

**FY2022 Operating Budget Approved**

		<b>FY2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget Approved</b>
<b>REVENUE</b>						
1	Advalorem Taxes	402,337	407,864	424,487	440,927	443,000
2	MO State Aid	4,549	4,550	5,986	5,986	5,986
3	Non Resident Fee	6,726	9,018	11,200	6,420	4,500
4	Fines	3,443	3,157	2,462	1,377	1,000
5	Copies, Bags, Rentals	7,699	4,247	1,928	2,249	2,000
6	Sale/Donated Books	2,824	6,402	1,560	3,534	2,000
7	Miscellaneous ILL fee, fax fees	1,783	639	544	453	500
8	Foundation	10,000	0	30,000	21,500	26,706
9	Community Room Fees	855	720	660	0	0
10	Interest on Investments	433	547	769	578	500
11	<b>Total Revenues</b>	<b>429,049</b>	<b>437,144</b>	<b>479,596</b>	<b>483,024</b>	<b>486,192</b>
12	<i>[Spending out of RESERVES]</i>	0	0	0	0	<b>60,000</b>
<b>EXPENSE</b>						
	<i>Personnel Services</i>					
13	Payroll Expenses	157,927	162,288	167,565	172,008	195,562
14	FICA (around 7.7% of payroll)	12,209	12,514	12,909	13,154	15,058
15	Group Insurance/Employee	24,550	22,516	23,093	29,583	35,949(estimated 7% increase in medical, plus dental and life insurance)
16	Health Incentive	228	156	0	0	0
17	Retirement/LAGERS	15,323	21,085	23,619	24,568	19,565 (14.3% of eligible wages)
18	Longevity	1,158	1,139	1,210	1,200	1,272
19	Tuition Reimbursement benefit		443	1,600	1,545	0
20	<b>Total Personnel Services</b>	<b>211,395</b>	<b>220,141</b>	<b>229,996</b>	<b>242,058</b>	<b>267,406</b> (55% of General Revenues)

	<i>Commodities</i>					
21	Circulation Materials (includes electronic resources for patron use)	60,405	54,690	72,704	71,271	72,929 (15% of regular revenue)
22	General Supplies (Book processing supplies, programming supplies, janitorial supplies, office furniture, etc.)	8,608	6,651	10,914	13,383	16,000
23	<b>Total Commodities</b>	<b>69,013</b>	<b>61,341</b>	<b>83,618</b>	<b>84,654</b>	<b>88,929</b>
	<i>Contractual Services</i>					
24	Utilities	11,420	10,360	9,081	9,855	12,000
25	Co. Tax Collection Fee... (estimate: 4.5% of tax income)	17,808	18,142	18,627	19,286	19,890
26	Independent Audit	3,300	0	3,300	9,000	5,000
27	Building Maintenance	13,061	16,553	8,562	31,917	16,500
28	Other Contractual Services (i.e. snow removal, landscaping, network support, ILS, copier/printer support) Beanstack, public performers, etc.	14,613	12,846	11,513	14,999	13,500
29	Bookkeeping	1,800	0	4,150	2,450	2,500
30	ILL Postage	25	0	17	16	25
31	Postage and Delivery	716	475	509	849	1,000
32	Printing and Advertising	1,094	1,096	2,799	1,432	7,126
33	Telephone	2,781	2,707	2,597	3,082	4,000
34	Internet Provider	1,100	1,207	1,189	1,199	1,200
35	Programming (Contract based costs)	?	0	0	0	0
36	Travel/Registration	1,352	375	526	168	500
37	<b>Total Contractual Services</b>	<b>67,245</b>	<b>63,761</b>	<b>62,870</b>	<b>94,253</b>	<b>83,241</b>

	<i>Other Charges</i>					
38	Other Charges	367	2,118	643	723	1,000
39	Dues and Subscriptions	388	165	245	185	500
40	Insurance (Building & Workman's Comp)	12,814	13,534	16,459	18,003	20,000
41	Licenses/Permits/Bk chgs.	690	338	2,349	865	500
42	MO Sales Tax	390	468	375	269	400
43	<b>Total Other Charges</b>	<b>14,649</b>	<b>16,623</b>	<b>20,071</b>	<b>20,045</b>	<b>22,400</b>
44	<b>Total Expense</b>	<b>362,302</b>	<b>361,866</b>	<b>441,010</b>	<b>431,025</b>	<b>461,976</b>
	<i>Other Income (Expense)</i>					
45	Donations (Unrestricted)	664	978	1,252	1,252	500
46	Donations-Restricted	0	0	0	0	0
47	Restricted Expenditures	0	0	0	0	0
48	Athletes & Entertainers Tax income	2,039	2,080	2,431	2,407	2408
49	A&E Tax Expenditures	(2,039)	(0)	0	(2,409)	(2,408)
50	Grant income	118	16,552	15,322	12,971 (includes 2,500 in extra state funds)	10,000
51	Grant expenditures	(797)	(19,709)	(21,250)	(8,903)	(15,000)
52	Capital Outlay	(13,246)	(0)	0	0	(90,000) (Limestone repairs, etc.)
53	<b>Total Other Income (Expense)</b>	<b>(13,261)</b>	<b>(99)</b>	<b>(3,375)</b>	<b>5,318</b>	<b>(94,500)</b>
54	Transfer to Restricted [Friends Funds]	9,000	7,000	(286)	5,000	12,642
55	Debt Service/Liability	0	(45,000)	(45,000)	(45,000)	0

56	<u>Excess of revenues over expenses: See Item 12</u>	74,086	0	34,380	7,332	(57,842)
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57	Fund Balance, unreserved, September 30, 2018					94,073
58	Fund Balance, unreserved, September 30, 2019					176,252
59	Fund Balance, unreserved, October 1, 2020 as adjusted					196,171
60	Fund balance, unreserved, September 30, 2021					203,490
61	<b>Estimated fund balance, September 30, 2022</b>					<b>145,648</b>

**Draft FY 2022 Budget Proposal Notes:**

REVENUE

**Item 1: Ad Valorem Tax Revenue:**

Total Estimated FY22 Ad Valorem Tax Revenue: \$443,000

Includes:

\$401,572 (Assessed Valuation in City X new max levy of .002740)

\$2,000 Penalties & Interest (a little less than 4% lower than average of last three years)

\$24,000 Merchants Surtax (budgeted 4% lower than current year)

\$7,210 (Kawasaki PILOT Personal Property)

\$4,943 (Kawasaki PILOT Real Estate)

\$5,000 Delinquent Taxes (a very conservative estimate compared to average of last three years).

Assessed Valuation in the City of Marville increased around 3.5% (6.5% counting new construction). However, the Missouri Hancock Amendment will limit the library's tax revenue increase to the local rate of inflation calculated at 1.4%. In addition, the Missouri State Auditor's office has recently retracted the HB 506 authorized one-time inflation-based adjustment it offered in 2018. The final result rolls back the library's levy rate from .2852 to .2740.

**Item 8: Foundation Support:** \$26,706 in Foundation support is based on the most recent portfolio value of the Second Century Library Fund Foundation. According to the Foundation's Policy, it's the September 30, 2021 portfolio balance that will determine what the Library can request in support for FY2022.

**Item 12: Reserves Spending:** This budget allows for \$60,000 to be spent in reserves, intended to help pay for the repairs to the library building's limestone exterior.

**Item 13: Payroll Expenses:** This accommodates the scheduled increase in Missouri State Minimum Wage, all other scheduled pay increases, and Extra Duty Pay for the addition of a part-time Adult Programming Assistant and an assistant to help with a National Registry Listing.

**Item 15: Group Insurance Employee Benefits:** This line item anticipates a 7% increase in health insurance premiums for the three full time eligible library staff members, and the estimated cost of \$1,700 per year to provide dental insurance, and basic life insurance for three full-time staff.

**Item 17: Retirement (LAGERS):** Monthly required contribution rates to support LAGERS has dropped due to the lump sum payments made the last three years to decrease that liability.

**Item 20: Total Personnel Expenditures:** The library's target expenditure for personnel is 60%-70% of general revenue/expenditures. However, this budget limits total personnel expenditures to 55% in order to accommodate the increase in capital expenditures for repairs to the library building.

**Item 22: General Supplies:** This line item was increased to support more adult programming, and for any equipment needed for a phone system upgrades.

**Item 27: Building Maintenance:** This estimate includes at least \$3,500 for a Facility Condition Assessment and assumes no major building projects in FY2022 other than the limestone repairs accounted for in Capital Outlay. Unless revenue exceeds expectations, or local fundraising occurs, additional major building projects may require the library to either spend reserves down below 30% of general expenses, or make cuts in other areas of the budget.

**Item 32: Printing/Advertising:** This line item expense was increased to support the library's 2021-22 Goals and Objectives.

#### OTHER

**Item 52: Capital Outlay:** Allows for \$90,000 to be spent toward Capital Improvement Projects such as repairs to limestone, new windows, or a roof replacement.

**Item 54:** This budget calls for \$12,642 in support from the Friends Checking Account, an increase from previous years. As of July 31, 2021, the Friends account balance is \$17,099.02

**Item 61: Unrestricted Reserves Balance, Estimated for September 30, 2022:** Spending \$60,000 in reserves is anticipated to lower the library's unrestricted reserves balance to \$146,171, which is just above the minimum target of 30% of general revenue/expenditures.

#### *ADDITIONAL NOTES:*

*This document reflects Maryville Public Library's main operating budget and does not include separate funds such as the library's Memorial/Restricted Gifts Fund, nor details of the Friends of the Library checking account or the Second Century Library Fund Foundation.*

For more information on those funds, contact the director at [director@maryvillepubliclibrary.org](mailto:director@maryvillepubliclibrary.org) .