



Board of Library Trustees Staff Report

DATE: MAY 12, 2021
TO: HONORABLE TRUSTEES
FROM: CITY MANAGER DEPARTMENT
FINANCE DIVISION
DISTRICT: ALL
SUBJECT: PRESENTATION OF THE LIBRARY PROPOSED BIENNIAL
BUDGET FOR FISCAL YEAR 2021-22 AND FISCAL YEAR 2022-23.

ISSUE

Presentation of the Library Proposed Budget for Fiscal Year 2021-22 and Fiscal Year 2022-23.

RECOMMENDATION

Staff recommends that the Board of Library Trustees review the Proposed Biennial budget for the Library and provide recommendation to City Council for adoption of this budget.

BACKGROUND

Each year, the City Council is required to adopt a balanced budget by June 30th. The budget serves as the City's financial plan for the fiscal year beginning on July 1st. The budget defines priorities for the provision of services to the community.

Staff is proposing a biennial budget for the Library for Fiscal Year 2021-22 and Fiscal Year 2022-23.

DISCUSSION

The below table outlines the proposed budget for the Library for Fiscal Years 2021-22 and FY 2022-23.

Category	FY 2021 Projected	FY 2022 Proposed	FY 2023 Proposed
Use of Property	7,500	5,000	5,000
Other Revenue	55,370	84,750	84,750
Total Revenues	62,870	89,750	89,750
Salaries	2,540	28,390	28,390
Benefits	780	800	810
Operating Exp	268,000	287,000	287,000

Contract Services	982,570	1,030,410	1,076,030
Capital	17,200	30,000	10,000
Utilities	36,450	52,900	52,900
Internal Svc Allocation	183,830	137,940	116,800
Total Expenditures	1,491,370	1,567,440	1,571,930
Grand Total	(1,428,500)	(1,477,690)	(1,482,180)

FISCAL IMPACT

The proposed budget for the Library is compliant with all financial policies. It is anticipated that General Fund revenues will be sufficient to cover the expenditures proposed.

STRATEGIC PLAN

Goal II: Ensure long-term fiscal health of the City and maintain funding for services.

- B. Manage resources, costs, and liabilities to ensure the City's long-term fiscal health.
- C. Involve and expand engagement to enhance public oversight and transparency.

Prepared by:	Janelle Samson
Certified as to availability of Funds:	Keith Kang, Finance Manager
Approved by:	J.J. Murphy, ICMA-CM, City Manager
Approved as to form:	Christopher Beck, City Attorney

ATTACHMENTS

1. Library Proposed Biennial Budget for Fiscal Year 2021-22 and Fiscal Year 2022-23.

CITY OF PALMDALE
 LIBRARY PROPOSED BIENNIAL BUDGET
 FISCAL YEAR 2022-2023

Fund	Category	Account	Account Description	FY 2019 Actuals	FY 2020 Actuals	FY 2021 YTD Actuals	FY 2021 Projected	FY 2022 Proposed	FY 2023 Proposed
1	101	475102	GRANTS - LIBRARY	5,920	-	-	-	-	-
2		475100	LIBRARY USE FEE	28,459	13,359	919	7,500	5,000	5,000
3		475103	E-RATE REBATE PROGRAM	18,377	18,370	18,746	18,370	18,750	18,750
4		499100	OTHER MISCELLANEOUS REVENUE	15,373	9,975	-	1,000	16,000	16,000
5	242	494200	DONATIONS-LIBRARY	-	5,000	33,500	36,000	50,000	50,000
			TOTAL REVENUES	68,129	46,703	53,165	62,870	89,750	89,750
6	101	701000	SALARIES-FULL TIME	2,422	-	-	-	-	-
7		702000	SALARIES-PART TIME	22,215	17,579	2,535	2,540	28,390	28,390
8		705000	EMPLOYEE BENEFITS	11	-	-	780	800	810
9		705002	OPEB BENEFIT OBLIGATIONS-DC	40	-	-	-	-	-
10		705010	HEALTHCARE CONTRIB	589	-	-	-	-	-
11		705015	DENTAL/VISION CONTRIBUTION	45	-	-	-	-	-
12		705021	MEDICARE-BENEFIT OBJECT	357	255	37	-	-	-
13		705025	WORKERS COMP CONTRIBUTION	690	887	43	-	-	-
14		705051	PERS-BENEFIT OBJECT	769	-	-	-	-	-
15		705060	LIFE INS BENEFIT	3	-	-	-	-	-
16		725200	MEMBERSHIPS AND DUES	88	-	-	500	500	500
17		732800	SUPPLIES-MAINT&REPAIR-BLDG	-	-	404	1,500	1,500	1,500
18		735100	OFFICE AND OPERATING SUPPLIES	9,161	13,258	1,281	5,000	10,000	10,000
19		736525	SUPPLIES-LSSA LIBRARY MATERIAL	220,161	210,341	122,013	225,000	225,000	225,000
20		737194	PROGRAM SUPPLIES-GRANTS	269	3,731	-	-	-	-
21		721417	CONT SVCS-COLLECTION SVCS	3,705	3,446	-	1,000	5,000	5,000
22		721620	CONT SVCS-INFO SVCS OUTSOURC	82,117	98,540	-	-	-	-
23		721630	CONT SVCS-LIBRARY SVCS-LS&S	891,833	914,129	627,504	941,260	978,100	1,025,720
24		721631	CONT SVCS-COURIER	15,000	11,250	8,508	15,000	15,000	15,000
25		721870	CONT SVCS-SECURITY	300	250	225	300	300	300
26		721960	CONT SVCS-PROF SERVICES	-	-	875	1,000	5,000	5,000
27		722415	CONT SVCS-ON-LINE COSTS	19,658	20,214	9,448	20,400	20,400	20,400
28		723100	CONT SVCS-MAINT & REPAIR-EQUIF	534	883	-	500	1,000	1,000
29		723102	CONT SVCS-MNT & REPAIR-EQP AD	173	406	38	3,000	3,000	3,000
30		723300	CONT SVCS-BUILDING MAINTENANC	2,544	1,524	1,432	2,610	2,610	2,610
31		739500	EQUIP UNDER \$5000 & ALL FURN	1,513	11,014	1,881	17,200	30,000	10,000
32		726100	TELEPHONE	1,626	1,630	4,125	7,400	7,400	7,400
33		726110	TELEPHONES & DATALINE MODIF	400	180	-	-	-	-
34		729100	UTILITIES-WATER	1,882	1,983	174	800	2,000	2,000
35		731000	UTILITIES-GAS	1,411	1,585	1,123	1,250	1,500	1,500
36		731700	UTILITIES-ELECTRIC	41,812	38,230	19,571	27,000	42,000	42,000
37		820231	COST ALLOCATION I.T.	-	-	-	183,830	137,940	116,800
38	242	737194	PROGRAM SUPPLIES-GRANTS	-	-	35,484	36,000	50,000	50,000
39			TOTAL EXPENDITURES	1,321,326	1,351,313	836,699	1,491,370	1,567,440	1,571,930
			GRAND TOTAL	(1,253,197)	(1,304,610)	(783,535)	(1,428,500)	(1,477,690)	(1,482,180)