

PROPOSED FY 2018-2019 GENERAL FUND BUDGET SUMMARY

Revenues:

	PROPOSED BUDGET	% of Total
Property taxes	\$2,157,515	82%
Other	275,406	10%
County Penal Fines	97,000	4%
Library Fines and Fees	43,650	2%
Donations	27,500	1%
State Aid	25,870	1%
Total Revenues	\$2,626,941	100%

Expenditures:

	PROPOSED BUDGET	% of Total
Employee wages and benefits	1,266,201	48%
Building & equipment expenses	535,405	21%
Transfer to Debt Service Fund	317,300	12%
Library collections & programs	267,555	10%
Other	240,480	9%
Total Expenditures	\$2,626,941	100%

COMMENTS ON FUND BUDGETS

General Fund:

Revenue:

- Library's Taxable Value (TV) increased \$9,628,527 (0.46%) to \$2,122,610,201. In 2017, increased \$42,341,114 (2.05%).
- Property tax revenue increased \$8,012 (.373%) to \$2,157,515. The decrease in Consumer's Power taxable value contributed to the smaller than expected tax revenue increase. The total includes the State of Michigan's reimbursement for personal property tax.
- County penal fines are expected to decrease 13% due to repayment of previous years' overpayments (approximately \$13,820) per the Ottawa County Treasurer's Office.
- Library fines and fees are expected to increase 13% based on current trends, particularly an increase in fines on library materials.
- All other revenue increased 70% due to a larger transfer from the Maintenance Fund for Capital Expense and a larger appropriation from the Fund Balance to balance Revenues and Expense.
- State Aid will remain about the same.
- Total revenue increased \$131,256 (5.23%).

Expenses:

- Employee wages and benefits increased 1.81 % due to a 3% wage increase.
- Building and equipment expenses increased \$98,185 (22.24%) due to larger Capital Expense.
- Library collections and programs increased \$8,525 (3.3%). While most line items were slightly lower, digital materials increased significantly due to current trends.
- Transfer to the Debt Service Fund decreased \$40,837 (11.4%) due to lower bond principal and interest.
- All other expenses increased 17% due to an increase in Professional and Contractual Services.
- Total expense increased \$131,256 (5.23%).

Fund Balance:

- Reduced by \$46,1262 to (estimated) \$804,761 at June 30, 2019, which equals 31% of estimated FY2018-2019 expenses.

Maintenance Fund:

- Revenue: Interest earned.
- Expenses: A transfer to the General Fund will pay for capital expenses.
- Fund Balance: Decreased by \$200,485 to (estimate) \$1,071,486 at June 30, 2019.

Debt Service A Fund:

- Revenue: Tax revenue raised by levying .1150 mill property tax (\$242,563).
- Expenses: Scheduled principal and interest payments (\$249,200) on Building Project bonds.
- Fund Balance: Decreased by \$6,537 to supplement the cost of bond payments not covered by interest earned and taxes levied.

Debt Service B Fund:

- Revenue: \$317,300 transferred in from the General Fund to pay part of the Building Project debt service.
- Expenses: Scheduled principal and interest payments (\$321,300) on Building Project bonds.
- Fund Balance: Reduced by \$4,000 to supplement the cost of bond payments not covered by the transfer from the General Fund, leaving a fund balance of \$99.

Proposed Property Tax Millages:

- General Fund: Operating millage-- .9689 mill (no decrease by Headlee due to Consumers Energy taxable value adjustment)
- Debt Service Fund: Debt service millage -- .1150 mill

The fund balances of the three funds will be at adequate levels at June 30, 2019.

The proposed FY 2018-2019 General Fund Budget allows Loutit District Library to deliver to our patrons the library services they expect and support.

LOUTIT DISTRICT LIBRARY BACKGROUND

- LDL is a district library established on February 24, 1999 in accordance with Act 24 of 1989 Public Acts of Michigan.
- LDL serves the residents of the City of Grand Haven, the City of Ferrysburg, Grand Haven Charter Township, Robinson Township, and that part of Port Sheldon Township which is in the Grand Haven Area Public School District.
- LDL serves a population of 35,540 as certified by the 2010 federal Census, covering an area of 81.18 square miles.
- In addition to serving the residents of our district, LDL is open to the public wherever they live.
- LDL is classified by the State as a Class V Library. Class V libraries serve populations from 26,000 to 49,999 and are open to the public a minimum of 50 hours per week.
- LDL is a member of the Lakeland Library Cooperative (LLC) which has offices in Grand Rapids. LLC has 42 member libraries, serving a total combined population of 1,287,608 in 8 West Michigan counties. Services provided by LLC to LDL include online catalog support, interlibrary loans (over 3.7 million items), delivery of materials between LLC libraries, data lines for access to the integrated library system, IT and wide area network VPN support, continuing education and training opportunities, and other services. LLC receives revenue directly from the State and the balance of its revenue from fees charged to member libraries.
- The District Library Agreement under which LDL was established provides for LDL to make certain annual payments to Spring Lake District Library and Zeeland Public Library.

LOUTIT DISTRICT LIBRARY OPERATING STATISTICS

Open hours:

- 69 hours per week (65 hours per week in Summer)

Monday – Thursday	9:00 a.m. – 9:00 p.m.
Friday	9:00 a.m. – 6:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
Sunday (closed in summer)	1:00 p.m. – 5:00 p.m.

Number of employees:

- Full time 14
- Part time 15
- Total 29
- Full time equivalents 22.15

Building and grounds:

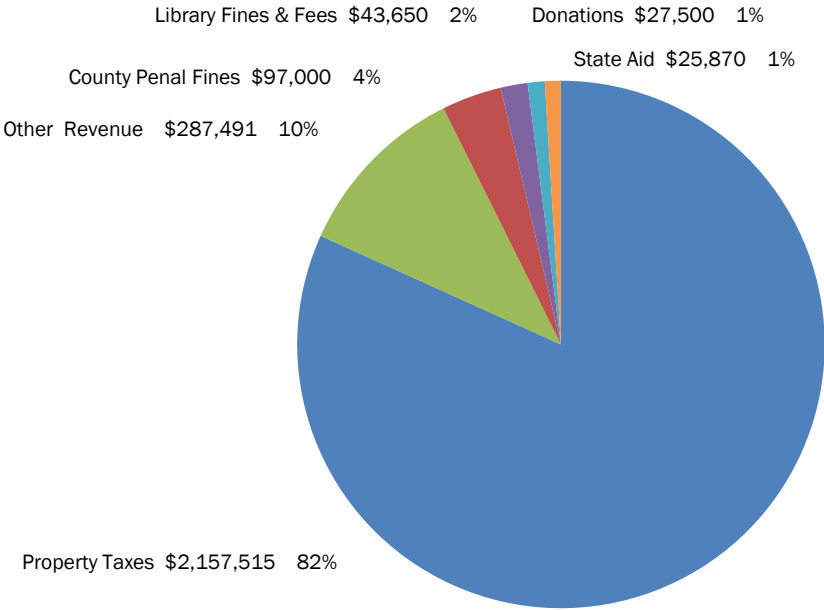
- 50,000 square-foot building opened July 1, 2009
- 92 on-site parking spaces (34 in parking garage and 58 in surface lot)
- 1.72 acres total campus at 407 Columbus Avenue
- \$9.5 million in building, land, collections, furniture, and equipment (net of depreciation) at June 30, 2017

Usage Statistics

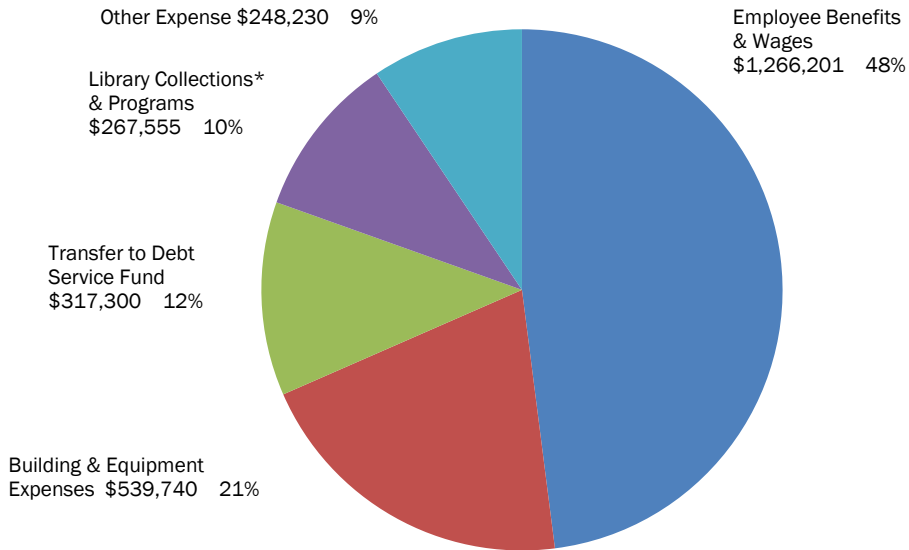
	<u>FY 2016/17</u>
Items in collection	162,289
Cardholders	22,490
Patron visits	206,811
Circulation by district patrons	253,053
Circulation by non-district patrons	62,089
Total Circulation	315,142
Adult programs and classes attendance	10,666
Children programs attendance	11,937
Teen programs attendance	942

Loutit District Library FY2018/2019 Budget

Revenue \$2,639,026



Expense \$2,6239,026



*Books, audio books, ebooks, CDs, DVDs, electronic materials, magazines, programs

**Loutit District Library GENERAL FUND
2018/2019
Budget Overview**

Draft
5/14/2018

	ACTUAL	BUDGETED	PROPOSED
	16-17	17-18	18-19
REVENUE			
040.101 · REVENUE			
402.01 · GRAND HAVEN TWP-CURR PROP TAX	652,402	725,373	777,305
402.02 · ROBINSON TWP-CURR PROP TAX	216,901	225,729	237,365
402.04 · PORT SHELDON-CURR PROP TAX	397,849	399,361	312,430
402.05 · FERRYSBURG-CURR PROP TAX	161,767	166,832	175,215
402.06 · GH CITY-CURR PROP TAX	506,300	512,808	537,120
403.00 · DELINQUENT PERSONAL PROP TAX	1,093	900	900
403.01 · IFT TAX	4,977	4,500	3,335
403.02 · TAX PENALTY & INTEREST	1,141	1,320	1,345
403.03 · PPT STATE REIMBURSEMENT	0	112,680	112,500
544.00 · STATE AID-CO-OP	11,623	11,620	12,935
544.01 · STATE AID-LIBRARY	11,623	11,620	12,935
649.90 · RENTAL CHARGES	24,052	12,000	11,500
650.00 · MISCELLANEOUS INCOME	53,370	2,000	2,000
652.00 · COMPUTER CLASSROOM RENTAL	0	150	150
655.00 · PENAL FINES	110,576	111,400	97,000
657.00 · FINES&PENALTIES-LIB MATERIALS	35,918	26,500	32,000
665.00 · INTEREST AND DIVIDENDS	4,319	4,900	5,300
673.01 · SALE OF ASSETS	120	150	150
675.03 · DONATIONS TO LIBRARY	39,413	29,925	27,500
675.04 · GRANTS	9,500	3,375	8,500
675.06 · DONATIONS TO CAPITAL CAMPAIGN	3,500	0	0
689.00 · REFUNDS-REBATES-MISC	20,590	3,505	5,930
699.04 · TRANSFER FROM MAINTENANCE FUND	0	119,650	219,485
699.99 · APPROPRIATED FROM FUND BALANCE	38,777	21,472	46,126
Total 040.101 · REVENUE	2,305,812	2,507,770	2,639,026
TOTAL REVENUE	2,305,812	2,507,770	2,639,026

**Loutit District Library GENERAL FUND
2018/2019
Budget Overview**

Draft
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	<u>ACTUAL</u> <u>16-17</u>	<u>BUDGETED</u> <u>17-18</u>	<u>PROPOSED</u> <u>18-19</u>
EXPENSE			
101.790 · ADMINISTRATION & OPERATION			
701.000 · SALARIES & WAGES			
702.00 · FULL TIME SALARIES & WAGES	596,105	591,026	607,843
703.00 · PART TIME SALARIES & WAGES	273,782	322,057	328,251
704.00 · OVERTIME	2,673	7,800	3,500
Total 701.000 · SALARIES & WAGES	872,560	920,883	939,594
706.000 · EMPLOYEE BENEFITS			
707.00 · SICK PAY	23,180	7,928	8,095
709.00 · EMPLOYEE ASSISTANCE	725	725	750
710.50 · LIFE/DISABILITY INSURANCE	2,813	2,880	3,000
711.00 · HEALTH INSURANCE	118,242	128,183	132,315
711.01 · OPTICAL BENEFIT	1,842	1,850	1,715
712.00 · DENTAL INSURANCE	12,444	12,530	13,430
714.00 · WORKERS COMP INSURANCE	2,718	3,305	3,500
716.00 · RETIREMENT-EMPLOYER DB CONTRIB.	61,965	76,030	72,026
716.02 · RETIREMENT - 457 EMPLOYER CONTR	10,603	11,822	12,157
716.03 · RETIREMENT-EMPLOYER DC CONTRIB.	7,362	7,514	7,740
717.00 · FICA-EMPLOYER	73,193	70,065	71,879
Total 706.000 · EMPLOYEE BENEFITS	315,086	322,832	326,607
101.790 · TOTAL EMPLOYEE EXPENSE	1,187,646	1,243,715	1,266,201
TOTAL EMPLOYEE EXPENSE	1,187,646	1,243,715	1,266,201
721.000 · EXPENDITURES			
730.00 · PROFESSIONAL & CONTRACTUAL SVC	20,015	20,810	62,650
730.02 · PROF & CONT-LAKELAND LIB COOP	32,979	31,128	29,460
730.03 · TAX COLLECTION FEES	2,376	2,400	2,400
730.04 · EMPLOYMENT RELATED EXPENSES	5,210	5,200	5,800
730.92 · BUILDINGS & GROUNDS MAINTENANCE	55,419	60,345	55,340
730.93 · UTILITY COSTS	110,366	117,200	100,700
730.94 · CUSTODIAL SERVICE & SUPPLIES	65,767	72,865	71,965
731.00 · LEGAL FEES	2,737	1,000	1,000
733.00 · AUDITING SERVICES	12,100	7,000	6,500
743.00 · NONFICTION BOOKS	32,699	39,700	33,000
743.01 · BOOKS FOR YOUTH	15,918	19,100	21,500
743.02 · REFERENCE MATERIALS	3,435	5,575	4,850
743.03 · FICTION BOOKS	30,973	36,800	36,000
743.06 · ELECTRONIC SUBSCRIPTIONS - DATABASES	9,700	12,460	12,665
743.07 · ELECTRONIC SUBSCRIPTIONS - MATERIAL	15,427	46,495	64,750
743.50 · LIBRARY MATERIAL - GIFTS	25,595	24,400	23,675
743.51 · YOUTH SERVICES EXPENSES	4,771	8,200	7,500

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2018/2019
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Draft
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	ACTUAL 16-17	BUDGETED 17-18	PROPOSED 18-19
743.52 · 1000 BOOKS BEFORE KINDERGARTEN	3,696	1,500	1,500
743.55 · ADULT PROGRAMMING	21,611	22,075	22,465
744.00 · AUDIO MUSIC	1,801	2,500	2,000
745.00 · PERIODICALS & SUBSCRIPTIONS	7,153	7,675	7,550
746.00 · VIDEOS & DVDS	10,366	11,450	12,500
749.00 · AUDIOBOOKS	13,959	21,100	17,600
750.00 · OPERATING MATERIALS & SUPPLIES	15,900	16,675	14,315
755.02 · COLLECTION MAINT SUPPLIES	11,575	13,550	15,700
785.00 · MEMBERSHIPS & DUES	5,467	6,555	6,840
790.00 · PRINTING & PUBLISHING	15,656	18,650	12,960
811.00 · TELEPHONE	3,134	2,400	2,200
812.00 · CABLE INTERNET	1,310	1,380	1,150
820.00 · POSTAGE	16,097	17,500	20,500
860.00 · TRANSPORTATION & LODGING	5,454	3,100	4,000
870.00 · PROFESSIONAL DEVELOPMENT	3,654	4,200	5,825
910.00 · PROPERTY/LIABILITY INSURANCE	11,821	12,000	12,000
933.00 · EQUIPMENT MAINTENANCE	51,579	56,730	61,900
956.00 · MISCELLANEOUS	6,704	7,650	8,500
956.01 · CREDIT CARD/BANK FEES	0	0	1,000
960.00 · PROPERTY TAX ADJUSTMENTS	707	5,750	2,000
964.00 · FINES TRANSFER OUT	544	1,000	1,000
965.01 · TRANSFER TO SPRING LAKE LIB	9,937	11,165	8,780
965.02 · TRANSFER TO ZEELAND LIBRARY	37,260	32,000	39,000
965.05 · TRANSFER TO DEBT SERVICE	349,294	358,137	317,300
965.08 · TRANSFER TO MAINTENANCE FUND	3,500	0	0
970.00 · EQUIPMENT	6,658	29,210	15,000
970.10 · CAPITAL IMPROVEMENTS	56,941	89,425	219,485
Total 721.000 · EXPENDITURES	1,117,265	1,264,055	1,372,825
TOTAL ADMINISTRATION & OPERATION	2,305,812	2,507,770	2,639,026
890.00 · ADDITION TO FUND BALANCE	0	0	0
TOTAL EXPENSE	2,305,812	2,507,770	2,639,026