

101-GENERAL FUND  
Library

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019			2020 PROPOSED BUDGET	2021 PROJECTED BUDGET
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END		
PERSONAL SERVICES								
Salaries FullTime	340,668	344,306	379,250	434,853	169,959	312,257	455,762	468,882
Salaries Overtime	1,501	0	590	272	0	0	272	272
Salaries PartTime	321,540	340,367	386,189	335,271	172,200	327,262	343,817	379,090
Longevity	10,869	251	0	0	0	431	0	0
Vehicle Allowance	0	0	0	488	0	0	488	488
PERA	47,986	47,165	54,699	53,638	25,068	43,423	63,866	61,734
FICA	49,187	51,181	57,488	52,662	25,557	47,441	56,623	60,103
Medical/Dental/Life Insur	62,607	79,160	69,772	68,934	31,286	94,767	80,932	83,804
Employer HSA Contribution	1,750	1,915	3,442	3,500	2,757	2,250	7,000	7,000
Unemployment Compensation	0	0	0	0	0	0	0	0
Workers' Comp Insurance Pre	5,075	5,428	3,553	4,730	2,365	4,653	5,128	5,684
TOTAL PERSONAL SERVICES	841,182	869,774	954,983	954,348	429,192	832,482	1,013,888	1,067,057
4550-1101	<p>PERMANENT NOTES: Beginning in 2013 IT was added to the Library Director's position.75% of the salary and benefits for this position are included in the library budget.</p>							
4550-1101	<p>CURRENT YEAR NOTES: In 2020 we are asking for an additional \$26,000 to fund the full time Outreach Coordinator position, which was partially funded through a grant from the Mpls Foundation through the Ames Fund, and partially from library PT funds to make one FT position</p>							
4550-1102	<p>PERMANENT NOTES: Overtime budget is for other city staff (such as facilities staff) that may need to work overtime at the library.</p>							
4550-1103	<p>PERMANENT NOTES: City funds in the amount of \$??) will be allocated in 2019 and forward to fund a PT position to help with Link Services.</p>							
4550-1121	<p>PERMANENT NOTES: Beginning in 2013 IT administration was added to the Library Director's position. 3/4 of the salary and benefits for this position are included in the library budget.</p>							
4550-1122	<p>PERMANENT NOTES: Beginning in 2013 IT administration was added to the Library Director's position. 3/4 of the salary and benefits for this position are included in the library budget.</p>							

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budget.								
4550-1131	Medical/Dental/Life PERMANENT NOTES: Beginning in 2013 IT administration was added to the Library Director's position. 3/4 of the salary and benefits for this position are included in the library budget.							
<b>SUPPLIES</b>								
101-4550-2211	Janitorial & Other Supplies	2,050	2,030	3,586	5,000	1,616	5,000	5,000
101-4550-2212	Motor Fuel & Lubricants	94	0	0	2,000	0	2,000	2,000
101-4550-2218	General Supplies	15,073	13,345	12,564	13,500	11,870	13,500	13,500
101-4550-2220	Bldg Maint/Repair Supplies	4,147	9,409	13,768	10,000	2,608	14,000	10,000
101-4550-2221	Grounds Maintenance	15,956	4,410	5,907	5,000	5,698	6,000	5,000
101-4550-2222	Equipment Maintenance	4,876	4,174	7,989	8,400	5,875	5,400	5,400
	<b>TOTAL SUPPLIES</b>	<b>42,195</b>	<b>33,369</b>	<b>43,812</b>	<b>43,900</b>	<b>17,698</b>	<b>45,900</b>	<b>40,900</b>
4550-2211	Janitorial & Other SPERMANENT NOTES: Cleaning products and paper supplies not supplied by the cleaning service.							
4550-2212	Motor Fuel & Lubrication PERMANENT NOTES: With purchase of new bookmobile this number has been increased.							
4550-2218	General Supplies PERMANENT NOTES: Processing supplies for library materials, office supplies, copier/printer paper, laminating film, library cards, Miscellaneous replacement equipment (barcode scanners, receipt printers. 1- 2 replacement chairs as needed.							
4550-2220	Bldg Maint/Repair SUPERMANENT NOTES: Schindler Elevator \$2093 (in 2019) Wedde Tech (fire alarm monitoring) \$500 Window Washing (twice/year) 2,700 Pest Control 335 ServiceMaster - carpets cleaned \$2,000 General electrical repairs/changes \$3,000 General plumbing \$1000 irrigation system 175 walk-off rugs 500 Misc 1500 Total 13,810							

CITY OF NORTHERFIELD  
PROPOSED BUDGET REPORT  
AS OF: JUNE 30TH, 2019

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EXPENDITURES	2016		2017		2018		2019		2020		2021	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	Y-T-D	PROJECTED	PROPOSED	PROJECTED	BUDGET	BUDGET
4550-2221	<p>TOTAL:\$9,850 (round to \$10,000)</p> <p>Grounds Maintenance PERMANENT NOTES:                      Snow removal, est. (\$120 x 8)                      Lawn mowing, est. (\$140 x 12)                      Landscaping - prune, trim, repair, replace, maintain wherever necessary (includes plantings and retaining walls)                      2018 \$ was 5,907-- upped to 6,000 for 2020.</p>											
4550-2222	<p>Equipment Maintenance PERMANENT NOTES:                      Service calls on the reader printer (new in 2008) - no service contract. Increase to 5,400 in 2019. Includes copier leases.</p>											
CHARGES FOR SERVICES												
101-4550-3300	Other Professional Services	4,782	1,565	2,027	2,500	1,160	901	2,500	2,500	2,500	2,500	2,500
101-4550-3307	SELCO	49,320	50,029	41,622	43,873	19,031	46,655	44,745	44,745	46,000	46,000	46,000
101-4550-3309	Programs and Public Service	0	0	0	0	0	0	0	0	0	0	0
101-4550-3310	IT Equip Repl Charge	65,736	147,962	133,426	151,956	75,978	126,826	151,956	151,956	151,956	151,956	151,956
101-4550-3320	Telephone & Communication	637	503	4,427	6,000	3,818	306	6,000	6,000	6,000	6,000	6,000
101-4550-3321	Postage & Shipping	1,744	1,716	1,764	2,000	1,181	1,619	4,600	4,600	2,000	2,000	2,000
101-4550-3331	Mileage/Meals/Lodging	436	487	1,133	1,500	1,034	348	1,500	1,500	1,500	1,500	1,500
101-4550-3333	Staff Training/Conferences	4,621	4,440	5,875	5,000	865	7,474	5,000	5,000	5,000	5,000	5,000
101-4550-3342	Promotional Advertising	546	525	998	1,000	552	300	1,000	1,000	1,000	1,000	1,000
101-4550-3351	Printing & Binding	161	546	237	1,000	134	198	7,500	7,500	1,000	1,000	1,000
101-4550-3352	Office Duplicating	5,317	5,540	6,153	5,000	1,963	4,179	5,000	5,000	5,000	5,000	5,000
101-4550-3380	Gas	3,456	2,773	3,873	4,600	2,453	3,439	4,600	4,600	4,600	4,600	4,600
101-4550-3381	Electricity	16,311	17,793	22,537	14,000	13,132	13,873	23,000	23,000	14,000	14,000	14,000
101-4550-3387	Water, Sewer & Storm Drains	1,364	1,370	1,235	1,300	384	1,264	1,300	1,300	1,300	1,300	1,300
101-4550-3389	Refuse Disposal	717	959	1,027	600	343	819	1,500	1,500	600	600	600
TOTAL CHARGES FOR SERVICES		155,148	236,198	226,033	240,329	122,027	208,200	260,201	260,201	242,456	242,456	242,456
4550-3300	Other Professional SPERMANENT NOTES: This line will now be used to pay for student workers (2-3) each school year for about 10 hours per week.											
4550-3307	SELCO PERMANENT NOTES: Automation costs for library and bookmobile (based on circulation and size of collection). Value added contracts for PC Support, downloadable audio books, and Pharos. This budget is set by external costs. For 2017, SELCO reformulated their template, resulting in some savings for NPL For 2019, estimated SELCO costs will be \$43,873											
4550-3309	Programs and Public PERMANENT NOTES:											



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<p>FOR 2020, \$6,500 was added to cover Link Services newsletter</p>							
4550-3352 Office Duplicating	<p>PERMANENT NOTES: Covers service contracts and coverage costs for 2 photocopiers at the library. includes office printing. We use printers for library poster PR instead of contracting printing out. increase to 5,000 in 2019.</p>						
4550-3380 Gas	<p>PERMANENT NOTES: Covers natural gas expenditures for the library.</p>						
4550-3381 Electricity	<p>PERMANENT NOTES: This covers electrical expenses for the library. Cooling the library is a challenge. Changes made by Johnson Controls should save money, and the savings would then defray the costs for Johnson Controls. For 2019, increase to 14,000- but June 2018 we had spent 100% already. 2018 actual was \$22,537. Suspect dependence on "Shoulder season" units to heat the building rather than boiler. Upping to 23,000 in 2020</p>						
4550-3387 Water, Sewer & Storm	<p>PERMANENT NOTES: Covers the city water used in the library, by the sprinkler system and in the water fountain on Division St.</p>						
4550-3389 Refuse Disposal	<p>PERMANENT NOTES: Covers garbage pick up at the library. 2018 = \$1,027. Upping to \$1500 in 2020</p>						
<p><u>OTHER CHARGES</u></p>							
101-4550-4431 Library Materials	97,975	98,687	111,083	107,000	73,757	109,140	109,140
101-4550-4432 Group Programming	3,129	7,832	8,487	9,500	6,533	9,500	9,500
101-4550-4452 Sales Tax	452	654	686	800	708	200	200
101-4550-4463 Dues, Memberships, Subscrip	449	539	559	500	778	500	500
TOTAL OTHER CHARGES	102,005	107,712	120,814	117,800	81,510	119,340	119,340
4550-4431 Library Materials	<p>PERMANENT NOTES: Covers the costs of all materials purchased for the library's collections, including electronic database subscriptions. Library Strategic plans ask for 2% increase per year on materials budget for the next 3 years, 2018-20.</p>						
4550-4432 Group Programming	<p>PERMANENT NOTES: Used to pay honoraria for program presenters. Also used for stipend for Northfield Poet Laureate, now in its 3rd year. In 2018 we did not receive SEMAC \$ for Poet Laureate and funds were reduced. We would like to compensate Rob Hardy fairly-- some months he puts in 15-20 hours per week, for</p>						



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	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROPOSED BUDGET	PROJECTED BUDGET
TOTAL Library	1,162,286	1,266,140	1,363,821	1,375,030	609,425	1,458,982	1,488,406
PERMANENT NOTES: In 2020 an additionl \$6500 was added to ver printing costs of the Link Services newsletter							
TOTAL EXPENDITURES	1,162,286	1,266,140	1,363,821	1,375,030	609,425	1,458,982	1,488,406
REVENUE OVER/(UNDER) EXPENDITURES	( 1,162,286)	( 1,266,140)	( 1,363,821)	( 1,375,030)	( 609,425)	( 1,458,982)	( 1,488,406)