0	1.5	2.0	88,680	2,217	2.0	76,562	4,418		-9,917
0111 803A LIBRARY INFO RESOURCE COORD	1.0									
ADJUSTMENT - WITH FRINGE				7,500						-7,500
ADJUSTMENT - FULLY LOADED FRINGE				15,204						-15,204
Total Personnel	19.3	19.3	18.8	812,761	19,750	19.6	841,023	48,527	0.8	57,039
Percent Change From Previous Year		0.0%	-2.6%						4.3%	6.9%

City of Saint Paul 2009 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	2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	Changes from Amount	2008 Percent
SALARIES	5,437,175	5,680,586	6,088,200	6,378,991	290,791	4.8%
SERVICES	115,934	140,004	130,387	135,147	4,760	3.7%
MATERIALS AND SUPPLIES	14,399	44,733	41,588	41,588		
EMPLOYER FRINGE BENEFITS	1,777,346	1,889,012	2,059,339	2,120,196	60,857	3.0%
STREET SEWER BRIDGE ETC IMPROVEMENT						
DEBT						
EQUIPMENT LAND AND BUILDINGS						
MISC TRANSFER CONTINGENCY ETC						
Total Spending	7,344,854	7,754,335	8,319,514	8,675,922	356,408	4.3%
Percent Change From Previous Year		5.6%	7.3%			

Authorized Work Force Expense/Occupation	2006		2007			2008 Adopted		2009 Mayor's Proposed			Change from 2008	
	FTE	FTE	FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI		
0111 007A *LIBRARY SPECIALIST I	1.0	1.0	1.0	48,761	1,219	1.0	48,575	2,803		1,398		
0121 007A *LIBRARY SPECIALIST I	0.8	0.8	0.8	40,608	1,015	0.8	40,453	2,334		1,164		
0111 008A *LIBRARY SPECIALIST II	1.0											
0111 178A TECHNICAL SUPPORT SERV MGR	0.5	0.5	0.5	49,117	1,228	0.5	48,929	2,823		1,407		
0111 218B CENTRAL LIB PUB SRV COORD	1.0	1.0										
0111 226B CIRCULATION COORDINATOR	1.0	1.0	1.0	60,602	1,515	1.0	60,931	3,516		2,330		
0111 245B LIBRARY TRG & OD COORD/SUPV	1.0	1.0										
0111 249 LIBRARIAN I	12.0	12.0	12.0	620,425	15,510	12.0	616,043	35,546		15,654		
0121 249 LIBRARIAN I			0.8	39,439	986				-0.8	-40,425		
0111 250 LIBRARIAN II	15.0	15.0	16.0	1,040,185	26,000	16.0	1,030,554	59,466		23,835		
0121 279B LIBRARY CLERK I	33.7	34.0	34.6	855,863	21,399				-34.6	-877,262		
0111 280B LIBRARY CLERK II	20.0	19.0	19.0	606,388	15,158				-19.0	-621,546		
0121 280B LIBRARY CLERK II	2.8	3.5	2.3	76,377	1,910				-2.3	-78,287		
0111 281B LIBRARY CLERK III	3.0	2.0	2.0	74,051	1,852				-2.0	-75,903		
0111 282B LIBRARY CLERK IV		1.0	1.0	48,289	1,207				-1.0	-49,496		
0121 360B LIBRARY AIDE						9.2	187,247	10,803	9.2	198,050		
0121 361B LIBRARY CUSTOMER SERVICE ASST I						29.0	759,142	43,805	29.0	802,947		
0111 362B LIBRARY CUSTOMER SERVICE ASST II						18.0	614,219	35,440	18.0	649,659		
0121 362B LIBRARY CUSTOMER SERVICE ASST II						1.1	37,139	2,142	1.1	39,281		
0111 363B LIBRARY CUSTOMER SERVICE ASST III						2.0	76,270	4,401	2.0	80,671		
0111 364B LIBRARY CUSTOMER SERVICE ASST IV						1.0	48,105	2,776	1.0	50,881		
0111 372A *LIBRARY SPECIALIST	4.0	4.0	4.0	185,590	4,639	4.0	185,901	10,727		6,399		
0121 372A *LIBRARY SPECIALIST	2.3	2.3	2.0	89,353	2,233	3.0	134,789	7,777	1.0	50,980		
0111 448A LIBRARIAN III-BEFORE 7/7/88	1.0	1.0	1.0	80,696	2,017	1.0	80,388	4,638		2,313		
0111 449A LIBRARIAN III-AFTER 7/7/88	3.0	3.0	4.0	300,484	7,513	4.0	301,943	17,423		11,369		
0111 558A LIBRARY ASSOCIATE-PART TIME						1.0	39,873	2,301	1.0	42,174		
0121 558A LIBRARY ASSOCIATE-PART TIME	21.1	17.2	21.6	830,853	20,772	23.5	903,793	52,148	1.9	104,316		
0111 561A LIBRARY ASSOCIATE	20.0	21.5	20.0	851,887	21,295	17.9	772,704	44,585	-2.1	-55,893		
0121 561A LIBRARY ASSOCIATE						0.8	36,091	2,082	0.8	38,173		

City of Saint Paul 2009 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		2006	2007	2008 Adopted		2009 Mayor's Proposed		Change from 2008			
		FTE	FTE	FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI
0121	581A LIBRARY VOLUNTEER COORD	0.5	0.5	0.5	25,652	641	0.5	26,837	1,548		2,092
	SHIFT DIFFERENTIAL				17,000	425		17,000	981		556
	ADJUSTMENT				-34,326	-858					35,184
	ADJUSTMENT - FULLY LOADED FRINGE							-38,000			-38,000
	ADJUSTMENT				-35,734	-893					36,627
	ADJUSTMENT - FULLY LOADED FRINGE				69,857						-69,857
Total Personnel		144.7	141.3	144.1	5,941,417	146,783	147.3	6,028,926	350,065	3.2	290,791
Percent Change From Previous Year			-2.3%	2.0%						2.2%	4.8%

City of Saint Paul 2009 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	2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	Changes from Amount	2008 Percent
SALARIES	686,805	714,878	756,748	792,744	35,996	4.8%
SERVICES	259,058	409,050	352,827	352,163	-664	-0.2%
MATERIALS AND SUPPLIES	573,017	593,017	598,543	622,539	23,996	4.0%
STREET SEWER BRIDGE ETC IMPROVEMENT						
EMPLOYER FRINGE BENEFITS	268,655	243,058	237,613	246,511	8,898	3.7%
DEBT						
EQUIPMENT LAND AND BUILDINGS						
MISC TRANSFER CONTINGENCY ETC	26,328	25,892	26,328	32,048	5,720	21.7%
Total Spending	1,813,864	1,985,895	1,972,059	2,046,005	73,946	3.7%
Percent Change From Previous Year		9.5%	-0.7%			

Authorized Work Force Expense/Occupation	2006		2007		2008 Adopted		2009 Mayor's Proposed			Change from 2008	
	FTE	FTE	FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI	
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	1.0									
0111 231 CUSTODIAN	5.0	5.0	5.0	196,060	4,903	1.0	39,630	2,287	-4.0	-159,046	
0121 234 CUSTODIAN-LIGHT DUTY	2.5	2.5	2.5	67,281	1,682				-2.5	-68,963	
0121 341B CUSTODIAN I						2.5	66,519	3,838	2.5	70,357	
0111 342B CUSTODIAN II						2.0	78,016	4,502	2.0	82,518	
0111 605 CUSTODIAN-ENGR II-LIBRARY	7.0	7.0	7.0	319,555	7,988	5.0	227,801	13,146	-2.0	-86,596	
0111 625A LIBRARY FACILITIES MGR	1.0	1.0	1.0	92,828	2,321	1.0	92,473	5,336		2,660	
0111 631 CUST ENG I LIBRARY	1.0	1.0	1.0	44,100	1,103	3.0	131,796	7,605	2.0	94,198	
OVERTIME				18,465	462		18,465	1,065		603	
Total Personnel	17.5	17.5	16.5	738,289	18,459	16.5	749,495	43,249	0.0	35,996	
Percent Change From Previous Year		0.0%	-5.7%						0.0%	4.8%	

Fund 350, PLA Revenues and Grants

City of Saint Paul 2009 Budget Fund Spending Plan Summary Mayor's Proposed Budget

Fund: **350 PLA REVENUES AND GRANTS**

Fund Manager: **MELANIE HUGGINS**

Department: **11 LIBRARIES**

Department Director: **MELANIE HUGGINS**

Fund Purpose:

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

	Spending Amount						Personnel FTE/Amount (salary+Allowance+Negotiated Increase)					
	2006	2007	2008	2009		2006	2007	2008	2009		Change from	
	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	85,257	78,551	160,057	114,782	-45,275	-28.3%						
SERVICES	165,136	191,231	246,436	326,732	80,296	32.6%						
MATERIALS AND SUPPLIES	895,322	712,210	723,494	594,192	-129,302	-17.9%						
EMPLOYER FRINGE BENEFITS	7,434	5,665	50,983	36,229	-14,754	-28.9%						
MISC TRANSFER CONTINGENCY ETC	1,053,784	706	900	900								
DEBT												
STREET SEWER BRIDGE ETC IMPROVEMEN												
EQUIPMENT LAND AND BUILDINGS	66,115	72,927	164,698	152,000	-12,698	-7.7%						
Spending Total	2,273,048	1,061,290	1,346,568	1,224,835	-121,733	-9.0%						
by Activity												
33400LIBRARY SPECIAL REVENUE FUND	1,024,735		0	0								
33410LIBRARY SPECIAL REVENUE		345,134	399,642	499,642	100,000	25.0%						
33420METRO LIBRARY SERVICE AGENCY (MELSA)		167,866	171,250	171,250								
33422FRIENDS OF THE LIBRARY		353,602	547,856	404,941	-142,915	-26.1%	2.5	1.5	61,540	1.5	63,260	1,720
33424PERRIE JONES LIBRARY		113,577	119,997	110,000	-9,997	-8.3%	1.0	1.0	44,048	0.5	22,640	-0.5 -21,408
33426WORKFORCE DEVELOPMENT			35,000	0	-35,000	-100.0%						
33446TEACHING LEARNING LIBRARY		62,256	72,823	39,002	-33,821	-46.4%	1.5	1.0	54,469	0.5	28,882	-0.5 -25,587
33460METRO LIBRARY SERVICE AGENCY (MELSA)	426,035	17,645	0	0								
33462FRIENDS OF THE LIBRARY	627,575	710	0	0								
33463COMMUNITY BASED SCIENCE	2,904											
33464PERRIE JONES LIBRARY	131,647	500	0	0								
33466ST CATH TEACHING-LEARNING LIBRARY	60,153											
Fund Total	2,273,048	1,061,290	1,346,568	1,224,835	-121,733	-9.0%	5.0	3.5	160,057	2.5	114,782	-1.0 -45,275
Percent Change from Previous Year		-53.3%	26.9%				-30.0%				-28.6%	-28.3%

Financing by Major Object Code

Department: **11 LIBRARIES**

SPECIAL FUNDS

	2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	Change from 2008 Adopted
3099 OTHER FED DIRECT GRANTS-IN-AID	70,059	73,238	72,823	39,002	-33,821
3199 OTHER FED DIRECT GRANTS-STATE ADMIN	5,107	1,317	35,000		-35,000
3490 OTHER STATE AIDS		13,322			
3601 MELSA	188,104	126,563	71,250	71,250	
INTERGOVERNMENTAL REVENUE	263,270	214,440	179,073	110,252	-68,821
4064 LIBRARY FEES - FILM RENTAL	492	390	1,000	1,000	
4065 LIBRARY FEES -LIB. CARD- NON RES.	106	33	200	200	
4067 LIBRARY FEES - MELSA SEARCH	739	1,113	1,500	1,500	
4068 LIBRARY FEES - N.O.C.	41	42	4,000	4,000	
4204 MAPS, PUBLICATIONS & REPORTS	27,022	24,414	27,000	27,000	
4299 SALES N.O.C.	57				
4306 DUPLICATING -XEROX-MULTILIT-ETC.	31,454	32,921	25,000	25,000	
FEES, SALES AND SERVICES	59,911	58,913	58,700	58,700	0
6403 LIBRARY OVERDUE FINES	273,344	264,659	275,642	275,642	
6404 LIBRARY LOST AND DAMAGED FINES	39,313	46,019	55,000	55,000	
6801 RENTS	2,630	1,750	2,000	2,000	
6832 COMMISSIONS - VENDING MACHINES					
6901 CASH OVER OR SHORT	-1,577	-3,310	50	50	
6905 CONTRIB. & DONATIONS - OUTSIDE	655,587	533,072	675,353	522,441	-152,912
6915 REFUNDS - NOT OTHERWISE CLASSIFIED	8,435				
6917 REFUNDS - OVERPAYMENTS			750	750	
6999 OTHER MISCELLANEOUS REVENUE N.O.C.	21,221	27,709			
MISCELLANEOUS REVENUE	998,953	869,899	1,008,795	855,883	-152,912
7305 TRANSFER FROM SPECIAL REVENUE FUND	1,052,440				
TRANSFERS	1,052,440	0	0	0	0
9830 USE OF FUND BALANCE			100,000	200,000	100,000
9890 UNDESIGNATED FUND BALANCE					
FUND BALANCES					

Financing by Major Object Code

Department: **11 LIBRARIES**

SPECIAL FUNDS

	2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	Change from 2008 Adopted
FUND BALANCES	0	0	100,000	200,000	100,000
Fund Total	2,374,574	1,143,252	1,346,568	1,224,835	-121,733

<u>Department Total</u>	<u>2,374,574</u>	<u>1,143,252</u>	<u>1,346,568</u>	<u>1,224,835</u>	<u>-121,733</u>
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City of Saint Paul 2009 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	2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	Changes from Amount	2008 Percent
SERVICES		4,887	3,421	103,421	100,000	2923.1%
DEBT						
SALARIES						
EMPLOYER FRINGE BENEFITS						
STREET SEWER BRIDGE ETC IMPROVEMENT						
MATERIALS AND SUPPLIES		291,072	230,623	243,321	12,698	5.5%
MISC TRANSFER CONTINGENCY ETC		706	900	900		
EQUIPMENT LAND AND BUILDINGS		48,469	164,698	152,000	-12,698	-7.7%
Total Spending	0	345,134	399,642	499,642	100,000	25.0%
Percent Change From Previous Year		0.0%	15.8%			

City of Saint Paul 2009 Activity Spending Plan Summary Mayor's Proposed Budget

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

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

Activity Spending Plan by Type of Expenditure	2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	Changes from Amount	2008 Percent
SERVICES		43,979	41,197	41,197		
EMPLOYER FRINGE BENEFITS						
DEBT						
EQUIPMENT LAND AND BUILDINGS		13,696				
MISC TRANSFER CONTINGENCY ETC						
SALARIES						
STREET SEWER BRIDGE ETC IMPROVEMENT						
MATERIALS AND SUPPLIES		110,191	130,053	130,053		
Total Spending	0	167,866	171,250	171,250	0	0.0%
Percent Change From Previous Year		0.0%	2.0%			

City of Saint Paul 2009 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	2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	Changes from Amount	2008 Percent
SALARIES		316	61,540	63,260	1,720	2.8%
EQUIPMENT LAND AND BUILDINGS						
MISC TRANSFER CONTINGENCY ETC						
DEBT						
STREET SEWER BRIDGE ETC IMPROVEMENT						
SERVICES		64,551	133,714	103,714	-30,000	-22.4%
MATERIALS AND SUPPLIES		288,641	333,000	218,000	-115,000	-34.5%
EMPLOYER FRINGE BENEFITS		94	19,602	19,967	365	1.9%
Total Spending	0	353,602	547,856	404,941	-142,915	-26.1%
Percent Change From Previous Year		0.0%	54.9%			

Authorized Work Force Expense/Occupation	2006 FTE	2007 FTE	2008 Adopted			2009 Mayor's Proposed			Change from 2008	
			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	60,039	1,501	1.5	59,809	3,451		1,720
Total Personnel		2.5	1.5	60,039	1,501	1.5	59,809	3,451	0.0	1,720
Percent Change From Previous Year			-40.0%						0.0%	2.8%

City of Saint Paul 2009 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	2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	Changes from Amount	2008 Percent
SALARIES		15,852	44,048	22,640	-21,408	-48.6%
SERVICES		76,901	59,100	77,396	18,296	31.0%
MATERIALS AND SUPPLIES		15,297	2,818	2,818		
DEBT						
EQUIPMENT LAND AND BUILDINGS						
MISC TRANSFER CONTINGENCY ETC						
STREET SEWER BRIDGE ETC IMPROVEMENT						
EMPLOYER FRINGE BENEFITS		5,528	14,031	7,146	-6,885	-49.1%
Total Spending	0	113,577	119,997	110,000	-9,997	-8.3%
Percent Change From Previous Year		0.0%	5.7%			

Authorized Work Force Expense/Occupation	2006 FTE	2007 FTE	2008 Adopted		2009 Mayor's Proposed			Change from 2008		
			FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI
0121 007A *LIBRARY SPECIALIST I		1.0	1.0	42,974	1,074	0.5	21,405	1,235	-0.5	-21,408
Total Personnel		1.0	1.0	42,974	1,074	0.5	21,405	1,235	-0.5	-21,408
Percent Change From Previous Year			0.0%						-50.0%	-48.6%

City of Saint Paul 2009 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	2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	Changes from Amount	2008 Percent
SALARIES		62,256	54,469	28,882	-25,587	-47.0%
EQUIPMENT LAND AND BUILDINGS						
MISC TRANSFER CONTINGENCY ETC						
DEBT						
SERVICES			1,004	1,004		
MATERIALS AND SUPPLIES						
EMPLOYER FRINGE BENEFITS			17,350	9,116	-8,234	-47.5%
STREET SEWER BRIDGE ETC IMPROVEMENT						
Total Spending	0	62,256	72,823	39,002	-33,821	-46.4%
Percent Change From Previous Year		0.0%	17.0%			

Authorized Work Force Expense/Occupation	2006 FTE	2007 FTE	2008 Adopted		2009 Mayor's Proposed			Change from 2008		
			FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI
0121 250 LIBRARIAN II		0.5	0.3	22,101	553	0.1	8,790	507	-0.2	-13,357
0121 558A LIBRARY ASSOCIATE-PART TIME		1.0	0.7	31,039	776	0.4	18,517	1,068	-0.3	-12,230
Total Personnel		1.5	1.0	53,140	1,329	0.5	27,307	1,575	-0.5	-25,587
Percent Change From Previous Year			-33.3%						-50.0%	-47.0%

Fund 363, Rella Havens

City of Saint Paul 2009 Budget Fund Spending Plan Summary Mayor's Proposed Budget

Fund: **363 RELLA HAVENS MEMORIAL FUND**

Fund Manager: **MELANIE HUGGINS**

Department: **11 LIBRARIES**

Department Director: **MELANIE HUGGINS**

Fund Purpose:

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

	Spending Amount					Personnel FTE/Amount (salary+Allowance+Negotiated Increase)				
	2006	2007	2008	2009		2006	2007	2008	2009	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	2008 FTE/Amount
by Type of Expenditure										
SALARIES										
SERVICES	16	16	20,016	20,016						
MATERIALS AND SUPPLIES										
EMPLOYER FRINGE BENEFITS										
MISC TRANSFER CONTINGENCY ETC										
DEBT										
STREET SEWER BRIDGE ETC IMPROVEMEN										
EQUIPMENT LAND AND BUILDINGS										
Spending Total	16	16	20,016	20,016	0	0.0%				
by Activity										
53403RELLA HAVENS MEMORIAL FUND	16	16	20,016	20,016			0.5	0.5		
Fund Total	16	16	20,016	20,016	0	0.0%	0.5	0.5		0.0
Percent Change from Previous Year		0.0%	125000.0%				0.0%	-100.0%		0

Financing by Major Object Code

Department: **11 LIBRARIES**

SPECIAL FUNDS

		2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	Change from 2008 Adopted
6602	INTEREST ON INVESTMENTS	17,364	20,700	20,016	20,016	
6611	INC(DEC) FMV OF INVESTMENT	116	5,235			
	MISCELLANEOUS REVENUE	17,480	25,935	20,016	20,016	0
9830	USE OF FUND BALANCE					
9831	CONTRIBUTION TO FUND BALANCE					
	FUND BALANCES	0	0	0	0	0
	Fund Total	17,480	25,935	20,016	20,016	0

<u>Department Total</u>	<u>17,480</u>	<u>25,935</u>	<u>20,016</u>	<u>20,016</u>	<u>0</u>
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City of Saint Paul 2009 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	2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	Changes from Amount	2008 Percent
SERVICES	16	16	20,016	20,016		
MATERIALS AND SUPPLIES						
DEBT						
STREET SEWER BRIDGE ETC IMPROVEMENT						
EQUIPMENT LAND AND BUILDINGS						
EMPLOYER FRINGE BENEFITS						
MISC TRANSFER CONTINGENCY ETC						
SALARIES						
Total Spending	16	16	20,016	20,016	0	0.0%
Percent Change From Previous Year		0.0%	125000.0%			

Authorized Work Force Expense/Occupation	2006 FTE	2007 FTE	2008 Adopted			2009 Mayor's Proposed			Change from 2008	
	FTE	FTE	FTE	Amount	NI	FTE	Amount	NI	FTE	Amount+NI
0121 038A PUBLIC INFO SPEC I	0.5	0.5								
Total Personnel	0.5	0.5		0	0		0	0	0.0	0
Percent Change From Previous Year		0.0%	-100.0%							

Fund 966, Debt Service

City of Saint Paul 2009 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)				
	2006	2007	2008	2009		2006	2007	2008	2009	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	2008 FTE/Amount	2008 FTE/Amount
by Type of Expenditure										
SALARIES										
SERVICES										
MATERIALS AND SUPPLIES										
EMPLOYER FRINGE BENEFITS										
MISC TRANSFER CONTINGENCY ETC	2,050,163	2,004,874	1,940,911	0	-1,940,911					-100.0%
DEBT	528,550	726,550	1,181,825	1,173,825	-8,000					-0.7%
STREET SEWER BRIDGE ETC IMPROVEMEN										
EQUIPMENT LAND AND BUILDINGS										
Spending Total	2,578,713	2,731,424	3,122,736	1,173,825	-1,948,911					-62.4%
by Activity										
83400LIBRARY PRIOR YEAR DEBT SERVICE	2,050,163	2,004,874	1,940,911	0	-1,940,911					-100.0%
83401LIBRARY DEBT SERVICE- SUBSEQUENT YR			459,775	457,025	-2,750					-0.6%
83402LIBRARY DEBT SERV-2004 BONDS	528,550	726,550	722,050	716,800	-5,250					-0.7%
Fund Total	2,578,713	2,731,424	3,122,736	1,173,825	-1,948,911				0.0	0
Percent Change from Previous Year		5.9%	14.3%							

Financing by Major Object Code

Department: **11 LIBRARIES**

DEBT SERVICE

		2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	Change from 2008 Adopted
1001	CURRENT - TAXPAYER	1,963,782	2,586,281	2,561,774	735,985	-1,825,789
	TAXES	1,963,782	2,586,281	2,561,774	735,985	-1,825,789
3446	MARKET VALUE HOMESTEAD CREDIT	120,230	145,143	101,187	26,785	-74,402
	INTERGOVERNMENTAL REVENUE	120,230	145,143	101,187	26,785	-74,402
6602	INTEREST ON INVESTMENTS	48,323	26,928	20,000	20,000	
6611	INC(DEC) FMV OF INVESTMENT	415	17,070			
	MISCELLANEOUS REVENUE	48,738	43,998	20,000	20,000	0
7306	TRANSFER FROM CAP PROJ FUND-OTHER					
	TRANSFERS	0	0	0	0	0
9830	USE OF FUND BALANCE			459,775	457,025	-2,750
9831	CONTRIBUTION TO FUND BALANCE			-20,000	-65,970	-45,970
	FUND BALANCES	0	0	439,775	391,055	-48,720
	Fund Total	2,132,750	2,775,422	3,122,736	1,173,825	-1,948,911

<u>Department Total</u>	<u>2,132,750</u>	<u>2,775,422</u>	<u>3,122,736</u>	<u>1,173,825</u>	<u>-1,948,911</u>
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City of Saint Paul 2009 Activity Spending Plan Summary Mayor's Proposed Budget

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

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

Activity Spending Plan by Type of Expenditure	2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	Changes from Amount	2008 Percent
MISC TRANSFER CONTINGENCY ETC	2,050,163	2,004,874	1,940,911		-1,940,911	-100.0%
STREET SEWER BRIDGE ETC IMPROVEMENT						
MATERIALS AND SUPPLIES						
DEBT						
SERVICES						
EMPLOYER FRINGE BENEFITS						
SALARIES						
EQUIPMENT LAND AND BUILDINGS						
Total Spending	2,050,163	2,004,874	1,940,911	0	-1,940,911	-100.0%
Percent Change From Previous Year		-2.2%	-3.2%			

City of Saint Paul 2009 Activity Spending Plan Summary Mayor's Proposed Budget

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

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

Activity Spending Plan by Type of Expenditure	2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	Changes from Amount	2008 Percent
DEBT			459,775	457,025	-2,750	-0.6%
MISC TRANSFER CONTINGENCY ETC						
MATERIALS AND SUPPLIES						
SERVICES						
EQUIPMENT LAND AND BUILDINGS						
EMPLOYER FRINGE BENEFITS						
SALARIES						
STREET SEWER BRIDGE ETC IMPROVEMENT						
Total Spending	0	0	459,775	457,025	-2,750	-0.6%
Percent Change From Previous Year		0.0%	0.0%			

City of Saint Paul 2009 Activity Spending Plan Summary Mayor's Proposed Budget

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

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

Activity Spending Plan by Type of Expenditure	2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	Changes from Amount	2008 Percent
DEBT	528,550	726,550	722,050	716,800	-5,250	-0.7%
EQUIPMENT LAND AND BUILDINGS						
SALARIES						
EMPLOYER FRINGE BENEFITS						
SERVICES						
STREET SEWER BRIDGE ETC IMPROVEMENT						
MATERIALS AND SUPPLIES						
MISC TRANSFER CONTINGENCY ETC						
Total Spending	528,550	726,550	722,050	716,800	-5,250	-0.7%
Percent Change From Previous Year		37.5%	-0.6%			

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.