

JACKSON/HINDS LIBRARY SYSTEM

PROPOSED BUDGET

2017-2018

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 2017-2018.

REVENUE

2. The amount of \$1,947,008 represents a requested increase of \$50,000 or 3.0% from the City of Jackson. The funding from the City for 2017 (\$1,897,000) did not change from FY16. The funding does not include the payment of rent of \$56,571.00 annually made directly by the City for the building housing the Margaret Walker Alexander Library. The present millage level is 1.40.
3. The amount of \$1,655,284.04 represents a requested increase of \$50,000 or 3.0% is being requested due to the \$100,000 cut that we have received from the Mississippi Library Commission's Personnel Incentive Grant program.
4. The Personnel Grant for FY 2017-18 has been decreased by \$98,751.00, or roughly \$100,000. We are asking for \$50,000 from both the City of Jackson and Hinds County to keep our libraries open to the public at their current hours. If we do not receive this funding, we will be cutting our open hours to 2-3 days a week at many locations and even laying off staff or cutting their hours to a level that would be devastating to the staff. This budget cut was passed along from the MLC to all libraries in state. The \$50,000 increase would allow us to keep the current hours without interruption after September 30th.
17. State Health Insurance Reimbursement is expected to stay the same or increase very little for FY17-18.

EXPENDITURES

Operating Expenses

24. We have begun purchasing and dispensing our cleaning chemicals in bulk by filling bottles from a dispensing station. This allows us to control the amount of chemicals dispensed to all branches.
25. Auto expenses has been increased to accommodate the need for repairs to our library vehicles, most of which have over 130,000 miles each. The state of the roads and an increase in break-ins to our vehicles has increased our auto expenses.
26. Building/Grounds Maintenance increased by \$15,000 based on the additional repairs needed at many of the Jackson branches. FY16-17 has been a year where plumbing, electrical, and multiple other repairs have been needed at both the city and county branches. The budget request as a result has been increased this year.
27. Non employees labor cost has been decreased as the staffing levels have reached the lowest number possible to keep our buildings staffed with two persons per shift. Due to security concerns we no longer allow less than 2 persons in a library building at all times.
31. Utilities has decreased as we are encouraging branches to turn off lights and conserve resources wherever possible. The temperatures in our libraries must be kept at a steady 72 to 75 degrees both day and night to prevent mold growth in our book collections.
35. Computer communication was decreased as we changed our payment method. The federal e-rate program is now paying 85% of the bill and we are responsible for only 15%. Our bandwidth at the branches has gone from 7-10 Mbps (megabytes per second) to over 300 Mbps. We now have the fastest internet connections of any library system in the state at a much lower cost than we have paid in the past.
39. Contract services has been increased to properly reflect the security guard services that is critically needed at most of our city branches. When we attempted to cut guard services earlier last year to better balance our budget, but we almost immediately had to re-add the guards due to continuing increases in security problems in the branches. These include shots fired outside the building during open hours, patrons on drugs threatening to attack staff and/or destroying library equipment, etc.
50. Office supplies were increased due to the increasing number of persons we are serving. We have taken steps to make sure that all supply requests are approved in advance by two administrative staff members before spending takes place.

Jackson Hinds Library System

| | | Operating budget | | | Proposed |
|-----------------|---|-----------------------|-----------------------|-----------------------|-----------------------|
| | | 2017 JHLS | | | 2018 JHLS |
| | | FY 2016-2017 | Actuals at 03/31/2017 | Projection @3/31/2017 | FY 2017-2018 |
| 1 | Board Designated Appropriation from Fund Balance | | | | |
| REVENUE: | | | | | |
| 2 | Taxes - City of Jackson | \$1,897,000.00 | \$948,504.00 | \$1,897,008.00 | \$1,947,008.00 |
| 3 | Taxes - Hinds County | \$1,605,284.00 | \$802,642.02 | \$1,605,284.04 | \$1,655,284.04 |
| 4 | Personnel Grants (Miss.) | \$275,489.01 | \$210,523.12 | \$275,489.00 | \$225,748.87 |
| 5 | Interest | \$1,000.00 | \$265.48 | \$530.96 | \$600.00 |
| 6 | Room Rental Fees | \$7,540.00 | \$4,847.82 | \$9,695.64 | \$13,500.00 |
| 7 | Copy Machine Usage Fees | \$140,000.00 | \$59,256.45 | \$118,512.90 | \$120,000.00 |
| 8 | Facsimile Fees | \$70,000.00 | \$30,959.68 | \$61,919.36 | \$65,000.00 |
| 9 | Fines | \$75,000.00 | \$26,561.92 | \$53,123.84 | \$65,000.00 |
| 10 | Lost Books | \$7,000.00 | \$2,898.00 | \$5,796.00 | \$10,000.00 |
| 11 | Audio Visual | \$7,500.00 | \$441.00 | \$882.00 | \$2,000.00 |
| 12 | Grants | \$10,000.00 | \$5,000.00 | \$15,000.00 | \$10,000.00 |
| 13 | Gifts, Donations | \$10,000.00 | \$552.33 | \$1,104.66 | \$1,500.00 |
| 14 | Non-Resident Fees | \$6,000.00 | \$3,083.01 | \$6,166.02 | \$7,000.00 |
| 15 | E-rate reimbursement | \$100,000.00 | \$6,758.10 | \$25,000.00 | \$15,000.00 |
| 16 | Misc. Income Patron Items | \$15,000.00 | \$6,438.02 | \$12,876.04 | \$14,000.00 |
| 17 | State Health Ins Reimb | \$311,773.32 | \$158,846.31 | \$317,692.62 | \$311,773.00 |
| | | | \$2,267,577.26 | \$4,406,081.08 | \$4,463,413.91 |
| 18 | TOTAL REVENUE | \$4,538,586.33 | \$2,267,577.26 | \$4,406,081.08 | \$4,463,413.91 |
| 19 | TOTAL REVENUE | | | | |
| | AND FUND BALANCE | \$4,538,586.33 | \$2,267,577.26 | \$4,406,081.08 | \$4,463,413.91 |

| OPERATING EXPENSES: | | | | | |
|----------------------------|---------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | | | | | |
| 20 | Full-Time Salaries | \$1,991,989.15 | \$641,869.44 | \$1,268,738.88 | \$1,283,738.88 |
| 21 | Part-Time Salaries & Shelves | \$162,786.04 | \$453,318.40 | \$891,636.80 | \$906,636.80 |
| 22 | Employer Payroll Expenses | \$899,157.45 | \$423,403.39 | \$846,806.78 | \$846,806.78 |
| 23 | TOTAL SALARY EXPENSE | \$3,053,932.64 | \$1,518,591.23 | \$3,007,182.46 | \$3,037,182.46 |
| 24 | Cleaning Supplies | \$10,000.00 | \$13,972.02 | \$27,944.04 | \$27,944.04 |
| 25 | Auto Expenses | \$16,000.00 | \$10,650.19 | \$21,300.38 | \$21,300.38 |
| 26 | Building/Grounds Maintenance | \$85,000.00 | \$75,652.97 | \$100,000.00 | \$100,000.00 |
| 27 | Non Employee Labor Cost | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 |
| 28 | Equipment Repairs | \$1,000.00 | \$659.02 | \$1,318.04 | \$1,318.04 |
| 29 | Telephone | \$43,000.00 | \$26,022.05 | \$52,044.10 | \$52,044.10 |
| 30 | Miscellaneous | \$13,000.00 | \$10,858.14 | \$21,716.28 | \$29,549.27 |
| 31 | Utilities | \$325,000.00 | \$134,297.46 | \$250,000.00 | \$268,000.00 |
| 32 | Advertising and Publicity | \$2,000.00 | \$3,134.44 | \$6,268.88 | \$6,268.88 |
| 33 | Computer equipment | \$50,000.00 | \$22,790.90 | \$45,581.80 | \$45,581.80 |
| 34 | Computer maint service | \$100,000.00 | \$76,767.01 | \$153,534.02 | \$153,534.02 |
| 35 | Computer communication | \$76,800.00 | \$11,338.23 | \$22,676.46 | \$22,676.46 |
| 36 | Computer supplies | \$54,000.00 | \$27,044.70 | \$51,289.08 | \$51,289.08 |
| 37 | Information Technology Services | \$0.00 | | \$0.00 | \$0.00 |
| 38 | Bank Service Charges | \$60.00 | \$105.00 | \$210.00 | \$210.00 |
| 39 | Contractual Services | \$175,000.00 | \$103,118.16 | \$206,236.32 | \$206,236.32 |
| 40 | Dues, Membership Fees | \$5,000.00 | \$1,750.00 | \$3,500.00 | \$3,500.00 |
| 41 | Employee Auto Allowance | \$1,000.00 | | \$0.00 | \$0.00 |
| 42 | Equipment Rental | \$1,000.00 | \$227.70 | \$455.40 | \$455.40 |
| 43 | Equipment Library | \$15,000.00 | \$12,936.12 | \$18,000.00 | \$18,000.00 |
| 44 | Freight | \$100.00 | | \$0.00 | \$0.00 |
| 45 | General Insurance | \$95,000.00 | \$83,779.90 | \$91,000.00 | \$91,000.00 |
| 46 | Legal and Accounting | \$50,000.00 | \$40,048.06 | \$50,000.00 | \$50,000.00 |
| 47 | Copier - Reader/Prntr Equipment | \$45,000.00 | \$23,176.39 | \$46,352.78 | \$46,352.78 |
| 48 | Copier - Reader/Prntr Main/Serv | \$1,200.00 | | \$0.00 | \$0.00 |

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|----|---------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 49 | Library Supplies | \$10,000.00 | \$10,538.95 | \$15,000.00 | \$15,000.00 |
| 50 | Office Supplies | \$12,000.00 | \$10,609.73 | \$15,000.00 | \$15,000.00 |
| 51 | Postage | \$4,000.00 | \$40.78 | \$500.00 | \$2,000.00 |
| 52 | Printing | \$1,000.00 | | \$0.00 | \$0.00 |
| 53 | Program Expense/program supplies | \$8,000.00 | \$3,596.58 | \$7,193.16 | \$7,193.16 |
| 54 | Technical processing supplies | \$9,000.00 | \$1,247.71 | \$2,495.42 | \$2,495.42 |
| 55 | Public Relations | \$1,500.00 | | \$0.00 | \$0.00 |
| 56 | Staff Development | \$6,000.00 | \$3,721.17 | \$6,000.00 | \$6,000.00 |
| 57 | Grant Expense | \$2,000.00 | | \$0.00 | \$0.00 |
| 58 | Gifts/Donations Expense | \$6,000.00 | \$250.00 | \$500.00 | \$500.00 |
| 59 | Equipment-Other | \$20,000.00 | \$20,894.61 | \$23,000.00 | \$23,000.00 |
| 60 | Library Books - Adult | \$138,494.00 | \$45,163.08 | \$90,326.16 | \$80,326.00 |
| 61 | Library Books - Youth | \$20,000.00 | | \$10,000.00 | \$20,000.00 |
| 62 | Online Resources | \$20,000.00 | \$2,500.00 | \$5,000.00 | \$5,000.00 |
| 63 | Newspapers/Periodicals | \$20,000.00 | \$31,243.19 | \$35,000.00 | \$35,000.00 |
| 64 | Audio Visual Materials | \$25,000.00 | \$2,228.15 | \$4,456.30 | \$4,456.30 |
| 65 | EBooks | \$15,000.00 | \$15,000.00 | \$15,000.00 | \$15,000.00 |
| 66 | <i>Lines 60-65 Materials Subtotal</i> | \$225,000.00 | | | |
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| 67 | TOTAL OPERATING EXPENSE | \$1,484,654.00 | \$825,362.41 | \$1,398,898.62 | \$1,426,231.45 |
| | | | | | |
| 68 | TOTAL ALL EXPENSES | \$4,538,586.64 | \$2,343,953.64 | \$4,406,081.08 | \$4,463,413.91 |