

# Budget Memo

**To:** Garden City Library Board  
**From:** James B Lenze, Library Director  
**Subject:** Proposed Budget for fiscal year ending June 30, 2022  
**Date:** April 16, 2021

The Garden City Public Library's (Library) budget is comprised of two (2) funds: Building Fund (471); and operating Library Fund (790), each supported by its own millage. The attached proposed budget for the Library for the fiscal year ending June 30, 2022, appropriates **\$588,400** for library purposes, and proposes levying both the **0.9647** (Library Building) and **0.9355** (Library Operations) voter approved Millage rates (**1.9002** total mils), estimated to yield **\$1,104,600** (\$560,800 and \$543,800 respectively).

The two sources of revenue for the Building Fund (471) are local property taxes and interest. Total revenue is estimated at \$562,300. The Building Fund has no budgeted appropriations. These funds are committed to eventually be used for the costs associated with designing, constructing, and furnishing the new Library building. The beginning fund balance for the Building Fund is \$526,258. We estimate the ending fund balance to be \$1,088,558. This is a "Committed Fund".

## 471 Library Building Fund

### Revenue Sources:

#### Local

Interest:	\$ 1,500
Property Taxes:	560,800
<b>Total Revenue</b>	<b>\$ 562,300</b>

### Appropriations:

<b>Total Appropriations</b>	<b>\$ 0</b>
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**Net REVENUE – APPROPRIATIONS** **\$ 562,300**

### 471 Fund Balance:

Beginning Fund Balance:	\$ 526,258
Adjustments:	562,300
<b>Ending Fund Balance:</b>	<b>\$ 1,088,558</b>

The sources of revenue for the operating Library Fund (790) are local and state sources. Local sources total \$566,400, of which \$543,800 are from property taxes. State sources include State Aid to Libraries totaling \$22,000. Total revenue is estimated at \$588,400.

## 790 Library Operating Fund

Revenue Sources:

Local

Community Stabilization:	\$ 1,200
Interest:	600
Photo Copier:	200
Internet Printing:	200
Overdue Fines:	300
Penal Fines	15,000
Charges & Penalties	5,100
Property Taxes:	543,800
	<hr/>
	\$ 566,400

State

State Aid (local)	\$ 11,000
State Aid (TLN)	11,000
	<hr/>
	\$ 22,000

**Total Revenue** **\$ 588,400**

Total expenditures budgeted are \$588,400. Nearly 65.8% of expenditures, \$387,237, are for Personnel (salaries, wages, and benefits). Operating expenditures (supplies, building maintenance, and equipment maintenance) are only \$9,303 or 1.6% of total expenditures. Professional/Technical expenditures are budgeted at \$133,860, or 22.7% of total expenditures. Capital Outlay accounts for the remaining \$58,000, or 9.9% of budgeted expenditures.

Most of the changes in expenditures this year are a result of the City of Garden City imposing changes on the relationship between the City and the Library. While many of the changes are still being negotiated, it is prudent to budget for them based on current information.

City Council voted to terminate the Fiscal Agency Agreement with the Library effective January 26, 2022. The fiscal agency fee is included in the budget expense line "Contractual" (790-790-809.000). In previous years, that fee was \$30,000 for 12 months. The prorated fee for 6.8387 months is budgeted as \$17,096.

Since the City will no longer be our fiscal agent, the Library must prepare to manage our own payroll and bookkeeping, at least for the last 6 months of the fiscal year. We will also need to acquire accounting software and pay for our own audit. These increased expenses are budgeted under "Contractual-Professional" (790-790-801.400) as \$15,700. Note that the following fiscal year these expenses will rise as we will need the services for an entire year instead of 6 months.

The City is now also insisting on charging the Library for services which until this year it had provided without charge. These include exterior maintenance (lawn care and snow removal) which is part of the budget expense line Building Maintenance/Repairs (790-790-775.200), Janitorial Services (790-790-801.180), and Insurance (790-790-910.000). These changes increase our expenditures by \$5,558<sup>1</sup>

So, where the current year’s budget includes \$30,000 for the fiscal agency fee, the proposed budget includes \$32,796 for similar services plus another \$5,558 in new charges from the City.

Last summer, the City stopped providing lawn care service for our property on Krauter and Dillon. Garden City Public Schools agreed to provide that service, so we have also included that charge under Building Maintenance/Repairs (790-790-775.200).

The other main change in our expenditures is under Personnel. The Library Board recently voted to raise staff salaries and wages by 3% this year to narrow the gap between our pay rates and those of area libraries. The Board recognizes that the gap remains significant, but in the face of the current uncertainties, felt it was not prudent to do more this year.

The proposed expenditures are therefore as follows:

PERSONNEL	\$ 387,237	
OPERATING	9,303	
PROFESSIONAL/TECH	133,860	
<u>CAPITAL OUTLAY</u>	<u>58,000</u>	
<b>Total Appropriations</b>	<b>\$ 588,400</b>	
<b>Net REVENUE – APPROPRIATIONS</b>		<b>0</b>

Since Revenue – Appropriations equals \$0, the Fund Balance for 790 (Library Operating Fund) has no budgeted adjustment.

Beginning Fund Balance:	\$ 628,453	
<u>Adjustments:</u>	<u>0</u>	
<b>Ending Fund Balance:</b>		<b>\$ 628,453</b>

Note that this Fund Balance is subdivided as follows:

Committed:	\$ 359,733	790-000-390.200
Assigned:	\$ 7,664	709-000-385.000
<u>Unassigned:</u>	<u>\$ 261,056</u>	790-000-390.000
<b>TOTAL</b>	<b>\$ 628,453</b>	

“Committed Funds” are constrained by the governmental body (Library Board) itself. The Library’s “Designated Fund” is an example of “committed funds” where the Library Board decided to constrain the use of these funds for the purpose of housing the library in a new location.

“Assigned Funds” are intended to be used for specific purposes. Examples include donations from the Friends of the Library intended for Library program support or other specific purposes.

“Unassigned Funds” are available for any legal library purpose. Some people refer to these funds as a “rainy day fund”, meaning they may be used to cover unexpected expenditures or loss of revenue. The Library’s unassigned fund balance is 44.37% of appropriations in the proposed budget.

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<sup>i</sup> Using figures from the Library's counter proposal which was sent to the City's attorney via email on March 3 and has so far gone unanswered.

User: JAMESL  
 Job Number  
 AND: Garden City

2018-19  
 ACTIVITY

2019-20  
 ACTIVITY

2020-21  
 ACTIVITY  
 THRU 06/30/21

2020-21  
 AMENDED  
 BUDGET

2021-22  
 DEPT REQUEST  
 BUDGET

ESTIMATED REVENUES

Dept 000 - GENERAL ACTIVITY  
 REVENUES

<No Project>

Revenue					
90 - REVENUES					
471-000-403.000			501,349	550,000	534,300
471-000-404.000			24,069		26,500
471-000-445.000			321		500

TOTAL 90 - REVENUES

TOTAL REVENUE

<No Project>

Totals for dept 000 - GENERAL ACTIVITY

	525,739	550,000	525,739	550,000	561,300
	525,739	550,000	525,739	550,000	561,300
	525,739	550,000	525,739	550,000	561,300
	525,739	550,000	525,739	550,000	561,300
	525,739	550,000	525,739	550,000	561,300

User: JAMESL  
 GR. NUMBER  
 AND GARDEN City

2018-19  
 ACTIVITY

2019-20  
 ACTIVITY

2020-21  
 ACTIVITY  
 THRU 06/30/21

2020-21  
 AMENDED  
 BUDGET

2021-22  
 DEPT REQUEST  
 BUDGET

ESTIMATED REVENUES  
 Dept 660 - MISC. REVENUES  
 REVENUES  
 <No Project>

Revenue  
 90 - REVENUES  
 471-660-664.000 INTEREST

TOTAL 90 - REVENUES

TOTAL REVENUE

<No Project>

REVENUES

Totals for dept 660 - MISC. REVENUES

TOTAL ESTIMATED REVENUES

NET OF REVENUES/APPROPRIATIONS - FUND 471

BEGINNING FUND BALANCE  
 ENDING FUND BALANCE

	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 ACTIVITY THRU 06/30/21	2020-21 AMENDED BUDGET	2021-22 DEPT REQUEST BUDGET
TOTAL 90 - REVENUES			519	1,000	1,000
TOTAL REVENUE			519	1,000	1,000
<No Project>			519	1,000	1,000
REVENUES			519	1,000	1,000
Totals for dept 660 - MISC. REVENUES			519	1,000	1,000
TOTAL ESTIMATED REVENUES			526,258	551,000	562,300
NET OF REVENUES/APPROPRIATIONS - FUND 471			526,258	551,000	562,300
BEGINNING FUND BALANCE					526,258
ENDING FUND BALANCE					1,088,558

User: JAMESTL  
 GR NUMBER: 2018-19  
 AND: Galben Citty ACTIVITY  
 BUDGET CLASSIFICATION/DESCRIPTION 2019-20 ACTIVITY 2020-21 ACTIVITY 2020-21 AMENDED BUDGET 2021-22 DEPT REQUEST BUDGET

ESTIMATED REVENUES

Dept 587 - GRANTS FROM LOCAL UNITS

REVENUES

<No Project>

Revenue

90 - REVENUES

790-587-595.001 LOCAL COMMUNITY STABILIZATION AUTH 925 1,360 1,297 1,297 1,200

790-587-595.002 ISTA PUBLIC LIBRARY SERVICES GRANT 925 1,942 4,869 7,498

TOTAL 90 - REVENUES 925 3,302 6,166 8,795 1,200

TOTAL REVENUE 925 3,302 6,166 8,795 1,200

<No Project> 925 3,302 6,166 8,795 1,200

REVENUES 925 3,302 6,166 8,795 1,200

Totals for dept 587 - GRANTS FROM LOCAL UNITS 925 3,302 6,166 8,795 1,200

User: JAMESI  
 GR NUMBER  
 AND: GARDEN City

2018-19  
 ACTIVITY

2019-20  
 ACTIVITY

2020-21  
 ACTIVITY  
 THRU 06/30/21

2020-21  
 AMENDED  
 BUDGET

2021-22  
 DEPT REQUEST  
 BUDGET

BUDGET CLASSIFICATION DESCRIPTION

ESTIMATED REVENUES

Dept 660 - MISC. REVENUES

REVENUES

<No Project>

Revenue  
 90 - REVENUES  
 790-660-664.000 INTEREST

TOTAL 90 - REVENUES	14,684	9,985	660	1,200	600
TOTAL REVENUE	14,684	9,985	660	1,200	600
<No Project>	14,684	9,985	660	1,200	600
REVENUES	14,684	9,985	660	1,200	600
Totals for dept 660 - MISC. REVENUES	14,684	9,985	660	1,200	600



User: JAMESTL  
 GR NUMBER: 64  
 AND: Garden City

2018-19  
 ACTIVITY

2019-20  
 ACTIVITY

2020-21  
 ACTIVITY  
 THRU 06/30/21

2020-21  
 AMENDED  
 BUDGET

2021-22  
 DEPT REQUEST  
 BUDGET

BUDGET CLASSIFICATION DESCRIPTION

ESTIMATED REVENUES  
 Dept 790 - LIBRARY

REVENUES

<No Project>

Revenue	90 - REVENUES	LOCAL STATE AID	10,609	11,098	5,590	11,200	11,000
790-790-161.400	TIN/SPECIAL STATE AID	10,609	11,098	5,590	11,200	11,000	
790-790-161.600	PHOTO COPY	3,534	1,723	445	200	200	
790-790-161.700	INTERNET PRINTING	4,256	3,612	238	200	200	
790-790-161.701	PENAL FINES	15,774	21,653	17,172	17,172	15,000	
790-790-164.300	OVERDUE FINES	3,791	323	332	300	300	
790-790-403.000	REAL ESTATE TAXES	470,994	496,258	486,143	508,118	518,200	
790-790-403.001	MONTHLY SETTLEMENT W/C	(2,121)	164	2,818			
790-790-404.000	PERSONAL PROPERTY TAXES	23,241	22,187	23,339	22,450	25,600	
790-790-412.000	DELINQUENT PERSONAL PROPERTY	1,926	1,616		1,500	1,600	
790-790-424.000	CHARGES IN LIEU OF TAXES	497	919	311	500	3,500	
790-790-445.000	INTEREST/PENALTIES TAXES						
790-790-595.010	MISC. FEDERAL GRANTS		5,000				

TOTAL 90 - REVENUES

TOTAL REVENUE

<No Project>

REVENUES

543,110	575,663	541,978	572,840	586,600
543,110	575,663	541,978	572,840	586,600
543,110	575,663	541,978	572,840	586,600

User: JAMEST  
 64 NUMBER  
 AND GARDEN City

2018-19  
 ACTIVITY

2019-20  
 ACTIVITY

2020-21  
 ACTIVITY  
 THRU 06/30/21

2020-21  
 AMENDED  
 BUDGET

2021-22  
 DEPT REQUEST  
 BUDGET

ESTIMATED REVENUES  
 Dept 790 - LIBRARY  
 MISC REVENUES  
 <No Project>

Revenue  
 92 - MISC REVENUES  
 790-790-674.000 PRIVATE CONTRIBUTIONS AND DONATION

	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 ACTIVITY THRU 06/30/21	2020-21 AMENDED BUDGET	2021-22 DEPT REQUEST BUDGET
TOTAL 92 - MISC REVENUES			1,005		
TOTAL REVENUE			1,005		
<No Project>			1,005		
MISC REVENUES			1,005		
Totals for dept 790 - LIBRARY	543,110	575,663	542,983	572,840	586,600
TOTAL ESTIMATED REVENUES	558,719	588,950	549,809	582,835	588,400

User: JAMESL  
 ID NUMBER: 61  
 AND: GARDEN City  
 BUDGET CLASSIFICATION DESCRIPTION  
 APPROPRIATIONS  
 Dept 790 - LIBRARY  
 <No Project>  
 Expenditure  
 10 - PERSONNEL  
 790-790-702.000 SALARIES & WAGES  
 790-790-702.700 SALARIES & WAGES-PAGES  
 790-790-714.000 SICK LEAVE PAYOFF  
 790-790-715.000 SOCIAL SECURITY  
 790-790-716.000 HOSPITALIZATION  
 790-790-717.000 LIFE INSURANCE  
 790-790-718.000 RETIREMENT  
 790-790-719.100 DENTAL  
 790-790-720.000 LONGEVITY  
 790-790-721.000 WORKERS COMPENSATION  
 790-790-722.000 UNEMPLOYMENT COMPENSATION

ACTIVITY	2018-19	2019-20	2020-21	2020-21	2021-22
			ACTIVITY	AMENDED	DEPT REQUEST
			THRU 06/30/21	BUDGET	BUDGET
	101,277	139,824	106,493	141,844	146,099
	112,129	84,870	63,433	90,000	87,701
	1,510	1,540	791	1,571	815
	16,883	18,030	13,959	17,414	17,987
	10,746	16,745	16,358	18,266	17,775
	1,362	1,925	1,746	2,153	2,290
	53,187	84,316	82,935	108,854	111,229
	336	483	375	450	397
	196	282	401	401	506
	450	562	394	550	2,391
	7	106	11	60	47
TOTAL 10 - PERSONNEL	298,083	348,683	286,896	381,563	387,237
TOTAL EXPENDITURE	298,083	348,683	286,896	381,563	387,237
<No Project>	298,083	348,683	286,896	381,563	387,237

<No Project>	298,083	348,683	286,896	381,563	387,237
Expenditure					
20 - OPERATING					
790-790-726.100	2,662	721	904	1,437	1,000
790-790-726.700	5,868	273	2,078	557	550
790-790-744.100	138	34		6,289	5,000
790-790-775.100	164	97		500	2,753
790-790-775.200	344				
790-790-965.000					
TOTAL 20 - OPERATING	9,176	3,391	2,982	8,783	9,303
TOTAL EXPENDITURE	9,176	3,391	2,982	8,783	9,303
<No Project>	9,176	3,391	2,982	8,783	9,303

<No Project>	9,176	3,391	2,982	8,783	9,303
Expenditure					
95 - MISC EXPENDITURES					
790-790-774.000			1,079		
PRIVATE CONTR AND DONATIONS EXPENI			1,079		
TOTAL 95 - MISC EXPENDITURE:			1,079		
TOTAL EXPENDITURE			1,079		
<No Project>			1,079		

<No Project>			1,079		
Expenditure					
30 - PROF/TECH					
790-790-801.156	1,332		7,596	7,120	3,899
790-790-801.180					1,000
790-790-801.300			7,770		15,700
790-790-801.400					
790-790-803.000					
790-790-809.000	30,000	233	21,646	30,000	19,746
790-790-850.100	128	412	397	540	500
ISTA PUBLIC LIBRARY SERVICES GRANT					
JANITORIAL SERVICES					
LEGAL SERVICES					
CONTRACTUAL-PROFESSIONAL					
CONTRACTUAL-FULL TIME MTN					
CONTRACTUAL					
TELEPHONE					

User: JAMESL  
 SA NUMBER: 58  
 AND: GARDEN City  
 BUDGET CLASSIFICATION: DESCRIPTION  
 APPROPRIATIONS  
 Dept 790 - LIBRARY  
 <No Project>  
 Expenditure  
 790-790-860.100 MEETINGS/CONF/WORKSHOPS  
 790-790-890.000 LIBRARY PROGRAMS  
 790-790-910.000 INSURANCE  
 790-790-921.621 NATURAL GAS-LIBRARY  
 790-790-922.621 ELECTRIC-LIBRARY  
 790-790-923.621 WATER-LIBRARY  
 790-790-940.201 RENT  
 790-790-950.201 TIN-AUTOMATION  
 790-790-958.000 MEMBERSHIP & DUES  
 790-790-960.000 EDUCATION & TRAINING  
 790-790-980.000 DESIGNATED ACCOUNT

ACTIVITY	2018-19	2019-20	2020-21	2020-21	2021-22
			ACTIVITY	AMENDED	DEPT REQUEST
			THRU 06/30/21	BUDGET	BUDGET
	535	825	99	1,000	1,000
	3,612	1,987	629	3,500	3,500
	4,500	4,500	1,125	4,500	4,500
	3,500	3,500	875	3,500	3,500
	400	400	100	400	400
	31,500	31,500	23,625	31,500	31,500
	42,858	35,633	28,408	37,070	37,070
	665	756		770	850
	4,579	4,652	4,725	5,000	5,000
				9,562	5,289
TOTAL 30 - PROF/TECH	123,609	148,060	96,995	134,462	133,860
TOTAL EXPENDITURE	123,609	148,060	96,995	134,462	133,860
<No Project>	123,609	148,060	96,995	134,462	133,860

ACTIVITY	2018-19	2019-20	2020-21	2020-21	2021-22
			ACTIVITY	AMENDED	DEPT REQUEST
			THRU 06/30/21	BUDGET	BUDGET
	669	33,487	793	30,000	30,000
	55,865	23,991	17,087	28,027	28,000
TOTAL 40 - CAPITAL OUTLAY	56,534	57,478	43,220	58,027	58,000
TOTAL EXPENDITURE	56,534	57,478	43,220	58,027	58,000
<No Project>	56,534	57,478	43,220	58,027	58,000

ACTIVITY	2018-19	2019-20	2020-21	2020-21	2021-22
			ACTIVITY	AMENDED	DEPT REQUEST
			THRU 06/30/21	BUDGET	BUDGET
	487,402	557,612	431,172	582,835	588,400
TOTALS for dept 790 - LIBRARY	487,402	557,612	431,172	582,835	588,400
TOTAL APPROPRIATIONS	487,402	557,612	431,172	582,835	588,400
NET OF REVENUES/APPROPRIATIONS - FUND 790	71,317	31,338	118,637	620,789	747,090
BEGINNING FUND BALANCE	518,136	589,451	620,789	7,664	588,400
FUND BALANCE ADJUSTMENTS	(1)	620,789	7,664	551,000	562,300
ENDING FUND BALANCE	589,452	620,789	747,090	628,453	747,090

ACTIVITY	2018-19	2019-20	2020-21	2020-21	2021-22
			ACTIVITY	AMENDED	DEPT REQUEST
			THRU 06/30/21	BUDGET	BUDGET
	558,719	588,950	1,076,067	1,133,835	1,150,700
ESTIMATED REVENUES - ALL FUNDS	487,402	557,612	431,172	582,835	588,400
APPROPRIATIONS - ALL FUNDS	71,317	31,338	644,895	551,000	562,300
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS	518,136	589,451	620,789	7,664	588,400
BEGINNING FUND BALANCE - ALL FUNDS	(1)	620,789	7,664	551,000	562,300
FUND BALANCE ADJUSTMENTS - ALL FUNDS	589,452	620,789	747,090	628,453	747,090
ENDING FUND BALANCE - ALL FUNDS	518,136	589,451	620,789	7,664	588,400
	(1)	620,789	7,664	551,000	562,300
	589,452	620,789	747,090	628,453	747,090