

## 2018 GENERAL FUND BUDGET SUMMARY

Projected Operating Revenues	\$ 1,750,724.68
Projected Operating Expenditures	\$ 1,876,703.90
<i>Difference</i>	<i>-\$ 125,979.22</i>
 <u>Fund Balance Status</u>	
Actual Unrestricted Unassigned Fund Balance as of 12/31/2016	\$ 1,098,693.10
Estimated Operating Budget Surplus as of 12/31/17	\$ 379,292.73
Estimated Unrestricted Unassigned Fund Balance as of 12/31/2017	\$ 1,935,043.25
Estimated Operating Budget Difference as of 12/31/2018	<i>-\$ 125,979.22</i>
Estimated Unrestricted Unassigned Fund Balance as of 12/31/2018	\$ 1,809,064.03

Branch District Library provides informational, educational, and recreational materials and services for the people of Branch County. This is accomplished through development, maintenance, and promotion of materials, physical spaces, and programs receptive to the diverse interests and needs of our community. The overall plan for 2018 is to implement the new Strategic Plan--this will guide us in providing library services to our patrons. We know that our communities like our branches to be open to enable the most use. We also know that our patrons are beginning to use the digital services we provide; computer usage is up as well. These services and more require increased staffing hours and, just as importantly, an increase in staff training. It is vitally important--and fiscally advantageous--to keep trained staff.

We have heard from members of our communities that they expect branch managers to be employed full time; their clerks need to be full time as well, so that managers are not working alone with the public. Full time status will also enable more time to plan programs and this planning will expand the programming. This proposed budget addresses the costs associated with these plans.

## REVENUES

	2016 Budgeted	2016 Actual	2017 Budgeted	2017 YTD	2017 Projected	2018 Proposed
Branch Co. Taxable Value	\$ 1,394,454,321.00	\$ 1,358,628,659.00	\$ 1,358,625,659.00	\$ 1,371,398,048.00	\$ 1,371,398,048.00	\$ <b>1,371,398,048.00</b>
Millage 1 Rate (1991, in perpetuity) <sup>1</sup>	0.000605	0.000605	0.000605	0.000605	0.000605	0.000605
Millage 2 Rate (2015 – 2022)	0.000500	0.000500	0.000500	0.000500	0.000500	0.000500
<b>TOTAL MILLAGE RATE</b>	<b>0.001105</b>	<b>0.001105</b>	<b>0.001105</b>	<b>0.001105</b>	<b>0.001105</b>	<b>0.001105</b>
Millage 1 Tax Income	\$ 824,662.85	\$ 821,970.34	\$ 821,968.52	n/a	n/a	\$ 829,695.82
Millage 2 Tax Income <sup>2</sup>	\$ 681,539.55	\$ 679,314.34	\$ 679,312.83	n/a	n/a	\$ 685,699.02
Total Property Tax Income <sup>3</sup>	\$ 1,506,202.40	\$ 1,285,637.00	\$ 1,501,281.35	\$ 1,422,549.63	\$ 1,554,418.52	\$ 1,515,394.84
Industrial Facilities Tax	\$ 15,000.00	\$ 21,002.67	\$ 21,000.00	\$ 14,850.41	\$ 14,850.41	\$ 15,000.00
Total Taxes	\$ 1,521,202.40	\$ 1,135,352.32	\$ 1,522,281.35	\$ 1,437,400.04	\$ 1,569,268.93	\$ 1,530,394.84
<i>Subtracted to Capital Funds<sup>4</sup></i>	<i>-\$ 235,617.96</i>	<i>-\$ 233,677.17</i>	<i>-\$ 234,848.15</i>	<i>-\$ 234,848.15</i>	<i>-\$ 234,848.15</i>	<i>-\$ 118,527.97</i>
Total Taxes for Operating	\$ 1,285,584.45	\$ 1,285,637.00	\$ 1,287,433.20	\$ 1,320,381.47	\$ 1,320,381.47	\$ 1,411,866.87
State Shared Revenue <sup>5</sup>	\$ 30,468.55	\$ 30,672.10	\$ 30,672.10	\$ 30,680.44	\$ 33,469.57	\$ 34,137.46
Interest Earned	\$ 2,000.00	\$ 7,262.00	\$ 5,177.46	\$ 3,074.20	\$ 3,353.67	\$ 3,658.55
Penal Fines <sup>6</sup>	\$ 175,000.00	\$ 256,054.00	\$ 175,000.00	\$ 164,470.34	\$ 179,422.19	\$ 183,746.05
Charges for Services <sup>7</sup>	\$ 27,000.00	\$ 27,852.00	\$ 27,000.00	\$ 22,125.85	\$ 24,137.29	\$ 26,331.59
Reimbursements <sup>8</sup>	\$ 28,074.00	\$ 54,099.00	\$ 40,000.00	\$ 12,963.49	\$ 14,141.99	\$ 15,427.62
Miscellaneous Revenue <sup>9</sup>	\$ 16,000.00	\$ 10,845.00	\$ 11,860.91	\$ 24,764.99	\$ 27,016.35	\$ 29,472.38
Personal Property Tax Reimbursement	\$ -	\$ -	\$ 37,915.00	\$ 38,723.49	\$ 42,243.81	\$ 46,084.15
Capital Transfers	\$ 20,672.00	\$ 20,672.00	\$ 64,380.08	\$ 64,380.08	\$ 64,380.08	\$ -
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 1,584,799.00</b>	<b>\$ 1,693,093.10</b>	<b>\$ 1,679,438.75</b>	<b>\$ 1,681,564.35</b>	<b>\$ 1,708,546.42</b>	<b>\$ 1,750,724.68</b>
<i>Expenditures</i>	\$ 1,504,115.00	\$ 1,485,043.00	\$ 1,684,796.46	\$ 1,219,149.22	\$ 1,329,253.69	\$ 1,876,703.90
<i>Difference</i>	\$ 80,684.00	\$ 208,050.10	<i>-\$ 5,357.71</i>	\$ 462,415.13	\$ 379,292.73	<i>-\$ 125,979.22</i>
<i>Unrestricted Unassigned Fund Balance</i>	\$ 926,805.00	\$ 1,098,693.10	\$ 1,093,335.39	\$ 1,555,750.52	\$ 1,935,043.25	\$ 1,809,064.03

**Notes**

1. Voter approved millage was 0.7 mills, reduced to 0.605 by the Headlee Rollback.
2. All revenue generated from Millage 2 is to be added to the general fund for operating expenses.
3. Total tax income equals Millage 1 plus Millage 2. Also includes Delinquent Taxes, and Payments in Lieu of Taxes (PILOT).
4. Capital funds are 1/7 of the income from Millage 1, as per the Plan of Service.
5. 2017 State Aid rates are \$0.3639 per capita, twice a year. Our service population is 46,905.
6. Penal Fines from both Branch County and Allen Township of Hillsdale County.
7. Charges for Services includes income from such places as prints, faxes, exam proctoring. This amount will decrease because we no longer charge for faxes.
8. Reimbursements come from the Branch County Literacy Council for payroll processing services and from the Woodlands Library Cooperative for our MeLCat delivery.
9. Miscellaneous Revenue includes income from such places as lost and damaged book fees, Unique Collections, flash drives, etc.

## EXPENDITURES

	2016 Budgeted	2016 Actual	2017 Budgeted	2017 YTD 10/16/17	2017 Projected	2018 Proposed
<b>PERSONNEL SERVICES AND BENEFITS</b>						
Salaries	\$ 812,391.00	\$ 825,525.00	\$ 970,784.34	\$ 694,938.95	\$ 758,115.22	\$ 1,037,459.47
Board per Diem	\$ 1,920.00	\$ 2,314.00	\$ 4,200.00	\$ 675.00	\$ 736.36	\$ 4,200.00
Payroll Taxes	\$ 62,276.00	\$ 63,792.00	\$ 77,662.75	\$ 52,216.78	\$ 56,963.76	\$ 82,996.76
Insurance Benefits <sup>1</sup>	\$ 74,107.00	\$ 77,213.00	\$ 119,230.52	\$ 95,593.46	\$ 104,283.77	\$ 223,300.32
Other Benefits <sup>2</sup>	\$ 2,850.00	\$ 2,375.00	\$ 6,825.00	\$ 2,125.00	\$ 2,318.18	\$ 4,275.00
Deferred Compensation	\$ 6,000.00	\$ 5,000.00	\$ 7,500.00	\$ 3,000.00	\$ 3,272.73	\$ 3,272.73
Liability Insurance	\$ 17,723.00	\$ 14,769.00	\$ 14,770.00	\$ 4,040.16	\$ 4,407.45	\$ 16,112.73
<b>FACILITIES RENT</b>						
Rents and Leases	\$ 1,217.00	\$ 1,818.00	\$ 1,900.00	\$ 936.00	\$ 1,021.09	\$ 1,100.00
<b>UTILITIES</b>						
Telecommunication Services	\$ 6,401.00	\$ 6,281.00	\$ 6,270.00	\$ 7,167.85	\$ 7,819.47	\$ 6,270.00
Electric, Water, Sewer & Solid Waste Services	\$ 35,131.00	\$ 35,300.00	\$ 35,000.00	\$ 28,304.88	\$ 30,878.05	\$ 31,000.00
<b>GENERAL SUPPLIES</b>						
Operating Supplies	\$ -	\$ -	\$ 15,000.00	\$ 4,876.32	\$ 5,319.62	\$ 10,000.00
Office Supplies	\$ 35,895.00	\$ 37,372.00	\$ 20,000.00	\$ 17,296.92	\$ 18,869.37	\$ 21,818.18
Janitorial Supplies	\$ -	\$ -	\$ 3,000.00	\$ 1,567.48	\$ 1,709.98	\$ 3,272.73
Food/Catering	\$ 238.00	\$ 238.00	\$ 1,000.00	\$ 796.09	\$ 868.46	\$ 1,000.00
<b>POSTAGE</b>						
Postage <sup>3</sup>	\$ 3,084.00	\$ 3,110.00	\$ 4,500.00	\$ 2,940.22	\$ 3,207.51	\$ 4,909.09
<b>EDUCATION AND TRAVEL</b>						
Travel-Business	\$ 12,588.00	\$ 11,779.00	\$ 13,000.00	\$ 8,018.98	\$ 8,747.98	\$ 10,000.00
Travel-Training				\$ 12,078.47	\$ 13,176.51	\$ 16,000.00
Training & Education	\$ 7,771.00	\$ 6,553.00	\$ 10,000.00	\$ 11,853.47	\$ 12,931.06	\$ 12,000.00
Education Reimbursement	\$ 12,330.00	\$ 12,330.00	\$ -	\$ -	\$ -	\$ 5,000.00
<b>MEMBERSHIPS AND DUES</b>						
Memberships and Dues	\$ 1,230.00	\$ 1,227.00	\$ 2,000.00	\$ 3,256.39	\$ 3,552.43	\$ 3,000.00
<b>ADVERTISING AND PUBLISHING</b>						
Public Announcements						\$ 4,800.00
Printing and Binding	\$ 2,811.00	\$ 3,691.00	\$ 9,600.00	\$ 4,157.78	\$ 4,535.76	\$ 4,800.00
<b>PROGRAMS</b>						
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,655.00
Performers					\$ -	\$ 13,655.00
Food					\$ -	\$ 13,655.00
Community Promotions <sup>4</sup>	\$ 37,611.00	\$ 37,473.00	\$ 36,400.00	\$ 29,085.06	\$ 31,729.16	\$ 6,000.00
<b>COLLECTION MATERIALS</b>						
Books	\$ 101,924.00	\$ 91,422.00	\$ 87,169.00	\$ 65,370.52	\$ 71,313.29	\$ 90,000.00
Professional & Technical Publications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,633.00
Periodicals	\$ 8,656.00	\$ 7,706.00	\$ 8,000.00	\$ 2,932.92	\$ 3,199.55	\$ 7,414.00
Audio/visual	\$ 16,091.00	\$ 18,404.00	\$ 18,260.00	\$ 12,469.68	\$ 13,603.29	\$ 19,870.00
Digital Services <sup>5</sup>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,626.00

## EXPENDITURES

	2016 Budgeted	2016 Actual	2017 Budgeted	2017 YTD 10/16/17	2017 Projected	2018 Proposed
<b>LICENSES &amp; FEES</b>						
Bank & Merchant Charges	\$ 1,308.00	\$ 1,199.00	\$ 1,000.00	\$ 453.62	\$ 494.86	\$ 1,090.91
Broadcast Content Fees <sup>6</sup>				\$ 1,826.88	\$ 1,992.96	\$ 1,826.88
<b>CONTRACTUAL SERVICES</b>						
Janitorial Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,640.00
Building & Grounds Maintenance Services	\$ 132,899.00	\$ 119,206.00	\$ 75,000.00	\$ 34,167.97	\$ 37,274.15	\$ 45,000.00
Building & Grounds Maintenance Materials	\$ 9,305.00	\$ 8,784.00	\$ 9,000.00	\$ 8,978.85	\$ 9,795.11	\$ 9,000.00
Licensing & Subscription Services <sup>7</sup>			\$ 46,224.85	\$ 48,822.28	\$ 53,260.67	\$ 22,801.11
Other Contractual Services <sup>8</sup>	\$ 22,501.00	\$ 18,751.00	\$ 19,000.00	\$ 18,854.67	\$ 20,568.73	\$ 19,000.00
<b>PROFESSIONAL SERVICES</b>						
Legal & Accounting Services	\$ 62,276.00	\$ 55,899.00	\$ 60,000.00	\$ 31,909.20	\$ 34,810.04	\$ 40,000.00
Management & Consulting Services <sup>9</sup>				\$ 8,000.00	\$ 8,000.00	\$ 16,500.00
<b>MISCELLANEOUS</b>						
Employee Benefits	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -
Correction of Prior Years' Taxes	\$ 581.00	\$ 512.00	\$ 2,500.00	\$ 437.37	\$ 477.13	\$ 750.00
<b>TOTAL EXPENDITURES</b>	\$ 1,504,115.00	\$ 1,485,043.00	\$ 1,684,796.46	\$ 1,219,149.22	\$ 1,329,253.69	\$ 1,876,703.90
<i>Revenues</i>	\$ 1,584,799.00	\$ 1,693,093.10	\$ 1,679,438.75	\$ 1,681,564.35	\$ 1,708,546.42	\$ 1,750,724.68
<i>Difference</i>	\$ 80,684.00	\$ 208,050.10	-\$ 5,357.71	\$ 462,415.13	\$ 379,292.73	-\$ 125,979.22

### Notes

- Insurance benefits include not only medical insurance, but also workmans comp insurance and unemployment.
- Other benefits include longevity payments, accrued vacation, and sick leave.
- Postage includes not only postage but ILL delivery costs.)
- Community Promotions includes attendance and PR at paid community events like the fair, etc.
- Digital Services include Mango, Overdrive, Hoopla, Newsbank, Ancestry.com, RefUSA, Tumblebooks, ABCMouse.
- Motion Picture Public Performance Rights (Movie Licensing USA, MPLC)
- Licensing & Subscription Services includes charges for our Integrated Library System hosting; software, databases, service licensing (Baker and Taylor); Evergreen costs are being paid from the future automation from 2018, 2019 Evergreen costs of \$20,000 will be reinserted into the budget.
- Other contractual services includes Woodlands Cooperative Library Services fees.
- Management & Consulting Services include the cost for a strategic planning consultant and will be a one-time payment from budget and will not appear in future budgets.

## 2018 CAPITAL FUNDS BREAKDOWN

**Total Capital Funds Available:**       \$ 118,527.97  
**Half to Major District Projects:**       \$ 59,263.99  
**Half to Branches:**                       \$ 59,263.99

	Future Automation <b>20%</b>	Capital Technology <b>35%</b>	Other Major District Projects <b>45%</b>	Total MDP Fund <b>100%</b>
Major District Projects Funds Available This Year:	\$ 11,852.80	\$ 20,742.40	\$ 26,668.79	\$ 59,263.99
Estimated Total MDP Fund as of 12/31/2017:	\$ 70,626.91	\$ 42,235.78	\$ 189,764.24	\$ 302,626.93
Estimated Total MDP Fund as of 12/31/2018:	\$ 82,479.71	\$ 62,978.18	\$ 216,433.03	\$ 361,890.92

	Alganssee <b>9.375%</b>	Bronson <b>18.75%</b>	Coldwater <b>25%</b>	Quincy <b>18.75%</b>	Sherwood <b>9.375%</b>	Union Twp. <b>18.75%</b>	Totals <b>100%</b>
Capital Funds Available This Year:	\$ 5,556.00	\$ 11,112.00	\$ 14,816.00	\$ 11,112.00	\$ 5,556.00	\$ 11,112.00	\$ 59,263.99
Estimated Branch Capital as of 12/31/2017:	\$ 56,088.58	\$ 21,415.13	\$ 59,085.00	\$ 94,032.78	\$ 28,336.93	\$ 65,036.49	\$ 323,994.91
Estimated Branch Capital as of 12/31/2018:	\$ 61,644.58	\$ 32,527.13	\$ 73,901.00	\$ 105,144.78	\$ 33,892.93	\$ 76,148.49	\$ 383,258.90