

St. Louis County Library

**2014  
Budget  
Proposal**

December 16, 2013



St. Louis  
County  
**Library**

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**St. Louis County Library District  
2014 Maintenance & Operation Budget**

**Executive Summary**

The St. Louis County Library District develops the annual budget in accordance with State Statutes governing the operation of county libraries and political subdivisions in Missouri.

Total assessed property valuations decreased by 2.65% from 2012 to 2013. Four out of the last five years have seen assessed valuations decline. In November of 2012, the voters of our District approved Proposition L, a six cent property tax increase. Tax rates set by the Library Board of Trustees in September, 2013 will provide funding for operations in 2014.

The 2014 budget reflects an approximate increase in total revenue of 37%. The funds from the voter approved tax increase will be used for debt service on the Certificates of Participation that were issued in April 2013 to fund the Phase 1 capital projects and provide additional services to Library patrons. Additional services are highlighted on p. 2 of the budget document and include among other services Sunday hours at three additional branches, the purchase of early literacy kits and early literacy computer stations for each branch, an expansion of services to the community through outreach, and an increase in spending on collections which includes an electronic media platform. In addition, planning is well underway for the Phase 1 construction projects. Construction will begin in 2014 on most of the projects. During the next several years, Library facilities will be updated, renovated and rebuilt.

The past few years have been a time of remarkable growth at the St. Louis County Library. Since 2008, circulation of Library materials has increased by nearly 50% and visits to our facilities have increased by more than 30%. Attendance at Library events and programs has more than doubled. In 2013, the Library will host a total of 62 author programs. During the past year, the Library also recorded an all time high in Summer Reading Program participation with reading club participation numbers rising 86% over 2012 with over 120,000 adults, teens and children enrolled in the program. The Library also embarked on several initiatives to expand outreach in the community including the installation of a community garden and several creative outreach programs such as Sweet Reads and Recycled Reads. In terms of both quality and quantity of programming, the St. Louis County Library is among the best in the country. The attached budget document will allow us to continue our leadership in all areas of community service and programming as befits a world class library system. This is a very exciting time to be part of the St. Louis County Library and we look forward to great success in the coming years.

Kristen Sorth  
Director

Kris Mooney  
Manager, Finance

## **Revenue Highlights**

- District Taxes are budgeted to increase by 41% due to the voter approved tax increase passed in November of 2012.
- Most other areas of Revenue are budgeted at the approximate amount received in 2013.

## **Expense Highlights**

- The salary budget for 2014 is budgeted to increase by 3.6% which includes a structure adjustment and merit raises, increased Sunday hours at Cliff Cave, Natural Bridge and Thornhill, and the addition of four new positions.
- Employee benefits are budgeted to increase in 2014 including increased costs for medical and dental insurance. In addition, the 2014 budget includes a Wellness Program to promote a healthy lifestyle for employees, a contribution to the Employee Pension Plan and a 457 Plan Contribution for qualified employees.
- Funding for Library Collections will increase by 12.5% and includes the addition of an electronic media platform. Additional FLIP kits and literacy kits will be purchased for all branches and additional resources are also needed for the expanding Preschool Outreach Program.
- The Library experienced significant growth in the Summer, Winter, and Adult reading clubs in 2013. The Library anticipates the popularity to continue in 2014 and has increased this budget by 10%.
- The 2014 budget includes \$500,000 for a replacement of the HVAC system at Headquarters. The boiler is 36 years old and the chiller is 24 years old. Library maintenance staff are frequently patching the system. Parts are hard to find and are often purchased used. Maintenance staff are working with the Library's engineer for a solution but the system may not last until the Headquarters location is replaced in Phase 3 of the Facilities Plan. Replacing the system now will allow the Library to receive a good return on the investment rather than replacing it if there is a system failure closer to Phase 3 which begins in approximately eight years.
- Continued emphasis is placed on safety for customers and staff and building security. In 2014, the Library plans to upgrade the sensors on the automatic doors at all Library locations. In addition, the Library is in need of upgrading the fire and burglar alarms at all Library locations. The budget also includes a full year of expense for one off duty police officer for Weber Road, who started in October, 2013.
- Other significant building projects include: one parking lot overlay at Natural Bridge, one roof repair at Eureka Hills, sealing and striping at nine branch parking lots, and new entry way lighting at Cliff Cave.

## Expense Highlights (Cont.)

- The 2014 budget includes the expansion of the successful Sweet Reads program into more economically depressed areas with the purchase of a bookmobile type vehicle. The budgeted cost for the vehicle purchase is \$150,000.
- The Library's automobile fleet is aging with nine of the thirty vehicles in a priority replacement status. The 2014 budget includes the replacement of three current work vans and the purchase of an additional van. After accounting for the trade in value of the aging vehicles, the budgeted cost is \$130,000 for the four new vehicles.
- The 2014 budget includes an increase for significant technological improvements throughout the District. This includes upgrades to public and staff computers, the addition of early literacy workstations at every branch, additional bandwidth to handle increased traffic for new streaming services, increased data storage capacity and secure payment terminals at the branch circulation desks. New accounting software and performance evaluation software will be purchased to bring efficiencies to the business functions of the Library.
- The Library plans to construct a wildflower garden at the Prairie Commons Branch as an extension to the existing Community Garden. In addition, native plants will be planted in the retention basin providing habitat for birds.

## GOVERNANCE AND SERVICES

The St. Louis County Library District was established as a political subdivision of the State of Missouri with taxing authority by an election held in April of 1946. The first book was circulated in March of 1947.

The five member Board is appointed by the County Executive with County Council consent. The Library operates on a calendar year. An annual report is sent to the County Executive by April 30.

The District with boundaries of 487 square miles provides public library services through their Headquarters location, 19 branches, and 4 bookmobiles. The Library encompasses all of St Louis County except for the area served by nine municipal libraries. The District is the largest library system in the State of Missouri with circulation expected to exceed 16 million in 2014.

Some of the resources provided for the Library's customers are:

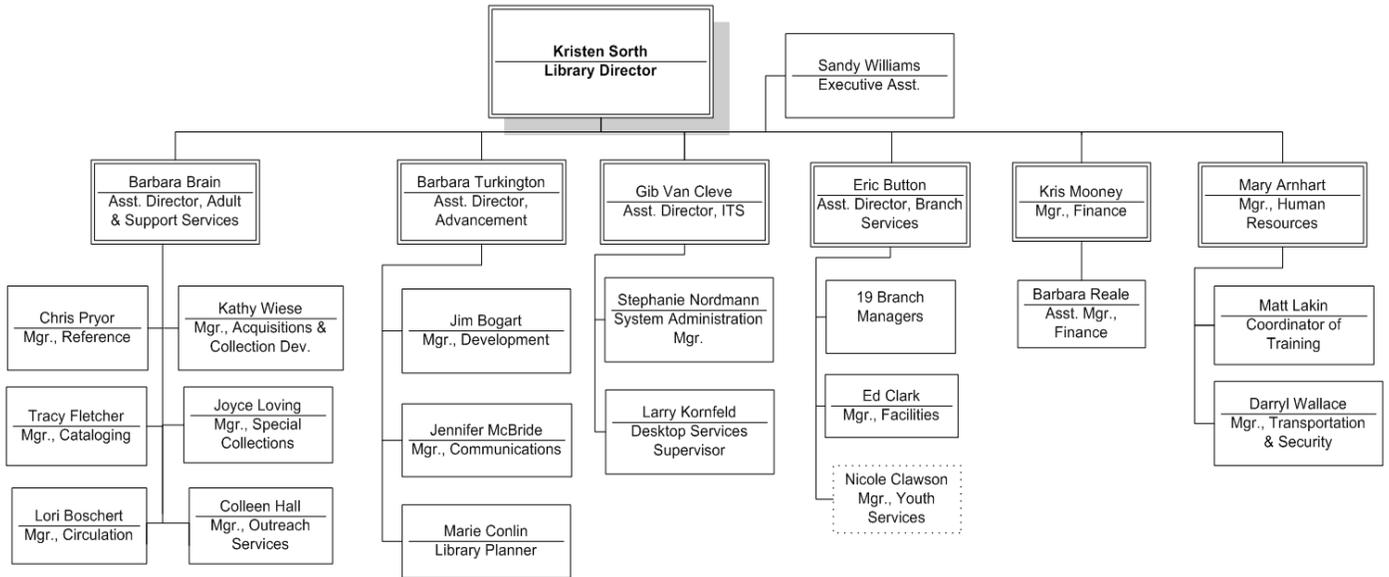
Adult and Juvenile Books	Ebooks
Magazines and Newspapers	Eaudiobooks
Books on CD	Downloadable videos
Reference materials	Virtual reference library
Government documents	Video Games
DVD and CD recordings	Playaways

Services include but are not limited to:

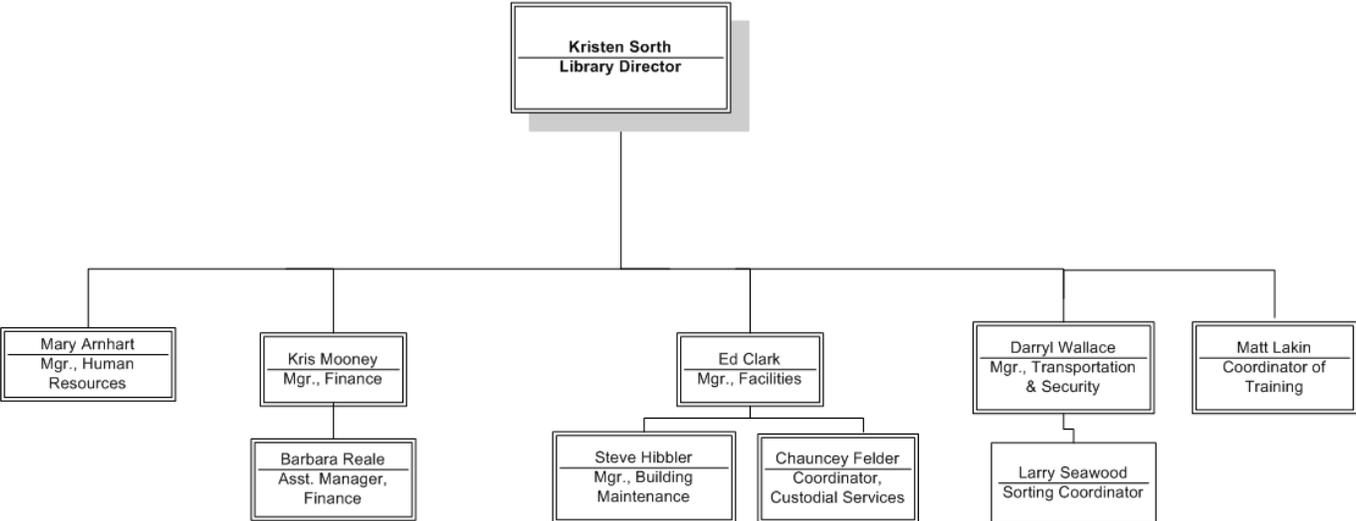
Internet access and PC labs	Word processing
Database access	Color copies
Fax machines	Document scanning
Computer classes	Interlibrary loan
Genealogy	Local History
Children's and adult programming	Story times
Author events	Homework Help
Job hunting and career development	Reference Chat
Meeting rooms	Teen spaces
Bookmobile services	
- Pre-school outreach	- Community visits
- Homebound delivery	- School visits
- Senior adult programming	

The Library's website is [www.slcl.org](http://www.slcl.org). The Library can be found on Facebook and followed on Twitter.

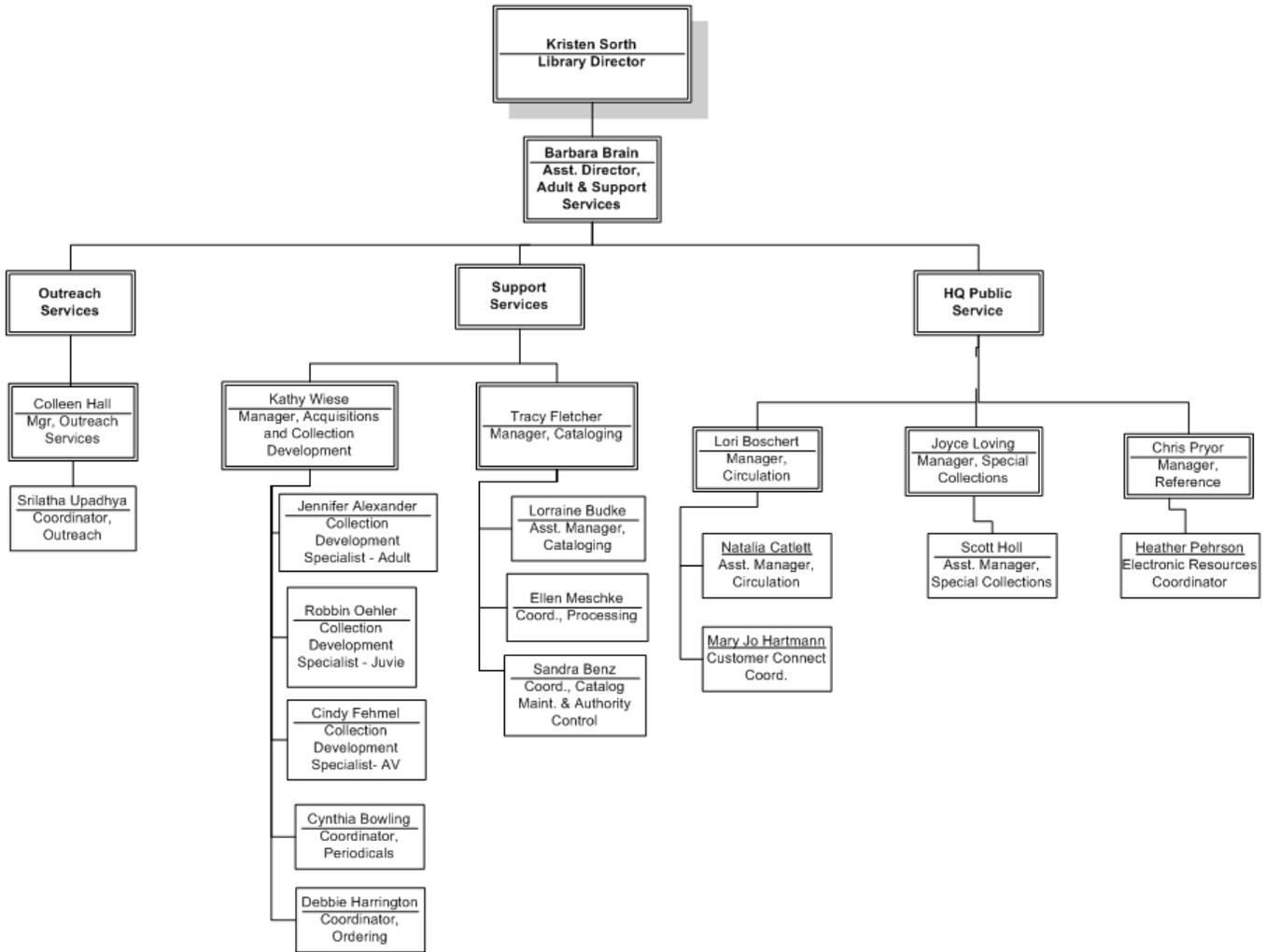
# St. Louis County Library



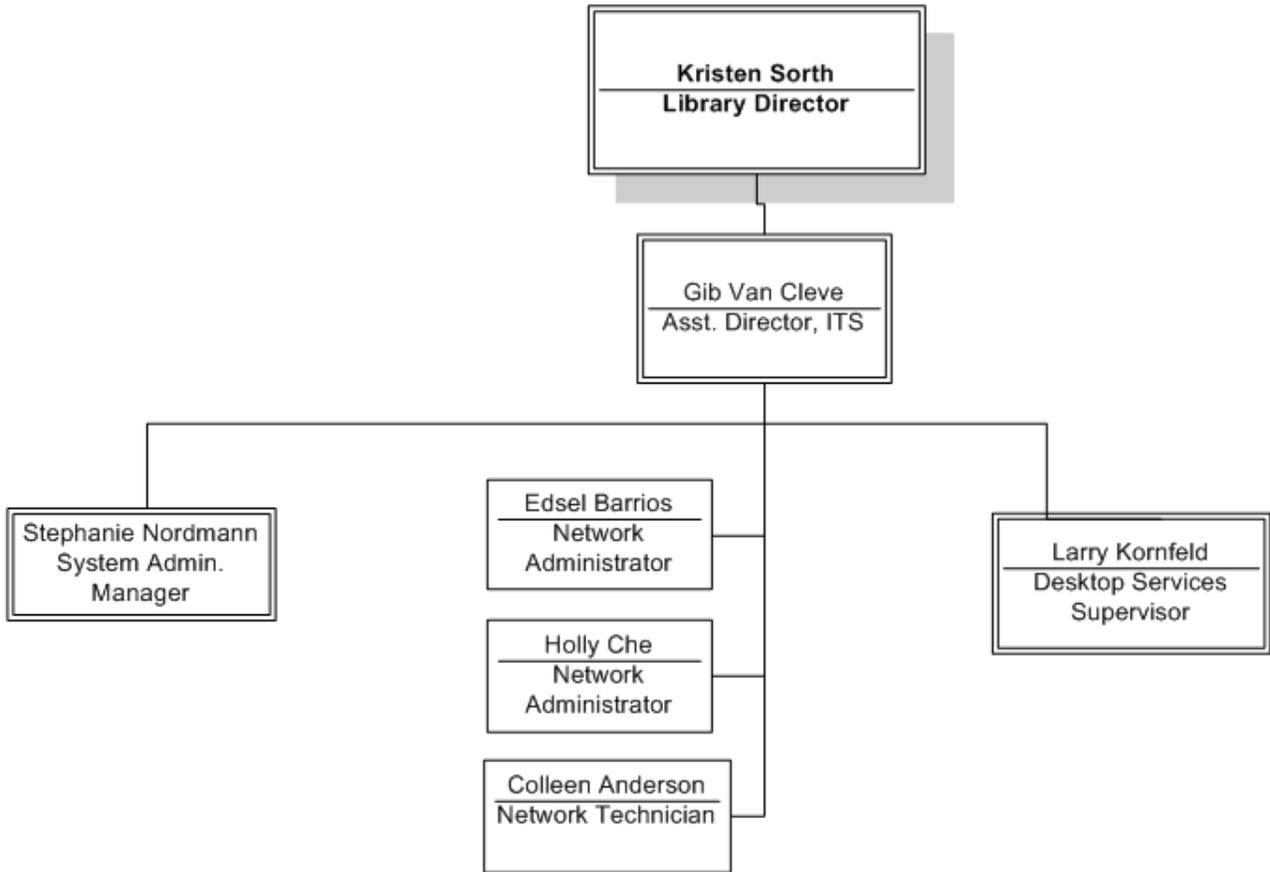
# Administration



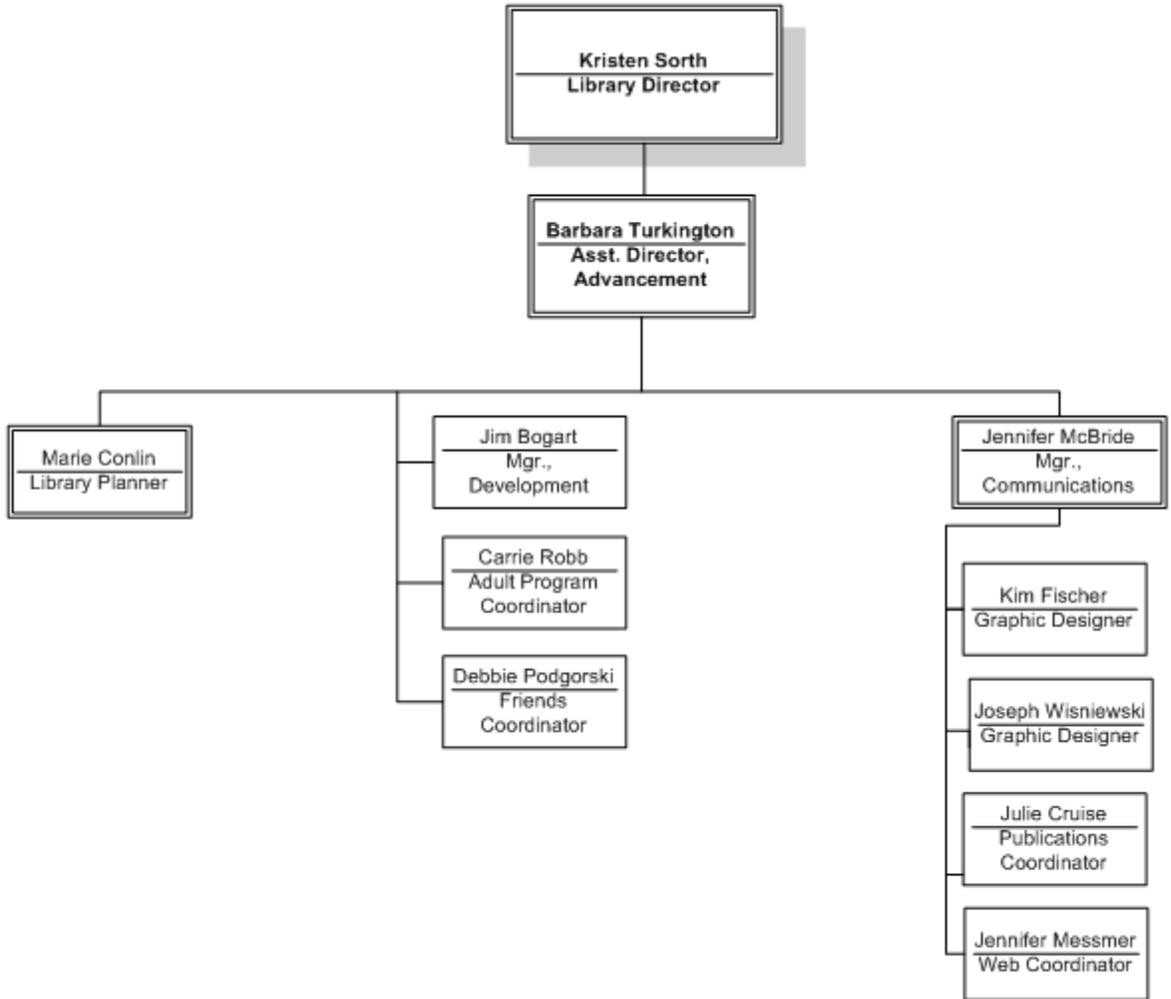
# Adult and Support Services



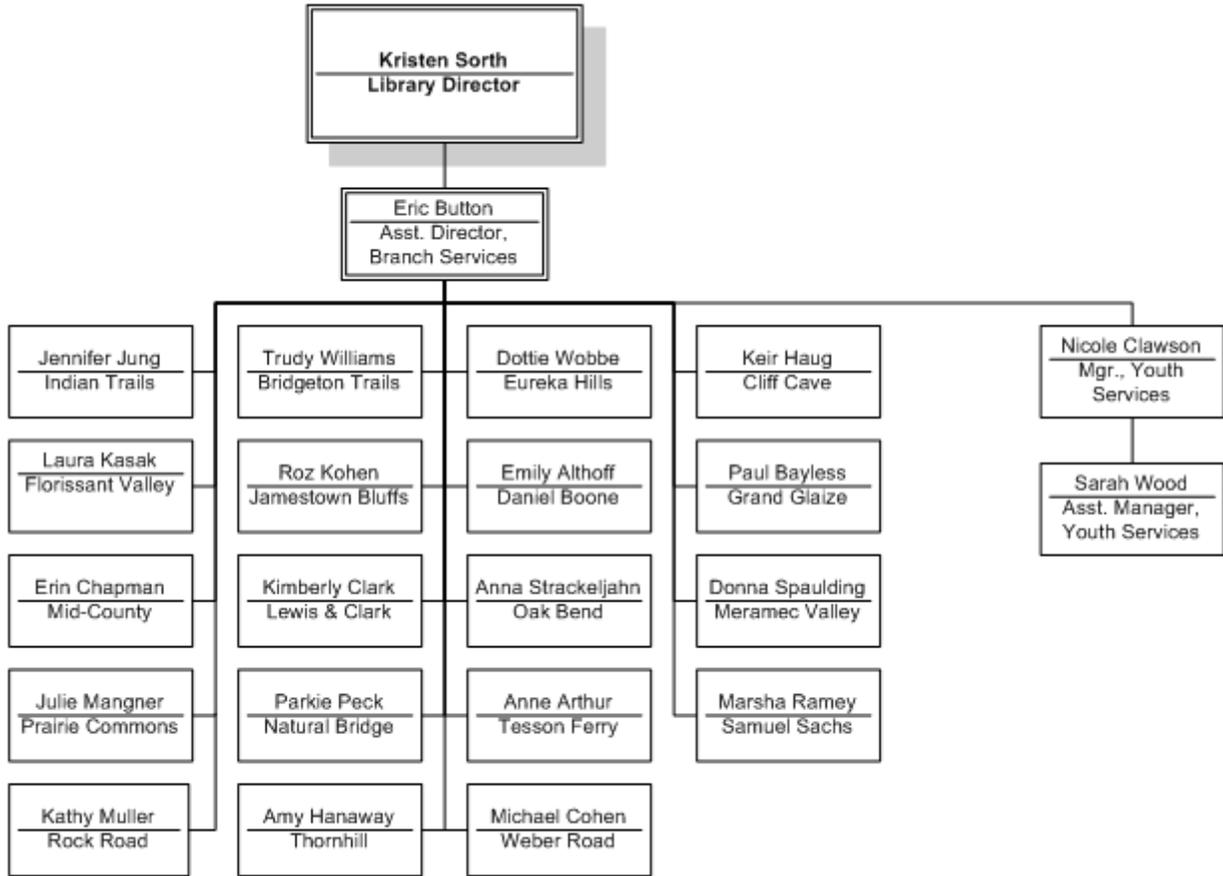
# ITS



# Advancement and Communication



## Branch Services



## **BUDGET PROCESS**

The St Louis County Library District follows these procedures in preparing the budget document and following the legal approval process:

- The Budget Committee, comprised of key administrative personnel, prepares a proposed budget for the calendar year. The proposal is submitted to the Library Board prior to January 1.
- The budget document includes the statutory requirements as stated in the Revised Statutes, State of Missouri.
- The document includes proposed expenditures and the means of financing them. Expenditures legally may not exceed current revenues and unencumbered fund balances.
- The budget document is formally approved by the Library Board.
- Before setting the current year District tax rates, a public hearing is conducted to obtain taxpayer comments. Statutory procedures are followed in holding the public hearing.
- Revisions to the budget are reviewed by the Budget Committee and must be approved by the Board. Revisions to the budget are usually approved in September.
- The Library Board approves the current year tax rates, which must be set by the first of October.
- The budget is prepared on a basis consistent with Generally Accepted Accounting Principles and Government Finance Officers Association recommendations.

The St. Louis County Library District operates on a fiscal year of January 1 through December 31. This is in accordance with State statutes governing the operation of county libraries in Missouri.

The revenue chart on page 12 reflects budget procedures approved by the Library Board in 1983. The Board accepted an opinion by the Missouri Attorney General that tax revenue budgeted for a given fiscal year must be based upon income from taxes due in that fiscal year.

As a result, the Library budget and audit are both prepared on a modified accrual accounting basis. Tax income for a budget year is based on taxes due December 31 of that year. Under the accrual accounting method, the bulk of the tax revenue budgeted will not be collected until after January 1 of the following year and therefore will not be available to meet expenses incurred during the current fiscal (calendar) year.

Library staff also prepares an anticipated receipts budget using the cash accounting method. Tax revenues are predicated on taxes due on December 31 of the preceding year.

Interest income is presented the same way, with cash interest revenues acknowledged when received.

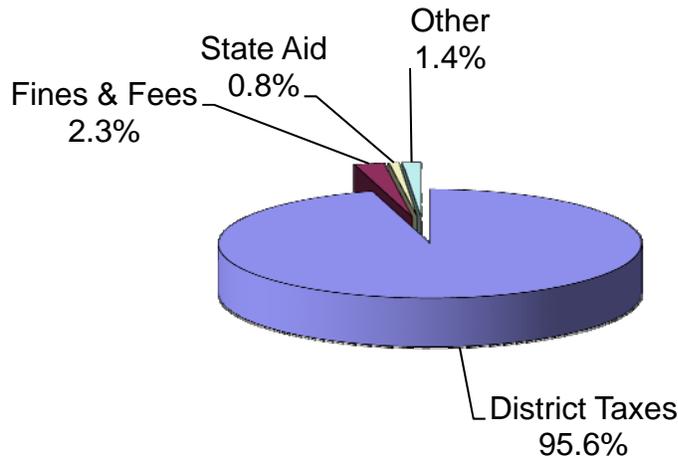
The expense budget on page 13 is prepared showing expenses when incurred and when funds are disbursed. Several prepaid expenditures are presented at the end of the year on the Library's balance sheet.

ST. LOUIS COUNTY LIBRARY			
REVENUE BREAKDOWN			
MAINTENANCE AND OPERATION			
2012-2014			
	2012	2013	2014
	AUDIT	REVISED ANTICIPATED	ANTICIPATED
		RECEIPTS	RECEIPTS
ITEM	12/31/2012	9/16/2013	11/18/2013
District Taxes <sup>(1)</sup>			
-2012 (\$0.1730, \$0.20, \$0.19, \$0.15)	\$35,699,986		
-2013 (\$0.2330, \$0.26, \$0.25, \$0.21)		\$ 35,165,000	
-2014 (\$0.250, \$0.279, \$0.264, \$0.225)			\$ 48,653,737
District Taxes - Prior Years	334,692	(400,000)	250,000
Financial Institution Tax	153,136	155,000	40,000
Athletes & Entertainers Tax	-	3,000	-
State Aid	429,574	430,000	389,787
State Grant	-	13,000	-
Federal Grants	6,876	35,848	-
E-rate discounts	299,767	290,000	305,000
Fines and Fees	1,114,700	1,162,000	1,162,000
Sale of Surplus Materials	105,859	110,000	50,000
Interest Earned	87,376	45,000	45,000
Copy Income	213,376	221,000	221,000
Miscellaneous	657,138	93,600	85,889
<b>Total Income</b>	<b>39,102,479</b>	<b>37,323,448</b>	<b>51,202,413</b>
Transfer from Capital Improvements Assigned Funds			
Transfer to Operations Assigned Funds		920,000	
	<b>\$39,102,479</b>	<b>\$ 38,243,448</b>	<b>\$ 51,202,413</b>
1. Residential, Agricultural, Commercial, Personal Property			

**ST. LOUIS COUNTY LIBRARY  
EXPENDITURE BREAKDOWN  
MAINTENANCE AND OPERATION  
2012-2014**

	(1)	(2)	(3)
	2012	2013	2014
		REVISED	PROPOSED
	ACTUALS	BUDGET	BUDGET
ITEM	12/31/2012	9/16/2013	11/18/2013
Salaries	\$17,014,293	\$18,040,000	\$18,687,202
Deferred Compensation Match	0	0	146,229
FICA	1,337,421	1,385,000	1,462,787
Pension	1,429,575	1,600,000	1,650,340
Group Life Insurance	72,673	90,000	79,930
Medical and Dental Insurance	3,073,109	3,250,000	3,369,334
Workers' Compensation	144,714	150,000	135,148
Unemployment Compensation	18,846	10,000	24,000
Other Personnel Expense	278,874	325,000	343,927
<b>Subtotal</b>	<b>23,369,505</b>	<b>24,850,000</b>	<b>25,898,897</b>
Library Collections	6,204,434	6,625,000	7,449,917
Collection Maintenance & Supplies	400,246	500,000	450,892
Equipment and Office Supplies	192,475	210,000	207,888
Printing and Programs	781,913	740,000	750,945
Postage	97,442	90,000	101,640
Travel and Meetings	85,019	85,000	100,000
Professional Services	248,858	300,000	300,000
Miscellaneous	378,358	(25,000)	15,000
Utilities	1,376,426	1,460,000	1,672,493
Custodial Supplies & Services	241,735	250,000	255,000
Insurance	264,328	275,000	296,405
Building Repair	999,802	797,000	1,159,500
Building Operation	781,798	895,000	895,972
Mobile Services and Operation	113,975	125,000	125,000
<b>Subtotal</b>	<b>\$12,166,809</b>	<b>\$12,327,000</b>	<b>\$13,780,651</b>
Automotive	0	30,000	287,000
Equipment	82,614	215,000	215,000
Furniture	122,757	140,000	140,000
Technology	549,224	675,000	1,009,100
Capital Projects	249,596	-	-
Debt Service	-	-	4,467,125
<b>Subtotal</b>	<b>\$1,004,191</b>	<b>\$1,060,000</b>	<b>\$6,118,225</b>
<b>Total Operational Cash Expenditures</b>	<b>\$36,540,506</b>	<b>\$38,237,000</b>	<b>\$45,797,774</b>

## Revenues



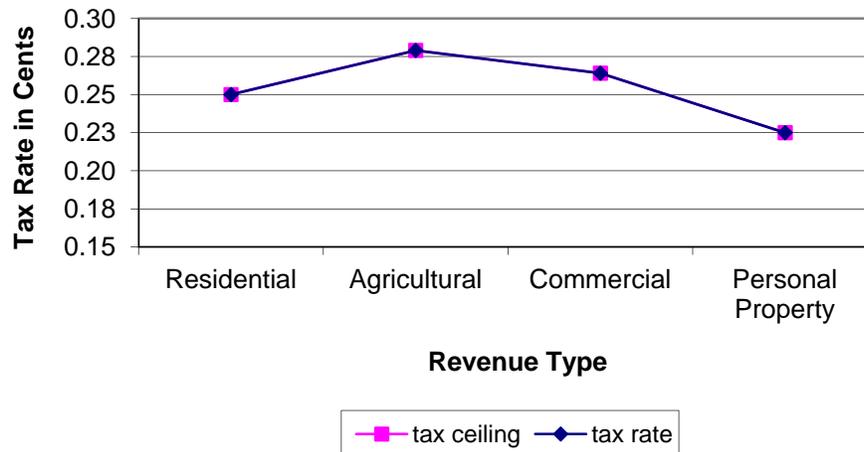
## District Taxes

2012 <u>Actual</u>	2013 <u>Revised Budget</u>	2014 <u>Budget</u>
\$34,566,000	\$34,765,000	\$48,903,737

### District Taxes:

Property taxes account for 95.6% of the District’s 2014 cash basis revenue. The Board has the ability to set four different tax rates up to the appropriate subclass tax ceiling. The subclasses are as follows: Residential property, Agricultural property, Commercial property and Personal property. The Missouri State Auditor has certified the 2013 assessed rates and ceilings (see letter dated September 26, 2013 on page 15).

## 2013 Library Tax Rates





# OFFICE OF MISSOURI STATE AUDITOR

## CERTIFICATION LETTER

September 26, 2013

County Clerk  
St. Louis County  
41 South Central Avenue  
Clayton, MO 63105-0000

RE: 10-096-0007 St. Louis County Library

Dear Collector of Revenue:

We have received information to substantiate compliance with Missouri law for the 2013 property tax rates for the above-captioned taxing authority. Section 137.073.6, RSMo, requires the State Auditor to examine such information and return to the county clerk our findings regarding the property tax rate ceilings and the debt service levy, if applicable. The State Auditor's Office has relied on information presented and representations made by the taxing authority for our review of the tax rate ceiling(s) and actual property tax rate(s) levied. Our findings are based upon existing constitutional provisions, statutes, rulings, and court decisions.

We understand that the taxing authority's property tax rate ceiling(s) and actual property tax rate(s) levied for 2013 to be as follows:

Purpose	Tax Rate Ceiling or Maximum Allowable Debt Service	Sales Tax Reduction	20% Required Reduction 1st Class Charter County Political Subdivision Not Submitting Estimate Non-Binding Tax Rate	Voluntary Reduction	Recoupment Rate	CERTIFIED RATE	Taxing Authority's Proposed Rate	Complies with MO Laws Yes/No
General Revenue								
Residential	0.2770	0.0000	0.0000	0.0270	0.0000	<b>0.2500</b>	0.2500	Yes
Agricultural	0.2790	0.0000	0.0000	0.0000	0.0000	<b>0.2790</b>	0.2790	Yes
Commercial	0.2640	0.0000	0.0000	0.0000	0.0000	<b>0.2640</b>	0.2640	Yes
Personal Property	0.2750	0.0000	0.0000	0.0500	0.0000	<b>0.2250</b>	0.2250	Yes

Based on the information submitted by the taxing authority we find the CERTIFIED RATE(S) for the taxing authority as listed above, complies or does not comply with the provisions Section 137.073, RSMo, as indicated above. Any taxing authority levying a rate(s) higher than the certified rate(s) is/are not in compliance with Missouri laws. All tax levies not in compliance will receive a Notification of Non-Compliance Letter sent certified mail, will be referred to the Missouri Attorney General's Office pursuant to Section 137.073.6(2), RSMo, and will also be noted in our Review of 2013 Property Tax Rates report. A copy of this letter must be sent by your office to the above captioned political subdivision to comply with Section 137.073.6, RSMo.

CC: St. Louis County Library

Cash projections for 2014 are based on the certified rates assessed in 2013 for each subclass. The ceiling rates have been assessed for all classes. Total district tax cash revenue is budgeted at \$48,943,737. The Board set the tax rates prior to October 1, after post Board of Equalization adjustments had been received.

### Assessment Values

Year	Assessed Valuation				Subtotal	TIF Assessments	Total	Increase Due To	
	Real Estate			Personal				Assessment	New Construction
	Residential	Agricultural	Commercial	Property					
2005	\$10,275,911,360	\$7,733,690	\$4,673,183,991	\$3,311,056,419	\$18,267,885,460	(\$345,971,570)	\$17,921,913,890	8.40%	1.90%
2006	\$10,419,259,330	\$6,852,020	\$4,699,701,469	\$3,438,418,296	\$18,564,231,115	(\$356,649,670)	\$18,207,581,445	0.70%	1.30%
2007	\$12,755,062,680	\$6,846,170	\$5,495,438,530	\$3,338,115,619	\$21,595,462,999	(\$441,397,110)	\$21,154,065,889	15.10%	0.90%
2008	\$12,893,952,310	\$6,836,970	\$5,486,570,549	\$3,439,063,465	\$21,826,423,294	(\$271,169,830)	\$21,555,253,464	0.20%	1.70%
2009	\$11,916,141,810	\$6,087,730	\$5,382,994,966	\$3,317,380,075	\$20,622,604,581	(\$268,908,710)	\$20,353,695,871	-6.40%	0.70%
2010	\$11,946,588,530	\$6,506,070	\$5,465,971,917	\$2,971,047,866	\$20,390,114,383	(\$285,677,230)	\$20,104,437,153	-2.02%	0.96%
2011	\$11,438,109,020	\$4,816,570	\$5,174,792,056	\$2,788,631,125	\$19,406,348,771	(\$269,109,680)	\$19,137,239,091	-5.24%	0.41%
2012	\$11,451,736,530	\$4,691,470	\$5,191,958,411	\$2,997,828,920	\$19,646,215,331	(\$264,043,740)	\$19,382,171,591	0.98%	0.30%
2013	\$10,961,052,750	\$4,423,040	\$5,341,050,557	\$2,873,190,146	\$19,179,716,493	(\$163,500,650)	\$19,016,215,843	-2.65%	0.76%

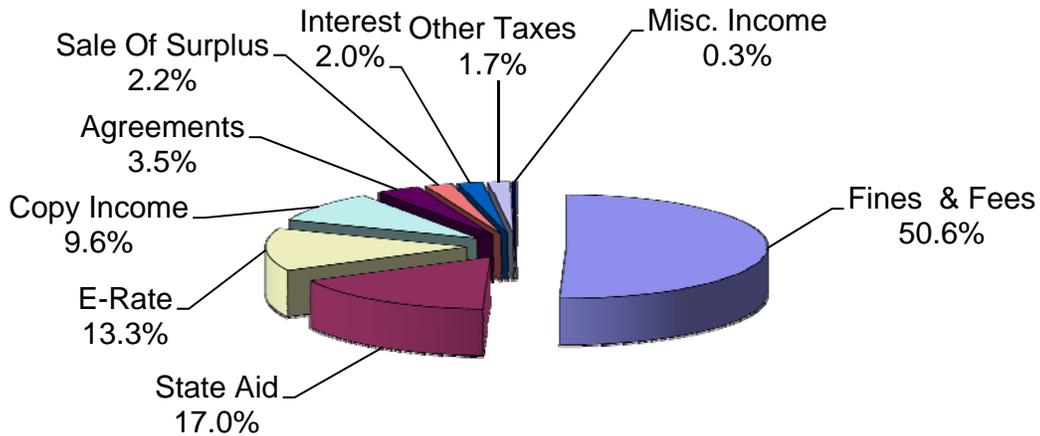
The budgeted accrual income for 2014 is generated from the tax rates set by the Board on September 16, 2013. Those rates will provide the cash revenue available to operate in 2014. An additional surcharge is paid by businesses on commercial property. This tax replaced the merchants and manufacturers inventory tax that was declared unconstitutional over 25 years ago.

Year	Surcharge	
	Year	Amount
2005		\$1,935,978
2006		\$2,096,521
2007		\$2,162,901
2008		\$2,259,605
2009		\$2,225,006
2010		\$2,244,311
2011		\$2,246,450
2012		\$2,333,046
2013		\$2,333,046 *
2014		\$2,246,450 *
* Estimated		

The assumed collection rate is 97.5%. St. Louis County receives 1% for collecting taxes and .625% for the costs of general reassessment which is done every odd year. Tax Increment Financing (TIF) project assessments decreased in 2013. Most TIF projects are between 15 and 23 years. The Library does not receive any or only partial (usually 25%) property taxes from these projects until the TIF bonds are retired. TIF assessments are included in the chart on page 13.

The other sources of income that follow account for 4.4% of the total budgeted revenue in 2014.

## Other Revenues



## Other Revenues

2012 <u>Actual</u>		2013 <u>Revised Budget</u>		2014 <u>Budget</u>
\$3,067,801		\$2,558,448		\$2,298,676

**Financial Institution Tax (FIT):**

This tax is paid by financial institutions including credit unions and is calculated at 7 percent of the institutions’ profit. The budget for 2014 is \$40,000.

**Athletes and Entertainers Tax (A & E):**

The maximum tax that can be received is \$100,000. The amount received in 2013 was \$2,788. There is no budget for 2014.

**State Aid:**

The Missouri State Library (MOSL) administers this program. MOSL has been a part of the Secretary of State’s office since 1993.

State Aid is distributed quarterly based on census data. The state legislature determines the amount of per capita funding. State Aid has a rate of \$0.50 per capita. Income has been budgeted at a 9.3% reduction at \$389,787 for 2014.

**State Grant:**

No funds have been budgeted from this source but library staff will apply whenever the opportunity arises.

**Federal Funds:**

No funds have been budgeted from this source but library staff will apply whenever the opportunity arises.

**Sale of Surplus:**

The sale of surplus books, other media and donated items constitutes the major portion of these receipts. In 2014, for the first time, the Library will be using a third party vendor to sell these items. The 2014 budget projects revenue of \$50,000.

**Fines & Fees:**

Fines on overdue materials continue to comprise the largest portion of this account. Payments for lost and damaged materials, non-resident fees, self service fax fees and meeting room fees are also included in the budget item. Total revenue expected in 2014 is \$1,162,000.

**Copy Income:**

Color coin-operated photocopiers were purchased late in 2008. Copies from the internet and microfilm reader/printers are also a source of revenue. Copies from all sources will provide \$221,000 in revenue.

**Interest Income:**

Collateralized Certificates of Deposit and Agency Bonds are the primary source for investment of Library funds. Member banks of CDARS (Certificate of Deposit Account Registry Service) provide investments that are fully collateralized by the FDIC.

The District has maintained its own checking account since 1984. Overnight Federal Funds accounts are used to provide additional interest earnings. Daily fines, copy income, sale of surplus and miscellaneous receipts are deposited into an interest bearing checking account.

The assumed rate of return for investments in 2014 is approximately 0.15%.

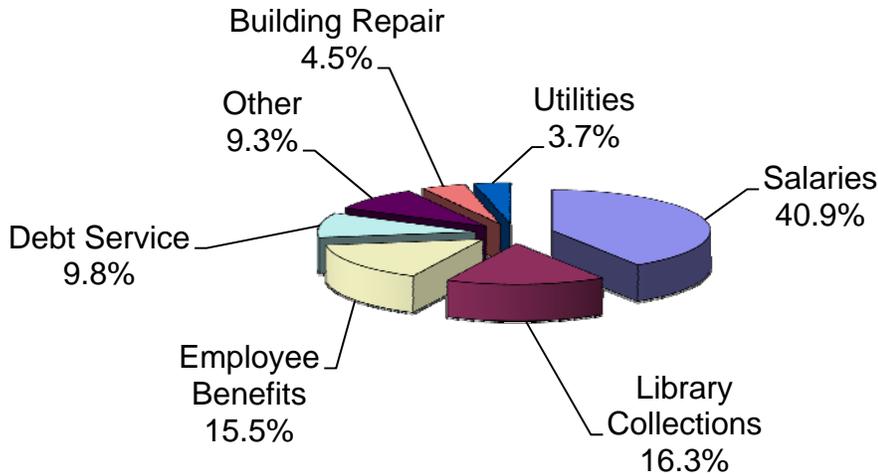
**E-Rate:**

The Library has met the requirements of CIPA (Children's Internet Protection Act) and thus qualifies for E-rate funding. The approved amount to be received in 2014 is \$305,411.

**Miscellaneous Receipts:**

This account includes reciprocal lending and other income sources. The total budget is \$85,889.

## Expenditures



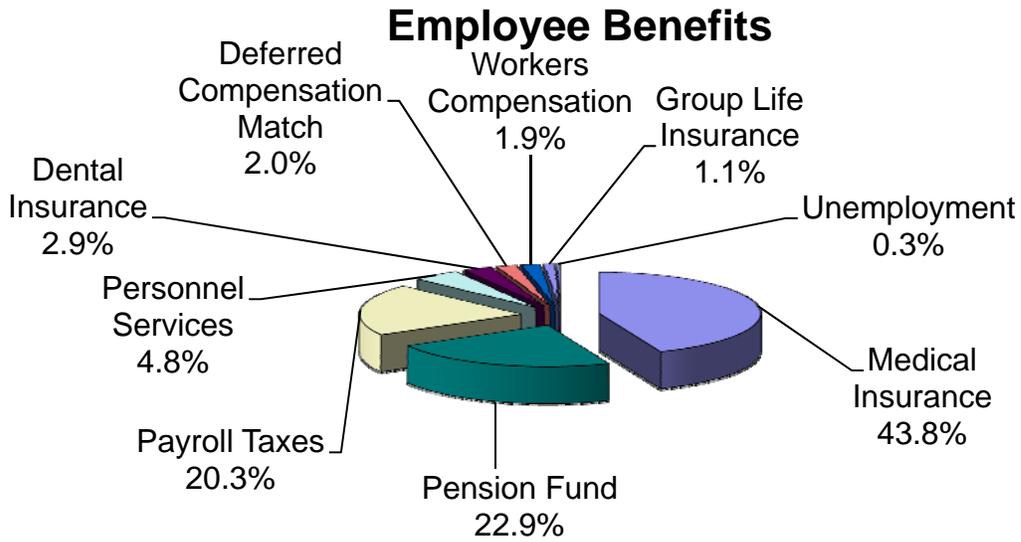
## Salaries

2012 <u>Actual</u>	2013 Revised <u>Budget</u>	2014 <u>Budget</u>
\$17,014,293	\$18,040,000	\$18,821,246

### Salaries

The Personnel budget will be increased in 2014. The increase includes a salary structure adjustment and merit raises based upon performance evaluations. In addition, the Library will offer Sunday hours at three additional branches, Cliff Cave, Natural Bridge and Thornhill. The 2014 budget includes an increase to staff the extra hours at those locations. They will join branches that are currently open year round on Sunday: Headquarters, Daniel Boone, Florissant Valley and Tesson Ferry. Six new positions budgeted for 2014 are offset by unfilled positions in 2013; however, the 2014 budget does include the addition of four positions which include an Early Literacy Coordinator, a Teen Services Coordinator, a Computer Lab Trainer and a Librarian Cataloger. Vacancies will continue to be carefully evaluated as efficiencies in operations are achieved.

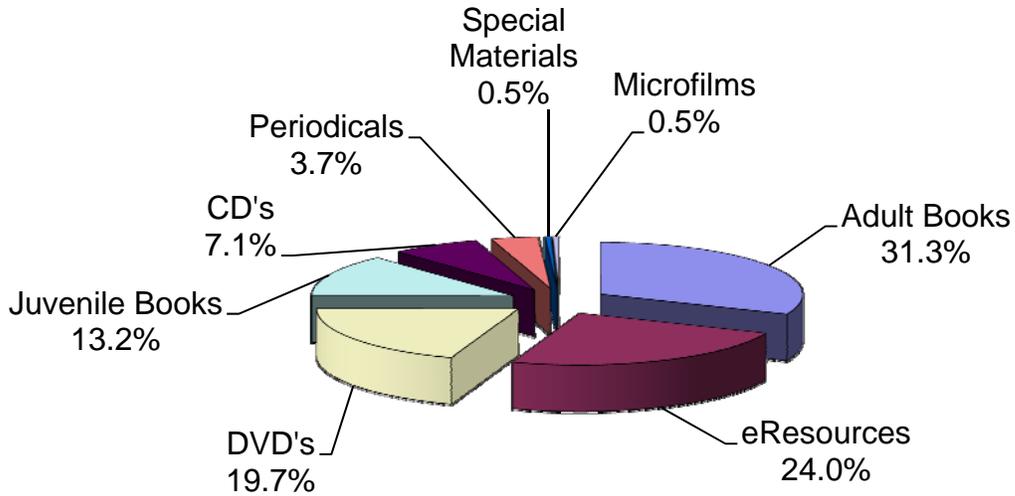
<u>Year</u>	Full Time <u>Equivalents</u> **	
2007	548.0	
2008	545.5	
2009	540.5	
2010	525.5	
2011	506.0	
2012	511.5	
2013 *	509.0	
2014 *	513.0	
* Estimated		
** Figures do not include vacant positions		



2012 <u>Actual</u>	2013 Revised <u>Budget</u>	2014 <u>Budget</u>
\$6,355,212	\$6,810,000	\$7,211,695

The increase in Employee Benefits includes projected increases in Medical and Dental Insurance. The Library will be looking at several cost saving plan design changes in 2014 including the possibility of Self Insurance for medical insurance. The Library also plans to offer a Wellness Program for employees. The increase in this budget also includes a contribution for every qualified employee participating in the Library's 457/Deferred Compensation Plan. In addition, the 2014 budget includes a full contribution to the Pension Fund as recommended by the Library's Actuaries.

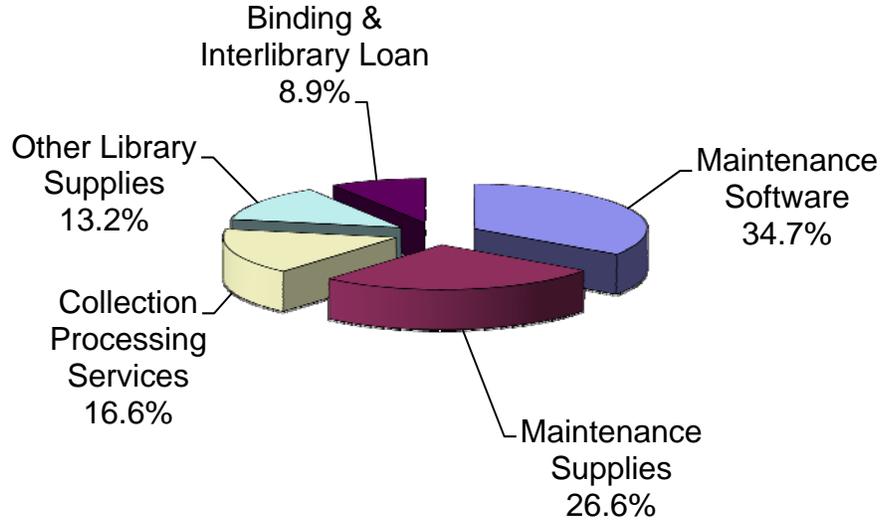
## Library Collections



<b>2012 Actual</b>	<b>2013 Revised Budget</b>	<b>2014 Budget</b>
\$6,204,434	\$6,625,000	\$7,449,917

The Library Collections budget will increase 12.5% in 2014. This funding will be used to continue the purchase of high demand materials such as the Bestseller and DVD collections as well as children's books to promote early childhood reading and language skills. The Library will increase the purchase of circulating ebooks to keep up with demand and add a platform that will allow customer access to downloadable and streaming content of music and movies. FLIP kits and early literacy kits will also be purchased for all branches.

## Collection Maintenance & Supplies

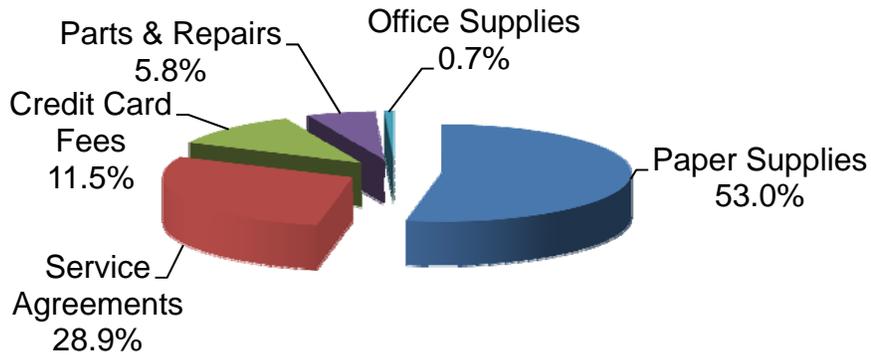


### Collection Maintenance & Supplies

<u>2012</u> <u>Actual</u>	<u>2013</u> <u>Revised</u> <u>Budget</u>	<u>2014</u> <u>Budget</u>
\$400,246	\$500,000	\$450,892

Collection Maintenance & Supplies for 2014 are budgeted to be in line with 2013 costs. This budget includes supplies purchased to process materials in the Library’s collection such as spine labels and book tags and also includes the software maintenance and support fees for the Library’s Integrated Library System through Innovative Interfaces Inc. Purchases of RFID tags are also included in this budget.

## Equipment & Office Supplies

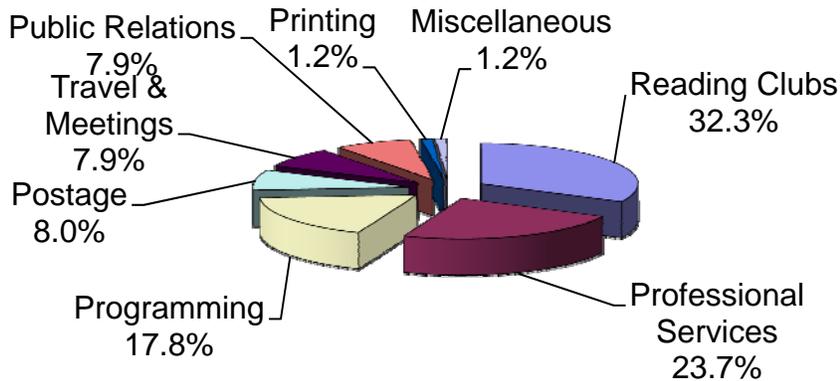


### Equipment and Office Supplies

2012 <u>Actual</u>		2013 Revised <u>Budget</u>		2014 <u>Budget</u>
\$192,475		\$210,000		\$207,888

Equipment & Office Supplies for 2014 are budgeted to be in line with 2013 costs. Costs for office supplies are held in check through the use of cooperative purchasing agreements and competitive quotes. Credit Card fees have been increasing as the use of online credit card payment grows. The Library will be looking into the use of a managed print service in 2014, and, if implemented, could generate future cost savings in paper supplies and toner.

## Programming, Postage, Professional Services and PR



### Programming, Postage, Professional Services and PR

2012 <u>Actual</u>		2013 <u>Revised Budget</u>		2014 <u>Budget</u>
\$1,591,589		\$1,190,000		\$1,267,585

Programming and outreach continued to increase in 2013 with a 7% increase in sessions and a 2% increase in attendance. The budget to support these activities will be increased slightly to cover any loss of programming revenue that was previously generated through book sale events. The Library experienced another record breaking year with Summer Reading Club participation, making St. Louis County Library’s club one of the largest in the entire country. Over 120,000 babies, kids, teens, and adults participated, an increase of 86%. An additional \$50,000 is budgeted to support the continued growth of Summer Reading Club. The library offered a district-wide Winter Reading Club for the first time in 2012-2013 and nearly 25,000 adults, teens, and children participated. The Winter Reading Club is projected to grow significantly in 2014.

Staff will attend conferences & workshops again in 2014. Besides ALA, PLA, and MLA, staff will attend genealogy, finance, facilities, risk management, and youth services conferences.

Professional services are budgeted at \$300,000 in 2014. This includes costs for legal and audit services and a contingency for related special projects.