JACKSON/HINDS LIBRARY SYSTEM

PROPOSED BUDGET

2016-2017

With Explanation page

THE JACKSON/HINDS LIBRARY SYSTEM
BUDGET EXPLANATION

The numbers used here represent the corresponding line numbers on the attached Proposed Budget for 2016-2017.

REVENUE

1. During the 2016 State Legislative session, the Mississippi Library Commission suffered a 1.1 million dollar cut in their budget. The cut has resulted in a $35,000 reduction in our state-funded Personnel Incentive Grants, which are funds that we are scheduled to receive in 2016-2017. Without this funding, we will be forced to cut hours at branches and cut staffing to make up the difference. We are requesting a one-time allowance from the Unallocated Fund Balance total of $292,723.31 to cover this state-funded shortfall.

2. The amount of $1,949,000 represents a requested increase of $52,000 or 3.0% from the City of Jackson. The funding from the City for 2015-2016 ($1,897,000) was the same amount as in 2014-2015, although demand for library services in the city libraries is increasing each month. The funding does not include the payment of rent of $56,571.00 annually which should be made directly by the City for rent on the building housing the Margaret Walker Alexander Library. Library millage funding should not be used to pay the rent for the Jackson Records Management Office, which is located in the same building behind the library. Apparently, our funds were used for rent on this Records Management building in the past. Library millage, by state law, can only be used for library facilities. The present millage level is 1.40.

3. The amount of $1,698,621.00 from the Hinds County Board of Supervisors represents a requested increase of $94,199.00 or 6.0%. With 313,000 persons using our 500+ computers, we need additional personnel to support their operation. Currently 2 IT staff members are servicing these machines, and additional staff are needed to perform maintenance and answer service calls. Tremendous demand for library classes requires that we hire an additional technology trainer to help our patrons who have little to no computer skills.

4. The final amount of the Personnel Grant for FY 2016-17 has not been confirmed, and additional cuts in this program are likely to occur if tax revenue to the state lags next year. We expect the amount to be decreased by $20,500.00 if tax collections do not keep pace with spending in state agencies. These budget cut are passed along from the MLC to all libraries in state when revenue from state tax collections is inadequate to fund state agency expenses.

17. State Health and Life Insurance reimbursement is expected to stay the same or increase slightly in FY 16-17.

EXPENDITURES

Personnel Cost

20. Full-Time salary expense has been increased by $261,190.00 to provide adequate funding for additional full time IT positions and a technology trainer. The amount will also be used to provide a 1% raise to all employees who have been employed for at least one year. Many of our main line circulation staff still earn only $7.50 per hour. Staff turnover remains high due to low salaries.

21. Part time salaries, which fund shelving and weekend and evening personnel has been increased by $4,880.00 to allow for a 1% raise for these employees who still make $7.50 an hour.

22. Employer payroll expenses have been increased by $26,392.00 to cover the expense of FICA, PERS and other items in our benefit package.

Operating Expenses

26. Building/Grounds Maintenance increased by $10,000 based on the additional repairs needed at many of the Jackson Hinds Libraries. Many of our buildings have required plumbing, electrical and necessary maintenance for the safety of our patrons. We anticipate more of these expenses in the upcoming fiscal year.

39. Contract services for FY 2015-2016 exceeded our expectations due to more criminal behavior, theft and vandalism in our buildings. In FY16-17, we have been forced to increase guard services at many libraries due to security concerns voiced by our patrons.

47. Copier-Reader/Printer Equipment is increased by $15,000.00 as demand for the color copier machines continues to increase, and this increase will help buffer this expense.

54. Technical Processing supplies have increased because they are now being classified separately. These funds are used to process, catalog and prepare the books and other items for the shelves. As a result the library supplies budget has been decreased to reflect the change.

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JACKSON/HINDS LIBRARY SYSTEM
FISCAL YEAR 2016/2017
PROPOSED BUDGET
APPROVED BY BOARD ON 5/25/2016

		ADOPTED FY 2015-2016	Difference	Budget FY 2016-2017	% of Total	Actuals thru 3-31-16 FY 2015-2016	Est. Proj. @ 9-30-16 FY 2015-2016	Revised Budget FY 2015-2016
1	Board Designated Appropriation from Fund Balance	-		35,000				
REVENUE:								
2	Taxes - City of Jackson	1,897,000	52,000	1,949,000	40.85%	948,504	1,897,008	1,897,008
3	Taxes - Hinds County	1,604,422	94,199	1,698,621	35.60%	798,061	1,670,067	1,604,422
4	Personnel Grants (Miss.)	345,000	(20,500)	324,500	6.80%	245,755	341,408	345,000
5	Interest	1,000	-	1,000	0.02%	285	570	1,000
6	Room Rental Fees	13,000	2,000	15,000	0.31%	3,742	7,484	10,000
7	Copy Machine Usage Fees	115,000	25,000	140,000	2.93%	67,014	134,029	120,000
8	Facsimile Fees	60,500	9,500	70,000	1.47%	34,344	68,689	60,500
9	Fines	85,000	(10,000)	75,000	1.57%	33,685	67,370	85,000
10	Lost Books	7,000	-	7,000	0.15%	89	178	7,000
11	Audio Visual	6,500	1,000	7,500	0.16%	566	1,132	6,500
12	Grants	10,000	-	10,000	0.21%	-	10,000	10,000
13	Gifts, Donations	7,000	3,000	10,000	0.21%	7,503	22,147	14,140
14	Non-Resident Fees	9,000	(3,000)	6,000	0.13%	2,903	5,805	5,000
15	E-rate reimbursement	75,000	25,000	100,000	2.10%	456	100,000	100,000
16	Misc Income Patron Items	12,000	3,000	15,000	0.31%	7,497	14,995	12,000
17	State Health Ins Reimb	308,000	-	308,000	6.45%	177,887	308,000	308,000
			-					
18	*TOTAL REVENUE*	4,555,422	216,199	4,771,621	100.00%	2,328,292	4,648,880	4,585,570
			-					
19	***TOTAL REVENUE***		-					
	AND FUND BALANCE	4,555,422	216,199	4,771,621		2,328,292	4,648,880	4,585,570
OPERATING EXPENSES:								
20	Full-Time Salaries	1,933,000	261,190	2,194,190	45.98%	464,744	929,489	930,000
21	Part-Time Salaries & Shelvers	200,000	4,880	204,880	4.29%	607,090	1,214,180	1,220,000
22	Employer Payroll Expenses	905,000	26,391	931,391	19.52%	428,504	857,009	880,000
			-		0.00%			
23	*TOTAL SALARY EXPENSE*	3,038,000	292,461	3,330,461	69.80%	1,500,339	3,000,677	3,030,000
			-					
			-					
24	Cleaning Supplies	12,000	(2,000)	10,000	0.21%	3,779	15,000	10,000
25	Auto Expenses	16,000	-	16,000	0.34%	14,660	29,319	20,000
26	Building/Grounds Maintenance	75,000	10,000	85,000	1.78%	51,969	80,000	80,000
27	Non Employee Labor Cost	4,000	(1,500)	2,500	0.05%	9,388	13,000	4,000
28	Equipment Repairs	400	600	1,000	0.02%	366	732	4,000
29	Telephone	39,680	3,320	43,000	0.90%	30,620	50,000	39,680
30	Miscellaneous	13,000	-	13,000	0.27%	10,972	15,000	13,000

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31	Utilities	325,000	-	325,000	6.81%	167,136	325,000	325,000
32	Advertising and Publicity	800	1,200	2,000	0.04%	107	214	800
33	Computer equipment	48,000	52,000	100,000	2.10%	13,528	27,055.08	
34	Computer maint service	66,772	(16,772)	50,000	1.05%	70,537	141,073.02	
35	Computer comminication	55,916	20,884	76,800	1.61%	70,726	141,452.52	
36	Computer supplies	54,311	(311)	54,000	1.13%	28,426	56,852.54	
37	Information Technology Services		-		0.00%	-		310,000
38	Bank Service Charges	59	1	60	0.00%	30	60	60
39	Contractual Services	125,000	50,000	175,000	3.67%	126,319	225,000	200,000
40	Dues, Membership Fees	3,000	2,000	5,000	0.10%	2,475	6,000	3,000
41	Employee Auto Allowance	1,000	-	1,000	0.02%	-	-	1,000
42	Equipment Rental	1,000	-	1,000	0.02%	296	591	1,000
43	Equipment Library	10,000	5,000	15,000	0.31%	604	7,000	10,000
44	Freight	100	-	100	0.00%	-	-	100
45	General Insurance	75,000	-	75,000	1.57%	69,017	75,000	75,000
46	Legal and Accounting	40,000	-	40,000	0.84%	46,887	76,000	40,000
47	Copier - Reader/Prntr Equipment	30,000	15,000	45,000	0.94%	16,141	30,000	30,000
48	Copier - Reader/Prntr Main/Serv	500	700	1,200	0.03%	9,658	19,316	500
49	Library Supplies	20,000	(10,000)	10,000	0.21%	1,217	2,434	20,000
50	Office Supplies	14,000	(2,000)	12,000	0.25%	9,258	18,515	14,000
51	Postage	4,000	-	4,000	0.08%	220	4,000	8,000
52	Printing	400	600	1,000	0.02%	-	-	400
53	Program Expense/program supplies	8,500	(500)	8,000	0.17%	4,130	6,806	8,500
54	Technical processing supplies	-	9,000	9,000	0.19%	6,071	9,000	5,000
55	Public Relations	-	1,500	1,500	0.03%	-	-	2,000
56	Staff Development	8,000	(2,000)	6,000	0.13%	6,127	8,000	8,000
57	Grant Expense	2,000	-	2,000	0.04%	1,048	10,000	2,000
58	Gifts/Donations Expense	6,000	-	6,000	0.13%	1,770	3,540	6,000
59	Equipment-Other	23,000	(3,000)	20,000	0.42%	4,920	9,840	23,000
60	Library Books - Adult	175,663	(50,663)	125,000	2.62%	43,458	89,402	150,000
61	Library Books - Youth	70,000	(50,000)	20,000	0.42%	62	20,000	40,000
62	Online Resources	40,000	(20,000)	20,000	0.42%	15,030	41,000	36,530
63	Newspapers/Periodicals	25,000	(5,000)	20,000	0.42%	39,606	47,000	25,000
64	Audio Visual Materials	25,000	-	25,000	0.52%	5,424	30,000	25,000
65	Ebooks	15,000	-	15,000	0.31%	-	15,000	15,000
66	*Lines 60-65 Materials Subtotal*	350,663	(125,663)	225,000	4.72%		242,402	291,530
			-		0.00%			
67	*TOTAL OPERATING EXPENSE*	1,433,102	8,058	1,441,160	30.20%	881,978	1,648,203	1,555,570
			-		0.00%			
			-		0.00%			
68	***TOTAL ALL EXPENSES***	4,555,423	216,199	4,771,621	100.00%	2,382,317	4,648,880	4,585,570
				0		(54,025)	(0)	-