



LARAMIE COUNTY LIBRARY SYSTEM
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CHEYENNE
BURNS
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BOOKMOBILE

June 26, 2019

To: Laramie County Commissioners
From: Laramie County Librarian *CH*

RE: FY20 balanced budget for Laramie County Library System

The attached budget was passed by the Laramie County Library System Board of Directors at their June 25, 2019 regular meeting. We are pleased to announce that, for first time since FY07, the library budget is balanced using no Operation and Maintenance (O&M) funds.

Laramie County Library System completed the fiscal year with no expenditure of O&M. In addition, in FY19 we saved \$600,000 to assist us with cash flow from July to November of 2019.

INCOME

This will be a good year for the library. Tax income for FY20 is up almost 14% and the overall income for FY20 is anticipated to be up 11%. 79% of the total budget comes from tax dollars with another 10% used from reserves (not new money) for 1) assistance with cash flow during the summer months. (RESERVES 450-000) and 2) restricted funds donated to the library through the Laramie County Library Foundation for use with the First Steps: Early Literacy Begins at Home Program (RESERVES 483-000).

There are three primary areas of expenditure in any library budget: 1) Personnel, the primary service offered; 2) Materials, the primary product offered; and 3) Technology, necessary to provide service and product. We are adequately funded this year for Materials and Technology. Although still not adequately staffed, the FY20 budget makes strides in terms of personnel retention with salary adjustments and health care coverage.

EXPENDITURES

Due to the increase in tax income the expenditures will allow us to meet our goals for FY20:

- Provide salary adjustments for 68% of employees where results of the FY19 salary survey showed their positions were underpaid and provide merit increases for the rest of employees (PERSONNEL lines 505-000, 515-000, 516-000).
- Come into parity with health care coverage provided by the county, city and state for their employees regarding dependent coverage. Library employees were paying 65% of those costs. In FY20 they will pay 15% for that coverage (PERSONNEL lines 710-000 and 715-000).
- Correct an error in construction in the staff entrance that is damaging doors and reduce amounts in maintenance and operations for unexpected repairs as the library will use O&M

for those situations, if needed (OPERATION & MAINTENANCE OF FACILITIES lines 650-000 and 658-000).

- Replace one fifth of the library's oldest computers, finally replace the 13 year old scanning equipment in the Special Collections area, provide digital signage in the branches and café, purchase a new server and upgrade internet connectivity for the bookmobile (SUPPLIES AND EQUIPMENT line 530-000).
- Increase cash reserves to \$800,000 to ensure cash flow for July through November FY21 (RESERVES line 850-000).
 - Note: Cash Reserves need to be at \$900,000 to \$1,000,000 to fully correct the cash flow issue in terms of the low amount of tax dollars received from July to November each year.

Laramie County Library System Board of Directors, administrators and staff are grateful for the support throughout the year from the Laramie County Commissioners, Clerk's Office, County Attorney's Office, IT, Human Resources, Emergency Management, Grants, Public Works and even occasionally the Sheriff's Department in our rural branches. Your library system will continue to do its best to be good stewards of the tax dollars entrusted to us and to meet the needs of our citizens.

Laramie County Library System				
Budget FY 20 - to CC & Clerk				
11		FY 18	Budget FY 19	Budget FY 20
		Year End		
INCOME				
	Taxes			
400-000	1% OPTIONAL SALES	684,249.00	836,562.00	937,280.00
402-000	AUTO LICENSE FEE	611,569.38	600,802.96	624,802.96
404-000	MILLAGE	2,907,756.74	3,330,000.00	4,000,000.00
406-000	MISCELLANEOUS TAXES	7,311.83	7,300.00	7,300.00
408-000	CAPITAL REQUEST	0.00	122,460.00	0.00
	TOTAL TAXES	4,210,886.95	4,897,124.96	5,569,382.96
	FINES & FEES			
412-000	FINES & FEES	159,252.70	150,000.00	130,000.00
	TOTAL FEES FOR SERVICE	159,252.70	150,000.00	130,000.00
	GRANTS			
432-000	GRANTS	3,692.00	15,000.00	15,000.00
433-000	GRANT FROM FND (BSR)	20,766.79	24,500.00	24,500.00
	TOTAL GRANTS	24,458.79	39,500.00	39,500.00
	SUMMER READING			
454-000	SRC - SALES/DONATIONS	3,331.00	2,500.00	2,500.00
454-004	SRC - FND COMMITMENT	35,000.00	35,000.00	35,000.00
	TOTAL SUMMER READING	38,331.00	37,500.00	37,500.00
	MISCELLANEOUS			
430-000	INSURANCE SETTLEMENTS	5,150.00	44,816.87	0.00
433-001	STAFF MERCHANDISE	2,082.20	3,000.00	3,000.00
434-000	INTEREST ON FUNDS	20,180.11	18,000.00	38,000.00
440-000	SALE OF PROPERTY	3,688.89	2,500.00	5,000.00
442-000	MISC INCOME	2,621.86	0.00	0.00
444-000	CONTRACT WITH FND	101,759.16	105,000.00	112,350.00
445-000	FND DONATIONS	316,012.12	129,309.87	134,362.28
447-000	FND ENDOWMENT	63,161.28	73,605.45	82,056.97
	TOTAL MISCELLANEOUS	514,655.62	376,232.19	374,769.25

Laramie County Library System				
Budget FY 20 - to CC & Clerk				
11		FY 18	Budget FY 19	Budget FY 20
		Year End		
	CAFÉ INCOME			
470-000	FOOD SALES	88,900.62	85,000.00	85,000.00
471-000	KIDS FOOD SALES	10,851.13	11,000.00	10,000.00
472-000	HOT DRINK SALES	51,923.17	52,000.00	52,000.00
473-000	COLD DRINK SALES	21,791.41	20,000.00	20,000.00
474-000	MERCHANDISE SALES	8,097.27	8,000.00	7,000.00
475-000	SALES TAX COLLECTED	9,841.97	9,600.00	10,000.00
476-000	MISC. CAFÉ INCOME	2,382.23	2,400.00	1,800.00
	TOTAL CAFÉ INCOME	193,787.80	188,000.00	185,800.00
	CASH ON HAND			
460-000	CASH ON HAND	245,824.34	(57,429.84)	(0.00)
463-000	CASH ON HAND - FIRST STEPS	115,000.00	404,371.43	0.00
	TOTAL CASH ON HAND	360,824.34	346,941.59	(0.00)
	RESERVES			
450-000	CASH RESERVE	0.00	400,000.00	600,000.00
465-000	CASH RESERVE O&M	0.00	308,786.09	0.00
480-000	RESERVE 880	0.00	0.00	0.00
481-000	RESERVE 881	0.00	0.00	0.00
482-000	RESERVE 882	0.00	0.00	0.00
483-000	RESERVE 883 - First Steps	0.00	0.00	106,253.44
484-000	RESERVE 884	0.00	0.00	0.00
485-000	RESERVE 885	0.00	0.00	0.00
490-000	RESERVE O&M	0.00	0.00	0.00
	TOTAL RESERVE	0.00	708,786.09	706,253.44
	TOTAL INCOME	5,502,197.20	6,744,084.83	7,043,205.65
	OUT OF BALANCE BY	346,941.59	0.00	0.00

Laramie County Library System				
Budget FY 20 - to CC & Clerk				
11		FY 18	Budget FY 19	Budget FY 20
		Year End		
EXPENDITURES				
PERSONNEL				
505-000	LIBRARY STAFF	2,419,154.14	2,644,393.38	2,875,769.72
511-000	CONTRACT PERSONNEL	110,080.62	114,000.00	114,000.00
512-000	CONSULTANTS	12,720.50	15,000.00	20,000.00
514-000	FOUNDATION STAFF	101,286.87	105,000.00	112,350.00
515-000	FICA	178,367.46	207,057.87	225,410.24
516-000	WYOMING RETIREMENT	344,805.59	395,000.00	410,000.00
517-000	UNEMPLOY BENEFITS	0.00	5,000.00	5,000.00
710-000	INS- HEALTH	198,281.15	240,000.00	385,538.20
715-000	INS-DENTAL	12,064.49	14,437.50	18,046.88
718-000	WORK COMP	9,837.95	18,745.25	18,745.25
	TOTAL PERSONNEL	3,386,598.77	3,758,634.00	4,184,860.29
ADMINISTRATION				
519-000	CONFERENCES/CONT ED	16,587.10	18,000.00	33,520.00
521-000	MEMBERSHIPS	3,045.00	3,050.00	3,050.00
538-000	PLANNING AND DEVELOPMENT	0.00	0.00	0.00
700-000	INSUR, PROPERTY, LIABILITY	71,846.40	72,000.00	85,000.00
705-000	INSUR DEDUCTIBLE LOSS	0.00	10,000.00	10,000.00
730-000	SECURITY BONDS	218.00	300.00	1,000.00
803-000	BOARD/VOLUNTEER/STAFF ACTIVITIES	5,686.68	6,000.00	6,000.00
803-001	STAFF MERCHANDISE	2,146.94	3,000.00	3,000.00
815-000	REFUND LOST MAT	1,979.09	2,000.00	2,000.00
820-000	COLLECTION FEES	4,278.10	5,000.00	5,500.00
830-000	PRIOR YEAR CARRYOVER	42,721.90	18,000.00	18,000.00
835-000	LEGAL SERVICES	0.00	0.00	0.00
840-000	MERCHANT FEES	24,966.52	25,000.00	27,000.00
	TOTAL ADMINISTRATION	173,475.73	162,350.00	194,070.00

Laramie County Library System				
Budget FY 20 - to CC & Clerk				
11		FY 18	Budget FY 19	Budget FY 20
		Year End		
	SUPPLIES AND EQUIP			
525-000	SUPPLIES	32,270.60	40,000.00	45,000.00
529-000	EQUIP LEASES	14,651.07	17,500.00	17,500.00
530-000	NETWORK	60,943.94	144,537.00	169,425.00
825-000	SOFTWARE INT	81,305.21	107,212.00	120,166.00
	TOTAL SUPPLIES & EQUIP	189,170.82	309,249.00	352,091.00
	COMMUNICATIONS			
531-000	POSTAGE	18,127.84	20,000.00	20,000.00
532-000	TELECOMMUNICATIONS	39,885.20	41,000.00	41,000.00
534-000	ADVERTISING	5,267.00	4,500.00	4,500.00
536-000	PRINTING AND PUBLICITY	36,123.52	35,000.00	35,000.00
	TOTAL COMMUNICATIONS	99,403.56	100,500.00	100,500.00
	LIBRARY MATERIALS			
543-000	ELECTRONIC RESOURCES	13,494.08	21,375.00	21,375.00
550-000	LIBRARY MATERIALS	259,772.43	325,000.00	325,000.00
570-000	PERIODICALS	11,525.13	13,000.00	13,000.00
575-000	BINDING	0.00	2,000.00	2,000.00
742-000	OCLC SERVICES	24,028.58	24,050.00	22,858.08
745-000	WYLD SYSTEM	24,681.98	23,680.48	25,538.51
	TOTAL LIBRARY MATERIALS	333,502.20	409,105.48	409,771.59
	PROGRAMS			
580-000	CHILD PROG	14,951.94	15,000.00	15,000.00
505-100	FIRST STEPS STAFFING	9,494.22	60,000.00	60,000.00
580-100	FIRST STEPS OTHER EXP.	17,146.47	63,309.87	180,615.72
581-000	YA PROG	5,546.01	6,000.00	6,000.00
582-000	ADULT PROG	3,778.97	4,000.00	5,000.00
582-004	L2B PROGRAMMING	914.82	1,500.00	1,500.00
582-100	EXHIBITIONS	3,037.48	4,000.00	4,000.00
	TOTAL PROGRAMS	54,869.91	153,809.87	272,115.72
	SUMMER READING			
583-000	SRC - PROGRAM SUPPLIES	2,506.88	4,100.00	4,100.00
584-000	SRC - PERFORMERS/PRESENTERS	2,179.95	5,400.00	5,400.00
585-000	SRC - PROMOTIONAL ITEMS	7,104.59	6,900.00	6,900.00
586-000	SRC - PRIZES	4,414.44	5,000.00	5,000.00
588-000	SRC - COMPLETION PRIZES	7,786.12	22,350.00	22,350.00
589-000	SRC - PRIOR YR CARRYOVER	8,864.90	19,377.05	19,377.05
	TOTAL SUMMER READING	32,856.88	63,127.05	63,127.05

Laramie County Library System				
Budget FY 20 - to CC & Clerk				
11		FY 18	Budget FY 19	Budget FY 20
		Year End		
	UTILITIES			
610-000	ELECTRICITY	142,461.40	143,000.00	145,000.00
620-000	NATURAL GAS	20,517.81	23,000.00	30,000.00
630-000	WATER	21,599.09	23,000.00	21,500.00
	TOTAL UTILITIES	184,578.30	189,000.00	196,500.00
	OPERATIONS & MAINTENANCE OF FACILITIES			
650-000	FACILITIES REPAIR	18,097.23	40,000.00	80,000.00
652-000	MAINTENANCE SUPPLIES	26,009.53	25,000.00	28,000.00
657-000	ROOF REPAIRS	0.00		
658-000	REPAIR/REPLACE EQUIP	13,770.00	220,000.00	50,000.00
748-000	FAC SERV CONTRACT	48,256.17	75,320.00	75,320.00
749-000	EQUIP SERVICE CONTRACT	72,598.65	45,668.00	67,250.00
780-000	EQUIP/FURN	266.72	15,000.00	25,000.00
	TOTAL O&M OF FACILITIES	178,998.30	420,988.00	325,570.00
	OPERATION & MAINTENANCE OF VEHICLES			
660-000	REPAIR - VEHICLES	5,292.20	32,000.00	6,000.00
665-000	GASOLINE, OIL, ETC.	4,533.51	5,000.00	5,000.00
	TOTAL O&M OF VEHICLES	9,825.71	37,000.00	11,000.00
	PROJECTS			
787-000	CENTRAL LIBRARY	0.00	0.00	0.00
790-000	SALARY SURVEY	0.00	5,000.00	0.00
	TOTAL PROJECTS	0.00	5,000.00	0.00
	CAFÉ COST OF GOODS			
640-000	FOOD PRODUCTS	42,239.87	42,635.00	43,000.00
642-000	DRINK PRODUCTS	33,878.65	34,490.00	35,000.00
645-000	MERCHANDISE	5,608.36	6,225.00	5,500.00
648-000	CUSTOMER SUPPLIES	12,263.61	12,000.00	13,500.00
	TOTAL CAFÉ COST OF GOODS	93,990.49	95,350.00	97,000.00

Laramie County Library System				
Budget FY 20 - to CC & Clerk				
11		FY 18	Budget FY 19	Budget FY 20
		Year End		
	CAFÉ OPERATIONS			
523-010	LICENSES/PERMITS	302.88	500.00	500.00
525-010	CAFÉ SUPPLIES	3,030.06	3,500.00	4,500.00
534-010	MARKETING - CAFÉ	650.00	1,500.00	1,500.00
658-010	CAFÉ EQUIPMENT REPAIR/SERVICE	1,076.76	4,500.00	4,500.00
780-010	CAFÉ EQUIPMENT FURNISHING	333.00	1,000.00	1,000.00
845-010	CAFÉ SALES TAX EXPENSE	10,019.12	9,600.00	9,600.00
	TOTAL CAFÉ OPERATIONS	15,411.82	20,600.00	21,600.00
	GRANTS			
800-000	GRANTS	2,573.12	15,000.00	15,000.00
	TOTAL GRANTS	2,573.12	15,000.00	15,000.00
	RESERVES			
850-000	CASH RESERVE	400,000.00	600,000.00	800,000.00
880-000	BOOKMOBILE/VEHICLES	0.00	0.00	0.00
881-000	BUILDING REPAIR AND CARPET	0.00	0.00	0.00
882-000	EQUIPMENT	0.00	0.00	0.00
883-000	ONE TIME PROJECT	0.00	404,371.43	0.00
884-000	PLANNING/FACILITIES	0.00	0.00	0.00
885-000	EMERGENCY	0.00	0.00	0.00
	TOTAL RESERVES	400,000.00	1,004,371.43	800,000.00
	TOTAL EXPENDITURES	5,155,255.61	6,744,084.83	7,043,205.65