

Consolidated Public Library District #3  
(known as)

**Mid-Continent Public Library**

# **Annual Budget 2010-2011**



**MID-CONTINENT**  
PUBLIC LIBRARY  
[www.mcpl.lib.mo.us](http://www.mcpl.lib.mo.us)

Library Director, Dick Wilding

# BUDGET MESSAGE

## 2010 – 2011

Total revenues for the 2010 – 2011 fiscal year is expected to remain about the same or “flat” at \$41,769,371 when compared to total revenues received for the 2009 - 2010 fiscal year. This will be the second year of a no increase in revenues. The Library’s tax levy ceiling was previously set at the voted ceiling of 35 cents per \$100 in valuation and the actual levy would fluctuate between 32 and 33 cents based on Hancock Amendment calculations. Recent legislation reduced the ceiling to 32 cents per \$100 in valuation. As a result of decreasing property values and a decrease in new construction combined with the inability to “roll up” to 35 cents, revenues will remain relatively flat for the foreseeable future. Operating the library with minimal impact on services during times of increased usage and decreased revenues remains a challenge.

For the second year in a row, salaried staff will not receive an increase in base salary. Since the performance payments awarded to the staff was not added to the base salaries last year, the Library will have the funds to continue to pay the health insurance and pension benefits as it has in the past. Also, \$549,783 has been allocated for performance pay for salaried employees. Salaries and benefits account for 58.5% of the total budget. Expenditures for materials for 2010 - 2011 remain about the same as last year at 22.5% vs. 22.9% of the budget. Expenditures for Library Operations are up slightly at 19.0% vs. 18.7% last year.

This year, a new account was created to combine all of the employee resources expenditures into one account. The new account, number 5110, is summarized on page 17. The only new expense is for the employee recognition program. The other expenses were formerly found under the Advertising and Promotions, Continuing Education and Professional Fees accounts.

The “Branch Enhancement” program, whereby improvements are made to libraries in regards to aesthetics, space allocation, lighting and furniture, will continue at a reduced rate. Due to budget constraints, Blue Ridge, Kearney and Red Bridge Branches will be enhanced in this fiscal year rather than the six branches that were included the original plan. The expense for these enhancements is estimated to be \$297,415 and is budgeted in the Furniture and Equipment and the Building Repair and Maintenance accounts of the Operating Fund.

Expenditures from the Capital Project Fund are budgeted at \$2,719,673. This amount includes \$1,219,673 for debt payment. As directed by the Board, the debt payment funds will be transferred from the Operating Fund to the Capital Projects Fund to the extent that revenue exceeds expense in the previous fiscal year. In addition to the \$1,219,673 an additional \$2,780,327 for a total of \$4,000,000 will be transferred to the Capital Project Fund to comply with the new Fund Balance Policy recommended in the last financial audit and approved by the Library Board.

The Capital Project Fund Budget reflects non-recurring revenue of \$400,000. This payment is due to the construction of the Iatan Power Plant in Platte County and this is the last year this revenue will be received. In future years some payment will be received in the form of utility tax.

This year the Budget Summary also includes the Foundation, Scholarship and Endowment Accounts because these accounts have now become significant.

Library Staff has mobilized to question all library processes in order to reduce cost while improving customer service. This is absolutely essential in order to meet the challenge of increasing library services with no increase in financial resources.

Richard J. Wilding,  
Director of Libraries

**CONSOLIDATED LIBRARY DISTRICT NO. 3**  
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**MID-CONTINENT PUBLIC LIBRARY**  
**2010-11 Budget Summary**

James A.  
Leathers

	Operating Fund	Capital Project Fund	Grants & Gifts Fund	Scholarship Fund	Endowment Fund	Summer Reading Program	Total Proposed Budget
Beginning Fund Balance	\$ 26,559,177	\$ 17,990,066	\$ 59,379	\$ 12,815	\$ 29,164	\$ 14,271	\$ 44,664,872
Revenues:							
Property Taxes	39,935,000 (1)	400,000 (2)	-	-	-	-	40,335,000
Grants & Contributions	634,371	100,000	25,000	-	1,000	-	760,371
Interest on Investments	350,000	350,000	2,000	250	500	300	703,050
Fines, Fees, and Other	810,000	-	-	-	-	-	810,000
Miscellaneous Income	40,000	650,000	-	-	-	-	690,000
<b>Total Revenues</b>	<b>41,769,371</b>	<b>1,500,000</b>	<b>27,000</b>	<b>250</b>	<b>1,500</b>	<b>300</b>	<b>43,298,421</b>
Expenditures:							
Payroll and Benefits	24,419,216	-	-	-	-	-	24,419,216
Books and Other Materials	9,400,000	-	-	-	-	-	9,400,000
Library Operations	7,950,155	1,219,673	-	2,000	-	-	9,171,828
Capital Projects	-	1,500,000	-	-	-	-	1,500,000
<b>Total Expenditures</b>	<b>41,769,371</b>	<b>2,719,673</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>44,491,044</b>
Transfers in (out)	(4,000,000)	4,000,000	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>\$ 22,559,177</b>	<b>\$ 20,770,393</b>	<b>\$ 86,379</b>	<b>\$ 11,065</b>	<b>\$ 30,664</b>	<b>\$ 14,571</b>	<b>43,472,249</b>

(1) Estimated tax revenue based on 32-cent per \$100 assessed valuation.

(2) There is a projected short-term property tax revenue from Platte County due to the construction of a new power plant. The library has decided to spend it on capital development.

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OPERATING FUND BUDGET

<u>Account Number</u>	<u>Actual 2008-09</u>	<u>Actual 2009-10</u>	<u>Proposed 2010-11</u>
Operating Revenues:			
3210 Property Tax - Clay	12,010,828	11,575,930	11,645,000
3230 Property Tax - Jackson	21,628,337	20,831,327	20,400,000
3250 Property Tax - Platte	7,054,302	7,466,898	7,500,000
3260 Interest on Property Tax	438,614	400,351	350,000
3270 Financial Institutional Tax	97,377	38,872	40,000
3280 Interest on Financial Inst Tax	2,471	-	-
<b>Property Taxes</b>	<b>41,231,929</b>	<b>40,313,378</b>	<b>39,935,000</b>
3290 State of MO Entertainment Tax	50,000	46,426	-
3330 Grants	16,825	1,186	25,000
3350 State Aid	367,635	367,635	330,871
3430 Telecom E-Rate Discount	209,306	398,267	275,000
3500 Contributions	3,452	4,118	3,500
<b>Grants &amp; Contributions</b>	<b>647,218</b>	<b>817,632</b>	<b>634,371</b>
3370 Interest on Investments	465,934	168,044	350,000
3390 Fines, Fees and Other	774,197	782,989	810,000
3800 Miscellaneous Income	81,245	36,376	40,000
<b>Total Operating Revenues</b>	<b><u>43,200,523</u></b>	<b><u>42,118,419</u></b>	<b><u>41,769,371</u></b>

Operating Expenditures:

5010 Personnel - Salaried	13,858,131	14,224,788	14,294,352
5020 Personnel - Hourly	3,131,059	3,166,236	3,589,488
5030 Social Security	1,262,045	1,300,899	1,368,113
5050 Unemployment Compensation	4,358	9,570	45,000
5060 Tuition Reimbursement	10,016	15,121	15,000
5070 Retirement	2,169,123	2,163,213	2,344,273
5080 Medical Insurance	2,522,091	2,287,939	2,580,000
5090 Life and Disability Insurance	72,345	66,255	87,219
5100 Employee Assistance Program	9,701	5,466	9,431
5110 Employee Resources	-	-	86,340
<b>Payroll and Benefits</b>	<b>23,038,869</b>	<b>23,239,487</b>	<b>24,419,216</b>
5150 Books	5,404,969	4,144,267	4,600,000
5180 Periodicals	379,846	337,038	350,000
5190 Microfilm	61,426	95,519	75,000
5200 Electronic Resources	2,704,412	2,511,961	2,250,000
5230 A-V Materials	1,583,531	1,704,856	2,125,000
<b>Books and Other Materials</b>	<b>10,134,184</b>	<b>8,793,641</b>	<b>9,400,000</b>

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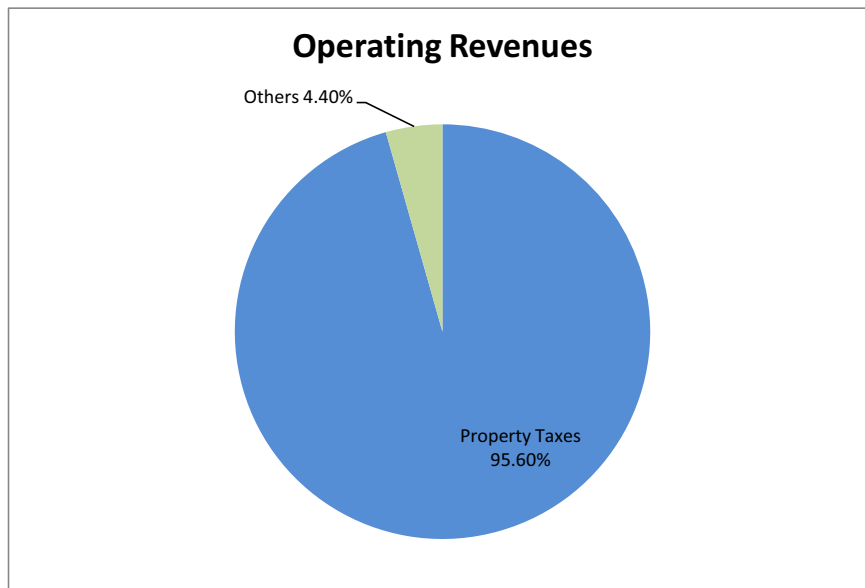
OPERATING FUND BUDGET

<u>Account Number</u>	<u>Actual 2008-09</u>	<u>Actual 2009-10</u>	<u>Proposed 2010-11</u>
5260 Rent - Branches	1,800	1,800	1,800
5270 Rent - Equipment	340,068	420,798	420,000
5300 Furniture and Equipment	529,850	438,905	361,760
5320 Vehicles	80,186	2,233	80,000
5330 Automated Circulation System	544,476	620,043	650,000
5340 Online Computer Library Center	130,130	124,396	130,000
5350 Custodial Supplies	96,707	98,854	98,000
5380 Office Supplies and Printing	514,208	492,118	480,000
5430 Advertising and Promotion	343,639	275,551	307,500
5440 Live Programming and Events	472,385	623,655	590,000
5460 Professional Fees	184,885	312,236	255,400
5470 Continuing Educ. & Conventions	116,494	156,158	94,000
5490 Membership and Dues	36,837	32,538	40,000
5510 Utilities	912,249	862,443	950,000
5540 Postage and Freight	566,514	578,037	570,000
5570 Telephone & Telecommunication	631,403	711,967	645,000
5600 Binding	31,300	32,734	50,000
5630 FF&E Repair and Maintenance	23,678	29,906	40,000
5660 Building Repair & Maintenance	956,349	1,001,247	1,154,695
5690 Automotive Repairs	17,536	12,787	20,000
5710 Gas, Oil and Lubrication	56,518	55,907	70,000
5740 Travel and Transportation	138,247	127,882	130,000
5770 Insurance	231,135	274,815	300,000
5800 Refunds and Miscellaneous	8,723	7,161	12,000
5990 Contingency	-	-	500,000
<b>Library Operations</b>	<b>6,965,317</b>	<b>7,294,171</b>	<b>7,950,155</b>
<b>Total Operating Expenditures</b>	<b><u>40,138,370</u></b>	<b><u>39,327,299</u></b>	<b><u>41,769,371</u></b>
Transfers in (out)	(5,000,000)	(3,000,000)	(4,000,000)
Beginning Fund Balance	29,389,738	26,768,057	26,559,177
<b>Net Change in Fund Balance</b>	<b>(1,937,847)</b>	<b>(208,880)</b>	<b>(4,000,000)</b>
Ending Fund Balance	27,451,891	26,559,177	22,559,177

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2010-11 Operating Revenues

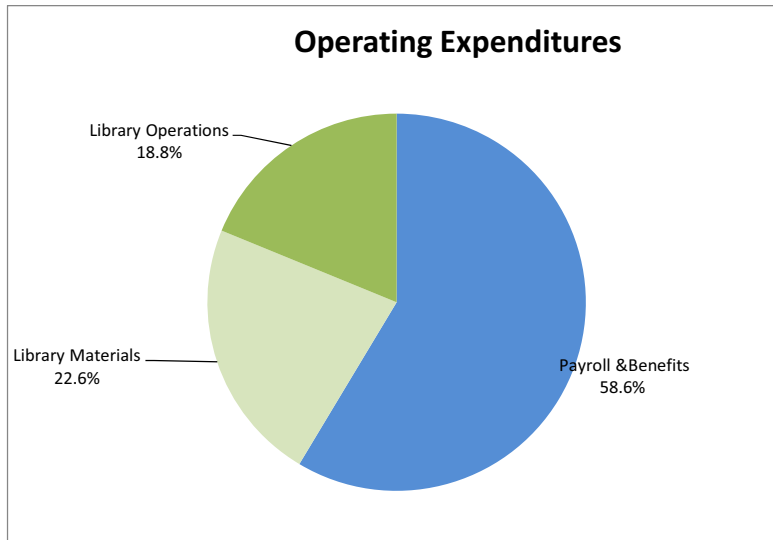
Property Taxes	\$	39,935,000
Grants & Contributions		634,371
Interest on Investments		350,000
Fines, Fees, & Other		810,000
Miscellaneous Income		<u>40,000</u>
Total Revenues	\$	<u>41,769,371</u>



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2010-11 Operating Expenditures

Payroll and Benefits	\$	24,419,216
Library Materials		9,400,000
Library Operations		<u>7,950,155</u>
Total Expenditures	\$	<u>41,769,371</u>



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2010-2011 Major Capital Improvement Plans and Initiatives

	<u>Budgeted Amount</u>	<u>Operating Fund Accounts</u>	<u>Capital Project Fund Accounts</u>
<b>Branch Enhancement</b>			
FF&E (BR, KE, & RB)	200,000	5300	
Lighting (BR, KE, & RB)	<u>97,415</u>	5660	
<b>Total</b>	<b>\$297,415</b>		
<b>New Facilities</b>			
New Smithville Branch	300,000		5300, 5460, & 7020
Woodneath	<u>400,000</u>		5460
<b>Total</b>	<b>\$700,000</b>		
<b>Other Improvements</b>			
North Independence Renovation	800,000		5460 & 7020
Carpeting and Floor Stabilization (BR, SI, & KE)	<u>405,550</u>	5660	
<b>Total</b>	<b>\$1,205,550</b>		

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10-year Debt Payment Schedule of the Capital Project Fund\*

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2007-08	\$ 845,000	\$ 376,745	\$ 1,221,745
2008-09	880,000	345,903	1,225,903
2009-10	910,000	313,343	1,223,343
<b>2010-11</b>	<b>940,000</b>	<b>279,673</b>	<b>1,219,673</b>
2011-12	975,000	244,893	1,219,893
2012-13	1,010,000	208,330	1,218,330
2013-14	1,050,000	170,455	1,220,455
2014-15	1,090,000	130,555	1,220,555
2015-16	1,130,000	89,135	1,219,135
2016-17	<u>1,170,000</u>	<u>45,630</u>	<u>1,215,630</u>
 Total	 \$ 10,000,000	 \$ 2,204,660	 \$ 12,204,660

\* In 2007, Mid-Continent Public Library contracted UMB Bank as the underwriter to issue a 10-year certificate of participation for the Midwest Genealogy Center.

**5010 Personnel - Salaried**

**\$ 14,294,352**

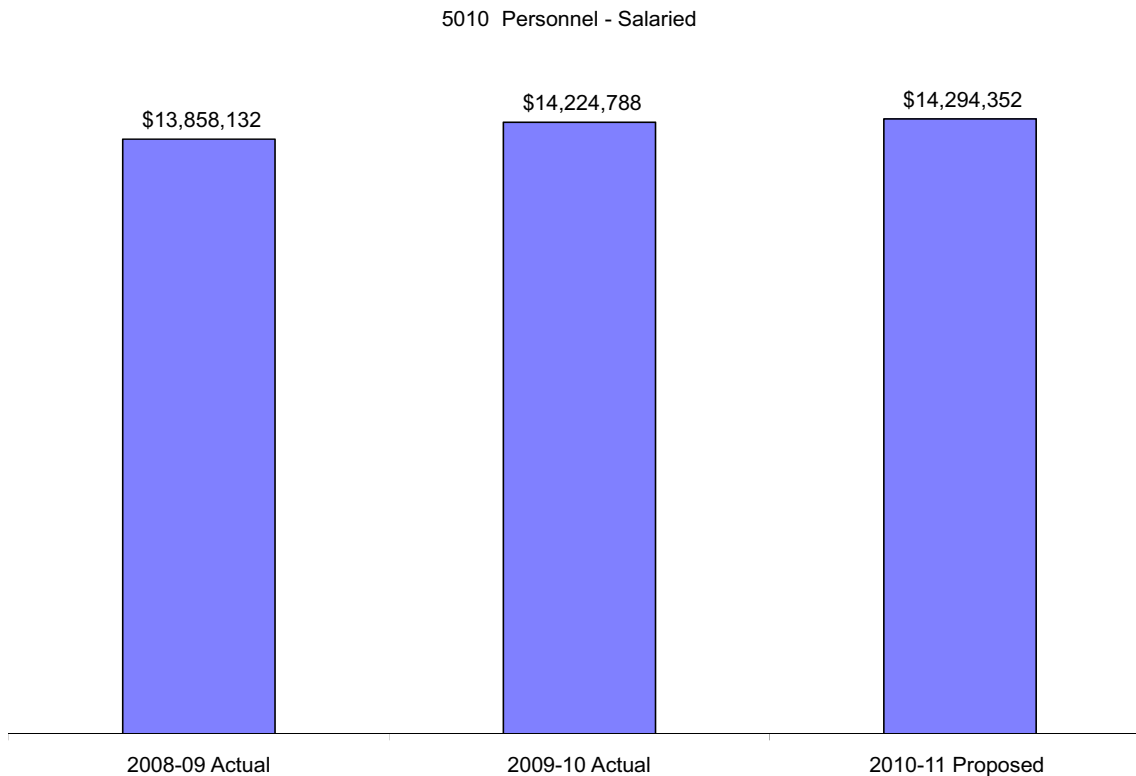
The salaried staffing budget, annual salary adjustments and salary range structure movement are based on the recommendations of Library administration and were adopted by the Board of Trustees at the April 20, 2010 meeting.

Base salaries will remain unchanged for 2010-2011 and performance payouts will be in the form of lump sum payments for all eligible salaried staff. The lump sum performance payouts will come from a pool of \$549,783 that represents approximately 4% of total base salaries. The payouts will be made on the basis of non-exempt performance scores and exempt percentage of goals accomplishment. The salary range structure will be increased by approximately 2% to recognize wage market inflation. This item does not require current funding.

345 full - time classified employees budgeted.

120 half- time classified employees budgeted.

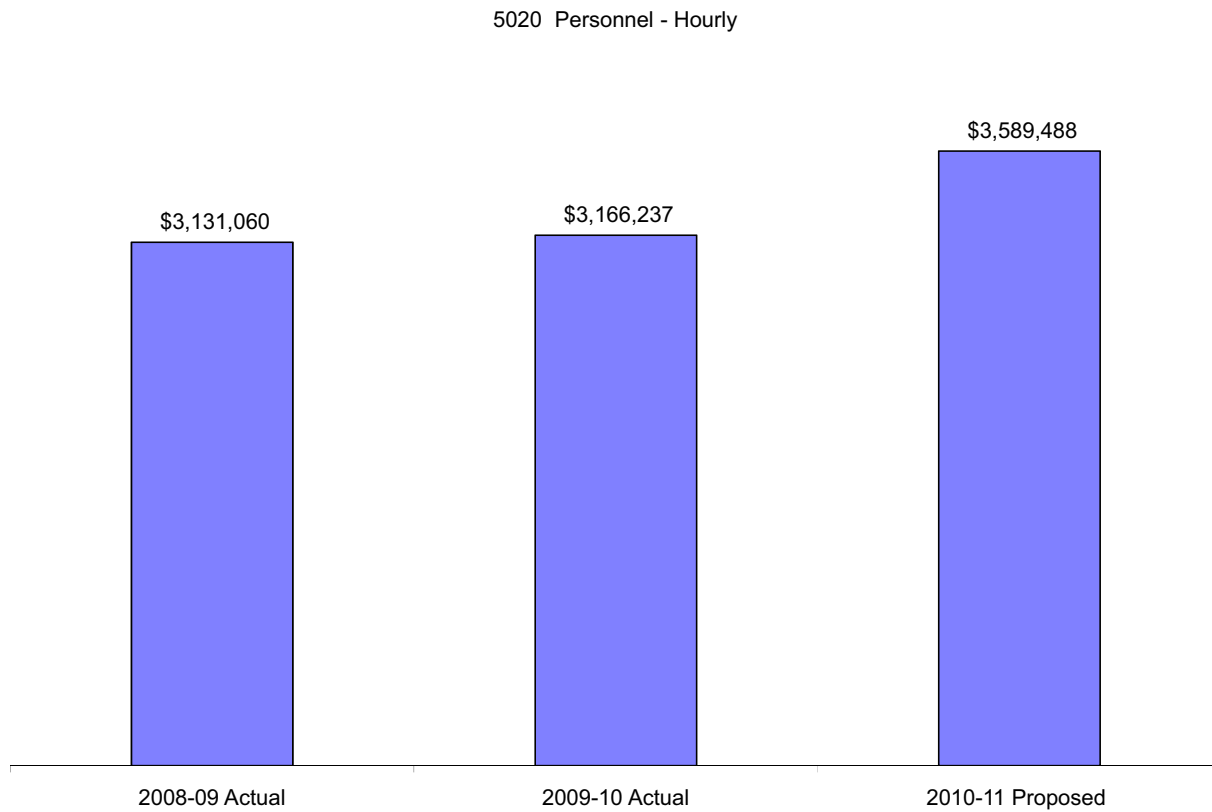
2 full - time unclassified employees budgeted.



**5020 Personnel - Hourly**

**\$ 3,589,488**

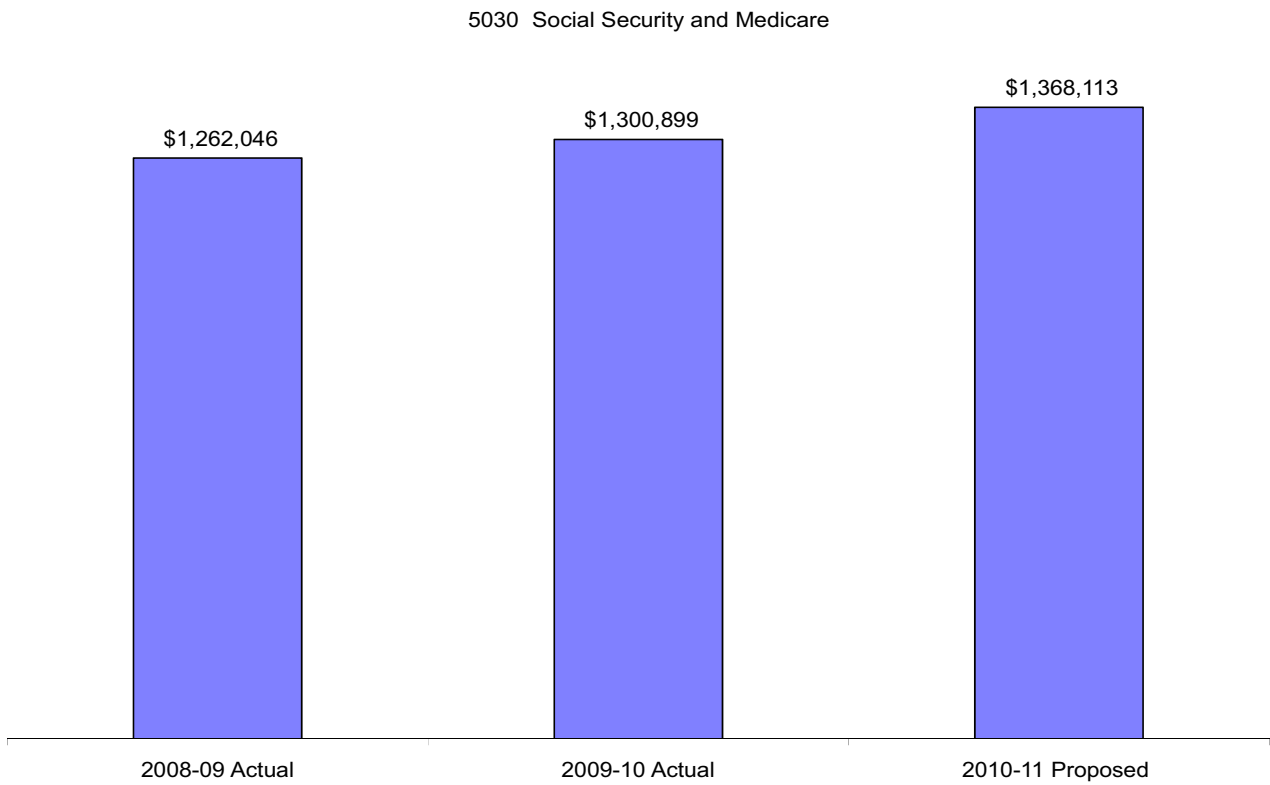
This account is for wages to be paid to Substitute Clerks, Pages and other part-time help for a total of 400,631 hours, or 192.61 FTEs in FY 2010-11.



**5030 Social Security and Medicare**

**\$ 1,368,113**

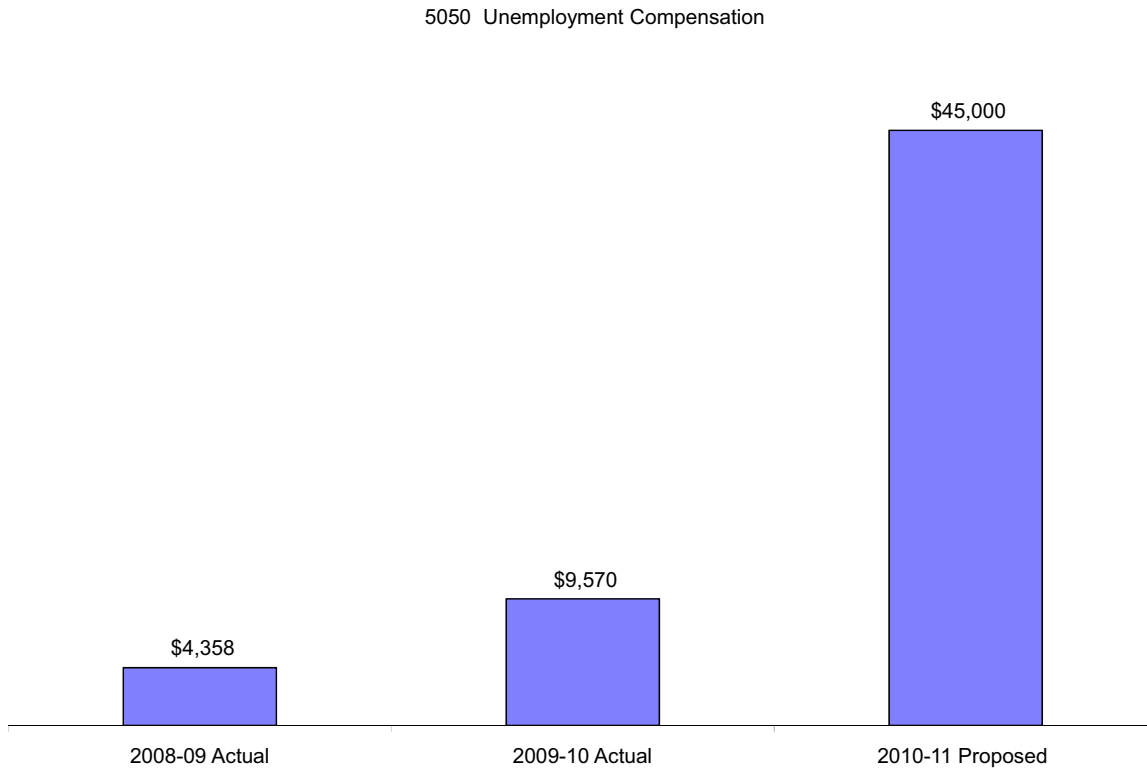
The employer contribution rate is 7.65% of both salaried and hourly employees' payroll calculations for FY 2010-11.



**5050 Unemployment Compensation**

**\$ 45,000**

Mid-Continent Public Library is on the reimbursement method of Unemployment Compensation. Recent government policy changes, history, and the current economic condition encouraged Mid-Continent Public Library to continue to use this method.

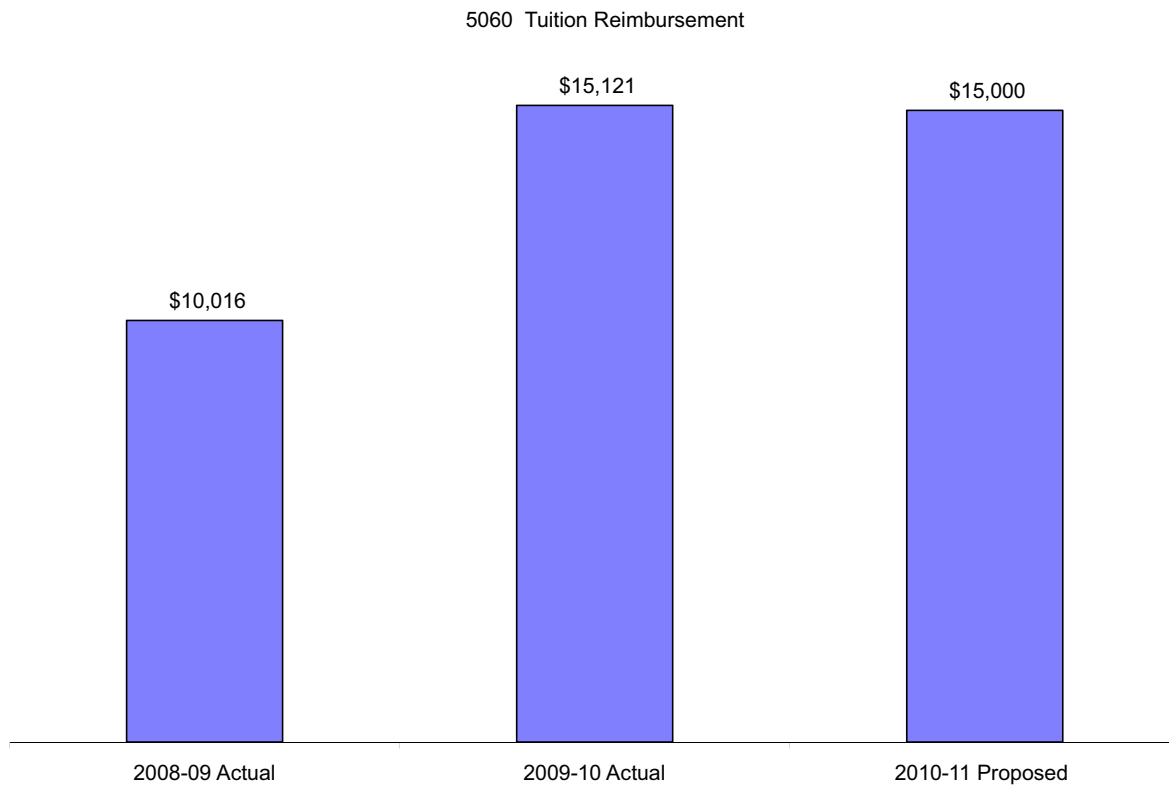


**5060 Tuition Reimbursement**

**\$ 15,000**

Based on the cost per credit hour, Mid-Continent Public Library will reimburse for tuition expenses to salaried employees who are enrolled in a graduate Library Science degree program or other job-appropriate college courses.

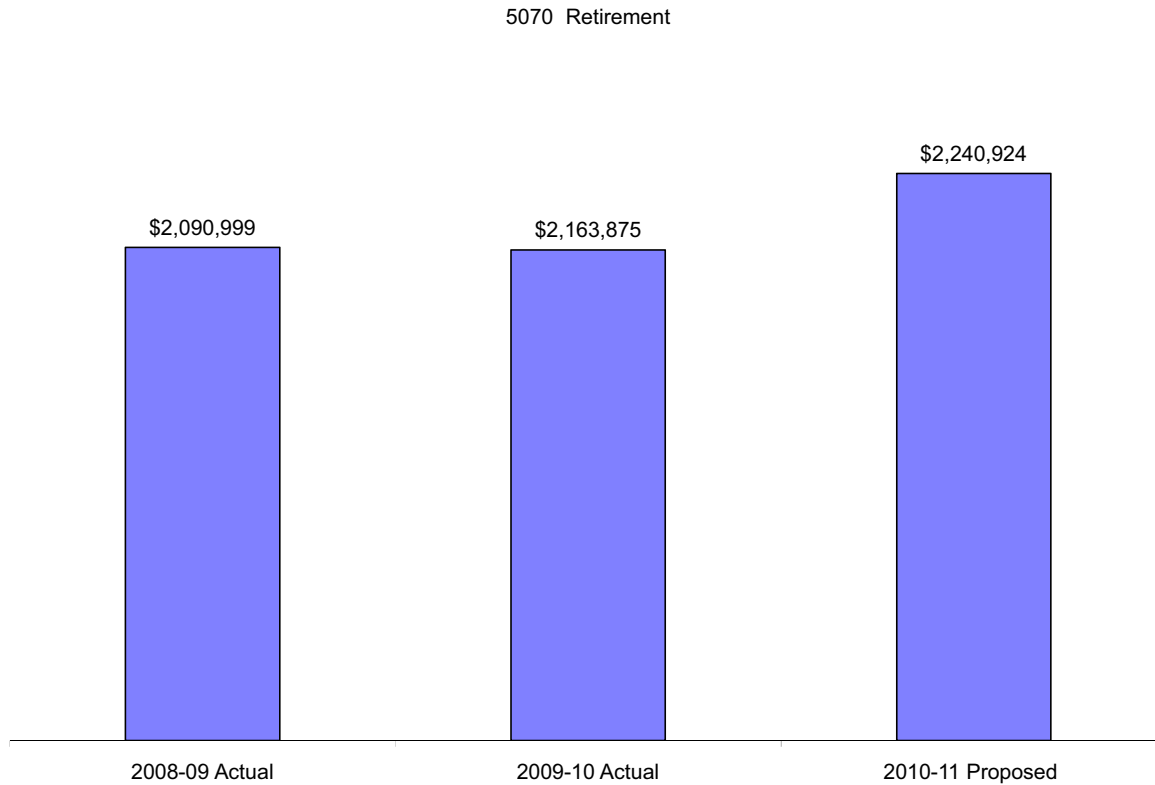
Employees are only approved to participate in this program provided there is revenue in the fund to meet all reimbursement commitments.



**5070 Retirement**

**\$ 2,344,273**

For 2010-11, Mid-Continent Public Library's cost of retirement will be 16.4% of salaries for all full time and half time employees. This percentage is calculated annually based on an Actuarial Valuation and is valid for the following fiscal year. The library is a member of the Missouri Local Government Employees Retirement System (LAGERS) and currently subscribes to the L-6 program, including the *Rule of 80* benefit.



**5080 Medical Insurance**

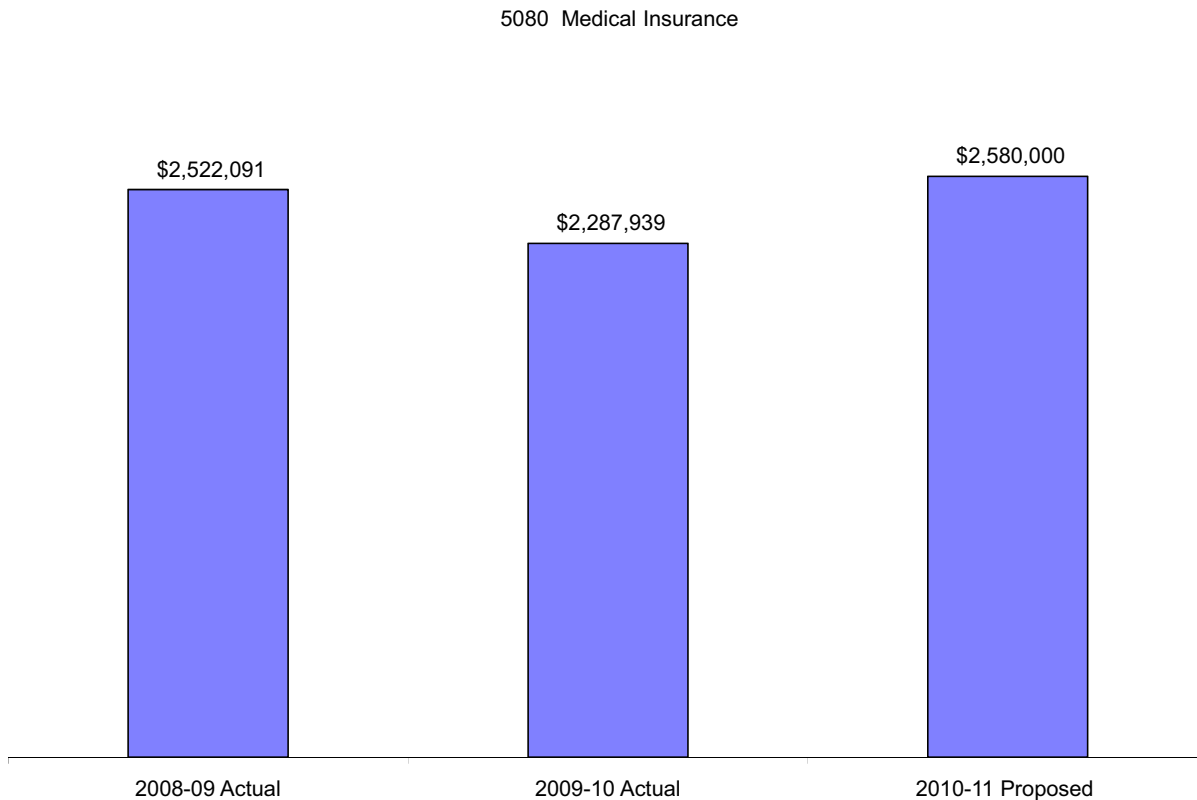
**\$ 2,580,000**

Mid-Continent Public Library provides group health and dental insurance to all full-time employees and health insurance to retired full-time employees with 20 years of service who are at least 60 years of age.

The January 1, 2010 medical insurance renewal was for 12 months resulting in a mid-FY renewal on January 1, 2011. The January 1, 2010 dental insurance renewal was for 12 months also resulting in a mid-FY renewal on January 1, 2011.

The blended Medical insurance rate is \$583.54 per employee per month.

The blended Dental insurance rate is \$39.93 per employee per month.



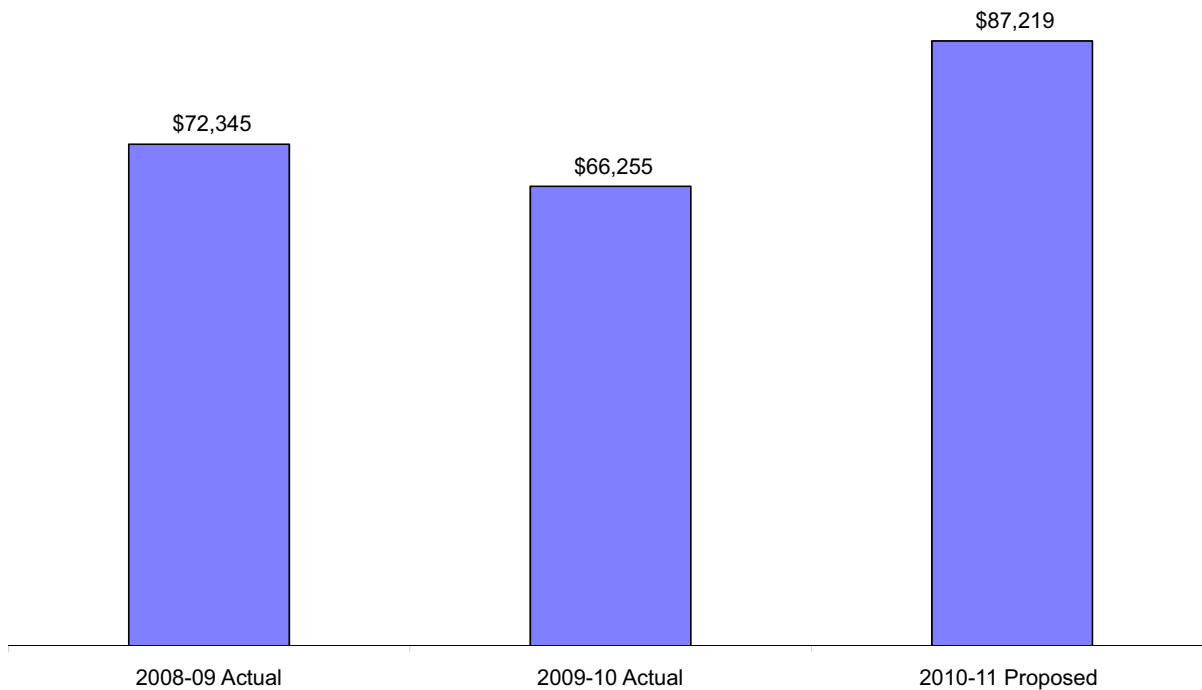
**5090 Life and Disability Insurance**

**\$ 87,219**

Mid-Continent Public Library carries life and long-term disability insurance for all full-time employees. Long-Term Disability Insurance is calculated at a rate of \$0.287 per \$1,000 salary per month plus \$0.315 per \$100 salary per year, per employee.

Long-Term Disability	43,934
Life Insurance	<u>43,285</u>
Total	87,219

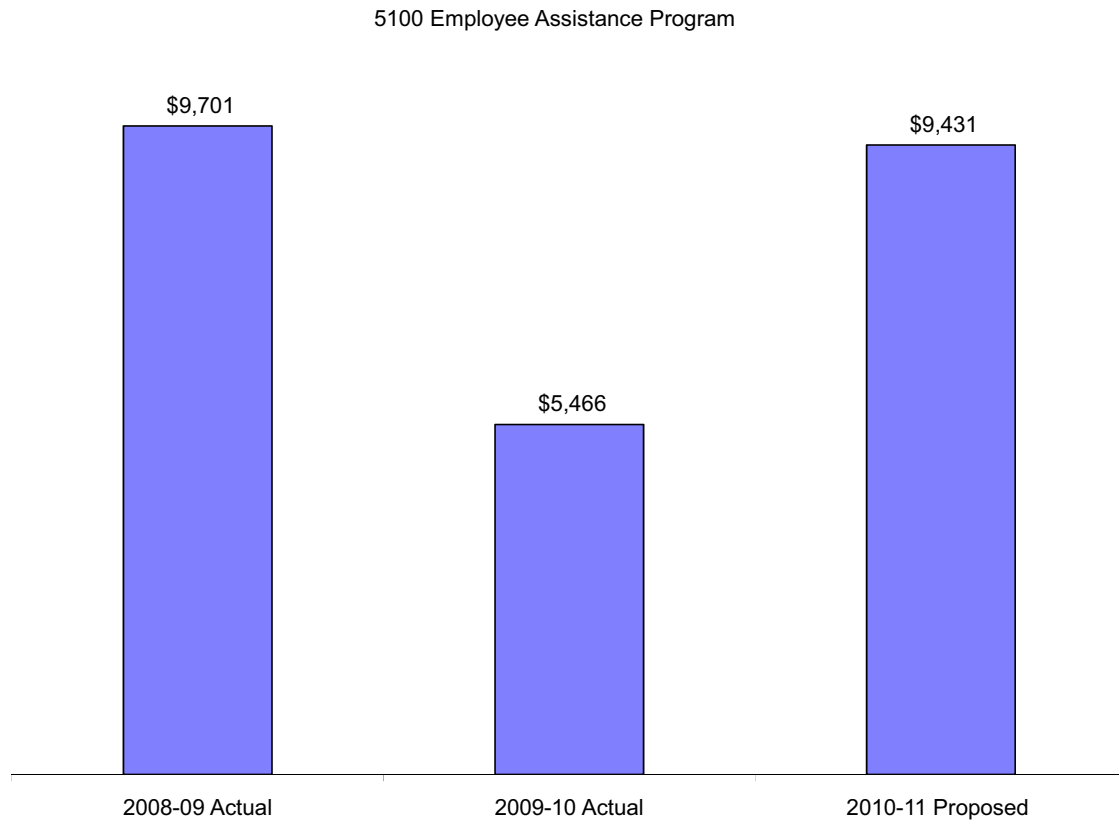
5090 Life and Disability Insurance



## 5100 Employee Assistance Program

\$ 9,431

Mid-Continent Public Library provides an Employee Assistance Program (EAP) through New Directions Behavioral Health, LLC for all Library employees and their families. This program helps employees maintain on-the-job productivity by providing professional information, motivation, and support to employees and their families.



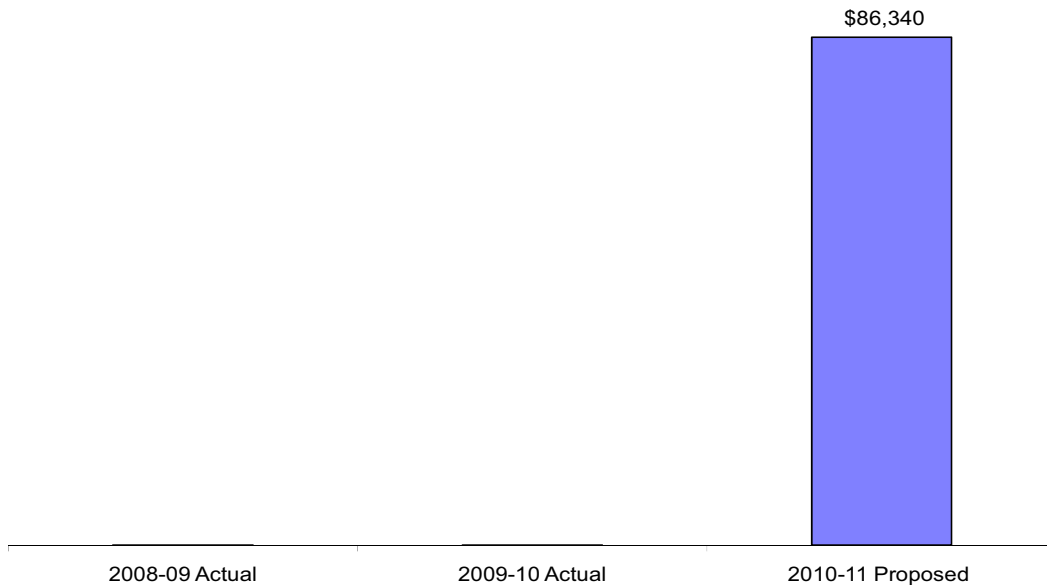
## 5110 Employee Resources

\$ 86,340

Mid-Continent Public Library orders a criminal background check on all new employees over age 19. The Library provides appropriate leadership training to supervisory managers, training to all staff to promote excellent customer service and training to help staff treat each other with dignity and respect. The Library plans to develop a formal employee recognition program to reinforce efforts to create and maintain a customer service culture of excellence. From time to time the Library has a need to utilize commercial employment and recruiting services. The Library sponsors a Section 125 tax savings plan for use by all benefits eligible employees

Background Checks	9,300
Leadership Training	15,000
Customer Service Training	15,000
Harassment, Workplace Behavior, Diversity Training	25,000
Employee Recognition Programs	11,000
Employment Ads and Recruiting	7,500
Flexible Spending Account	3,540
Total	<u>86,340</u>

5110 Employee Resources



**5150 Books**

**\$ 4,600,000**

As part of Mid-Continent Public Library’s material budget, this account includes the purchase of adult and juvenile books, reference books, standing orders items, and “contract copies” as part of our approval plan. This amount is one of the highest as a percentage of overall budget in the nation, according to the Public Library Data Services 2009.

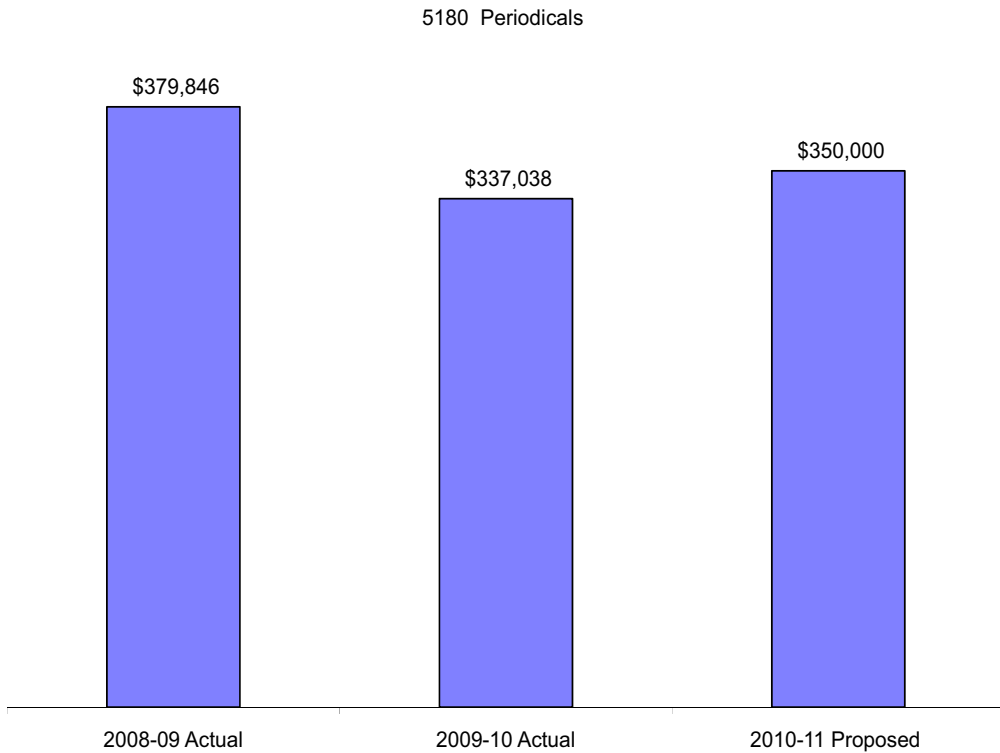


**5180 Periodicals**

**\$ 350,000**

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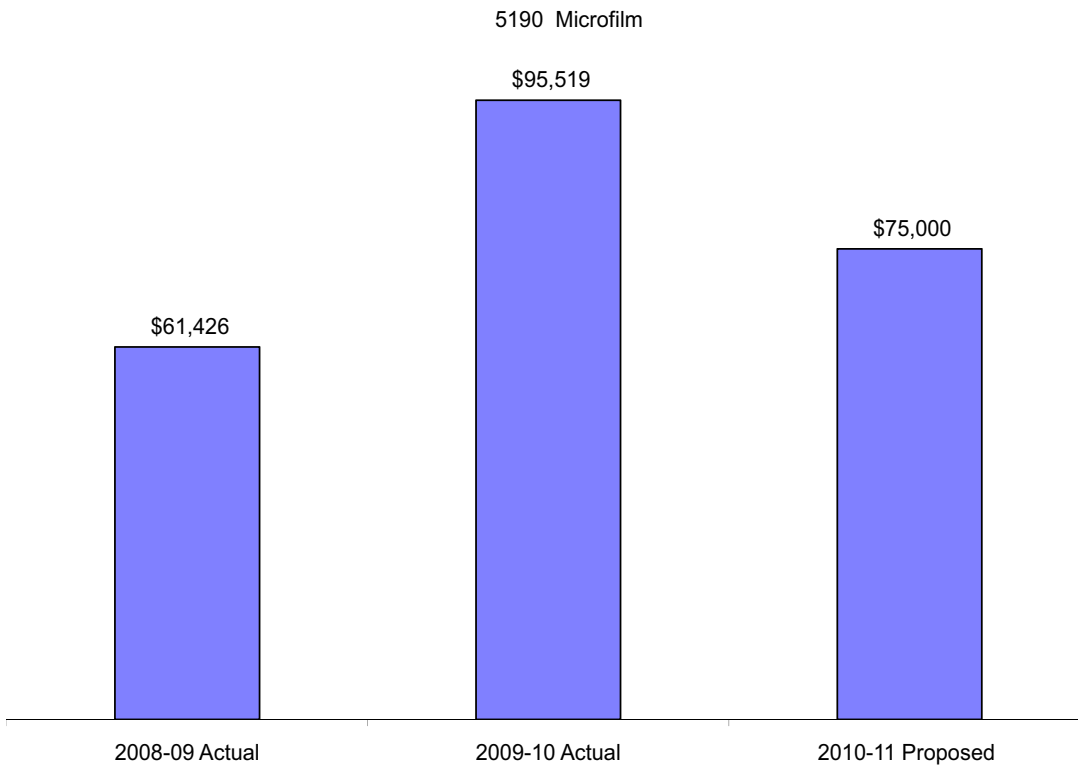
As part of Mid-Continent Public Library’s material budget, this account includes magazine and newspaper subscriptions. This budget has been decreased as the library refocuses its strategy surrounding magazine subscriptions.



**5190 Microfilm**

**\$ 75,000**

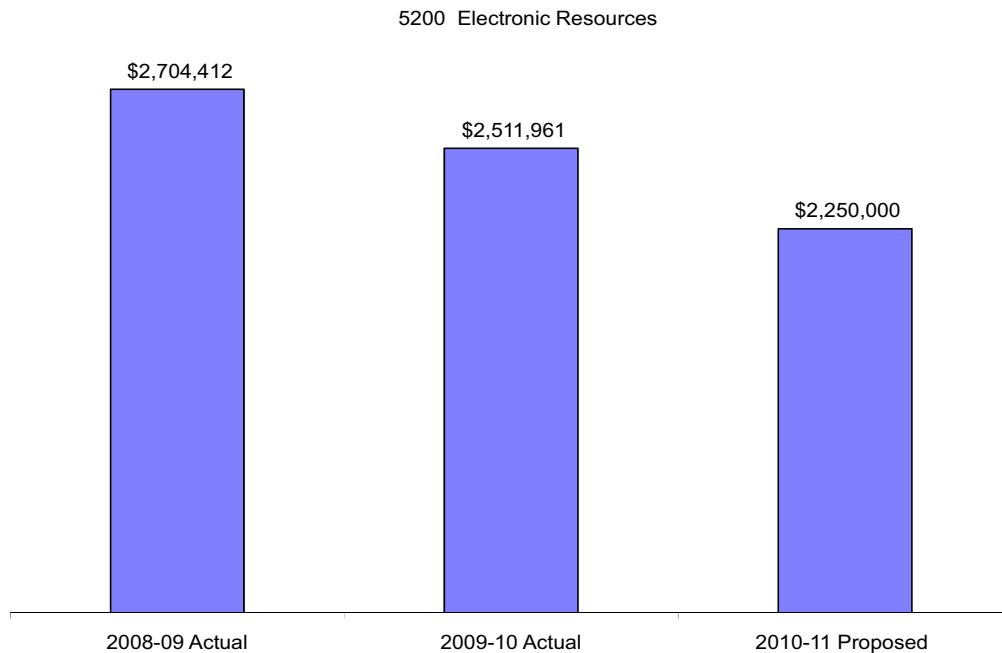
As part of Mid-Continent Public Library’s material budget, this account includes periodicals on microfilm, census microfilm, and microfiche. Generally, the library believes that microforms are losing importance as a delivery method for archival information. . For the library’s purposes, much of the archival information required by our users is better delivered and provided by the library’s electronic resources.



**5200 Electronic Resources**

**\$ 2,250,000**

As part of Mid-Continent Public Library’s material budget, this account includes several high-quality, evaluated, digital resources. Many of the library’s resources are available to customers from their own homes twenty-four hours a day, seven days a week. Some reference items previously purchased in print are better provided to our public in a digital format. Such items are purchased from this budget account.

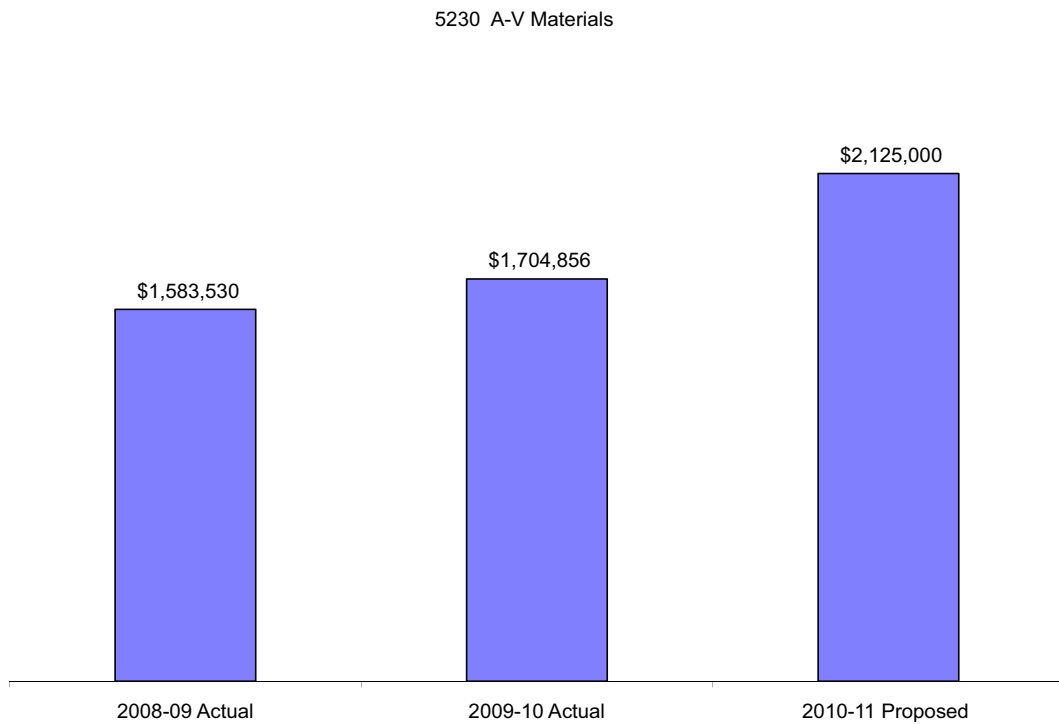


**5230 A-V Materials**

**\$ 2,125,000**

As part of Mid-Continent Public Library's material budget, this account includes non-print media such as DVDs, and spoken word or music on compact discs. The library also provides audiobook downloading on demand.

Audiobooks	875,000
Video	775,000
Music	200,000
Downloadable Audiovisual Materials	<u>275,000</u>
Total	2,125,000

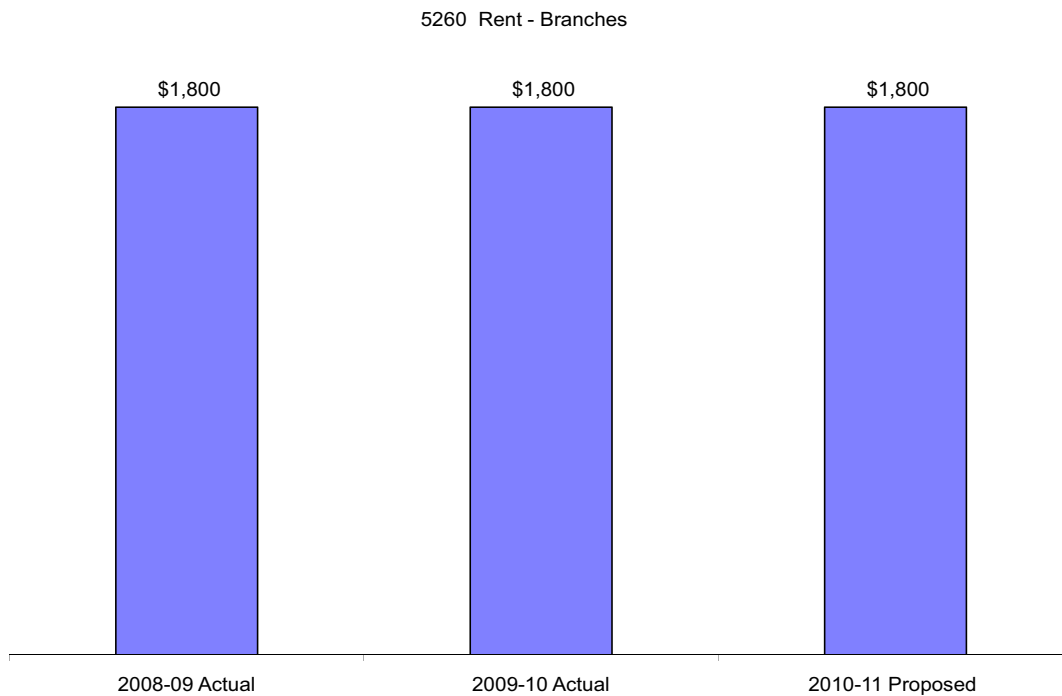


**5260 Rent - Branches**

**\$ 1,800**

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Mid-Continent Public Library owns all its facilities. However, the library is obligated to pay a yearly easement access rent to the Boardwalk Shopping Center for Boardwalk branch.

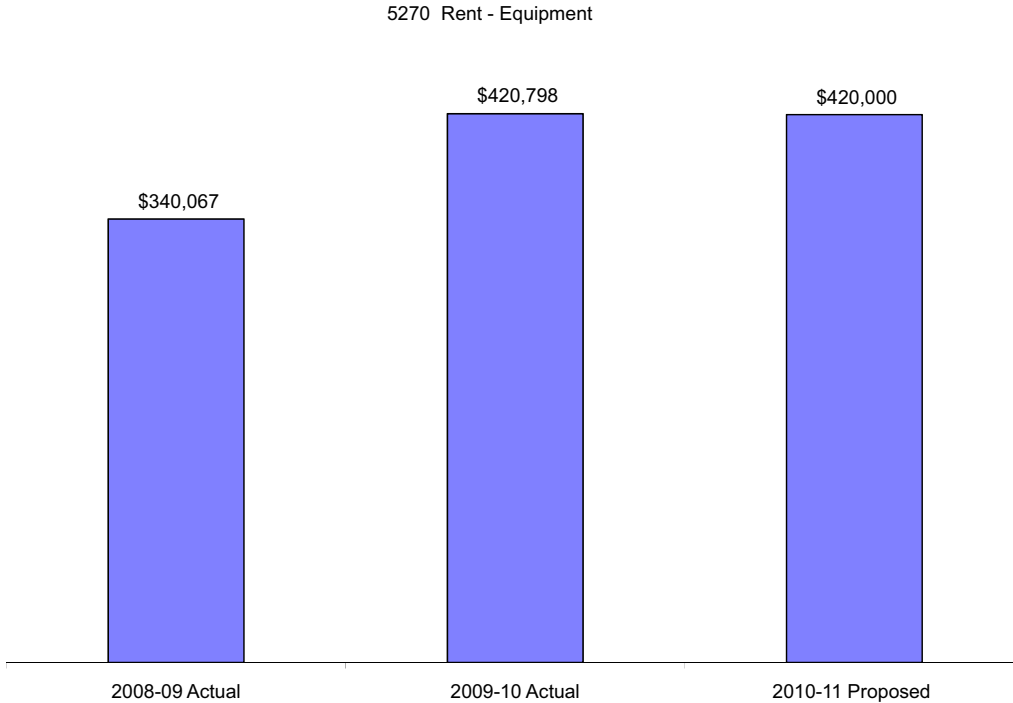


**5270 Rent - Equipment**

**\$ 420,000**

Periodically, Mid-Centinent Public Library rents specialized equipment when depreciation warrants rental rather than purchase. The library participates in a “Buy and Swap” program with Dell Finance. This program allows the Library to replace designated PCs and printers every three years without creating a surplus inventory issue with older discarded computers. At the end of the three-year term, the library may either retain the machine for an additional fee, or return it to the vendor.

Digital print & copy machines for staff use	70,000
Lease to own computer plans	280,000
36 copiers for public use	32,000
Printers	23,000
Other	15,000
<b>Total</b>	<b>\$ 420,000</b>



## 5300 Furniture and Equipment

\$ 361,760

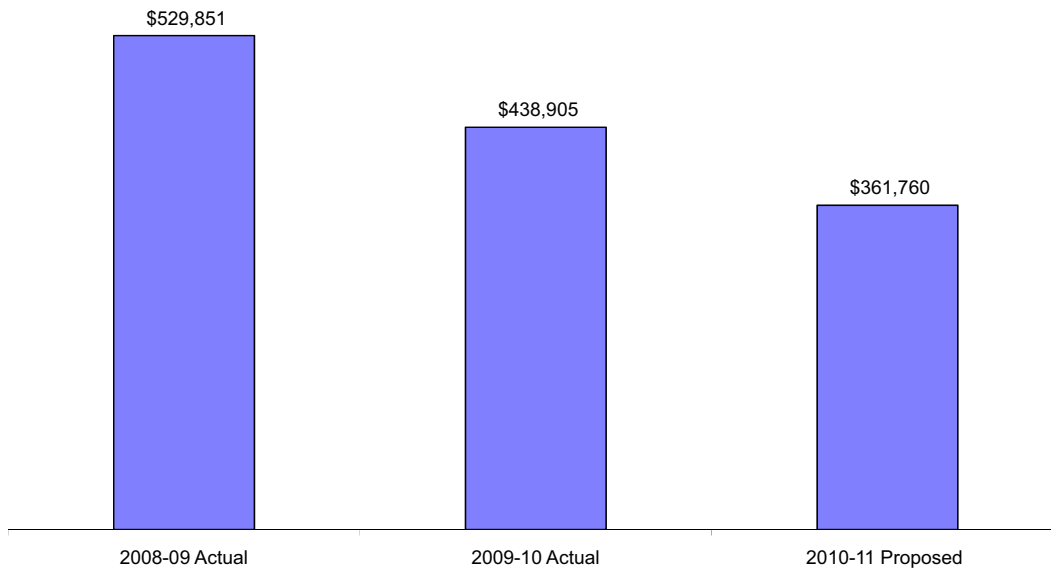
Any furniture or equipment purchased by Mid-Continent Public Library costing over \$300.00 per item or \$1,000.00 for a group of similar items are included in this account. Examples of such items would be telephone systems, vacuum cleaners, shelving, chairs, tables, desks, etc. In FY 2010-11, the library will allocate a total of \$230,000 to enhance branches, in addition to the cost covered by the Building Repair and Maintenance account (5660).

Building on the success of the two "Library-To-Go" installations, the Library will look for appropriate strategic partners and locations for additional locations in FY 2010-11.

### Branch Enhancement Project:

Furniture	200,000
Digital Signage	30,000
Library-to-Go	50,000
Other	81,760
Total	<u>361,760</u>

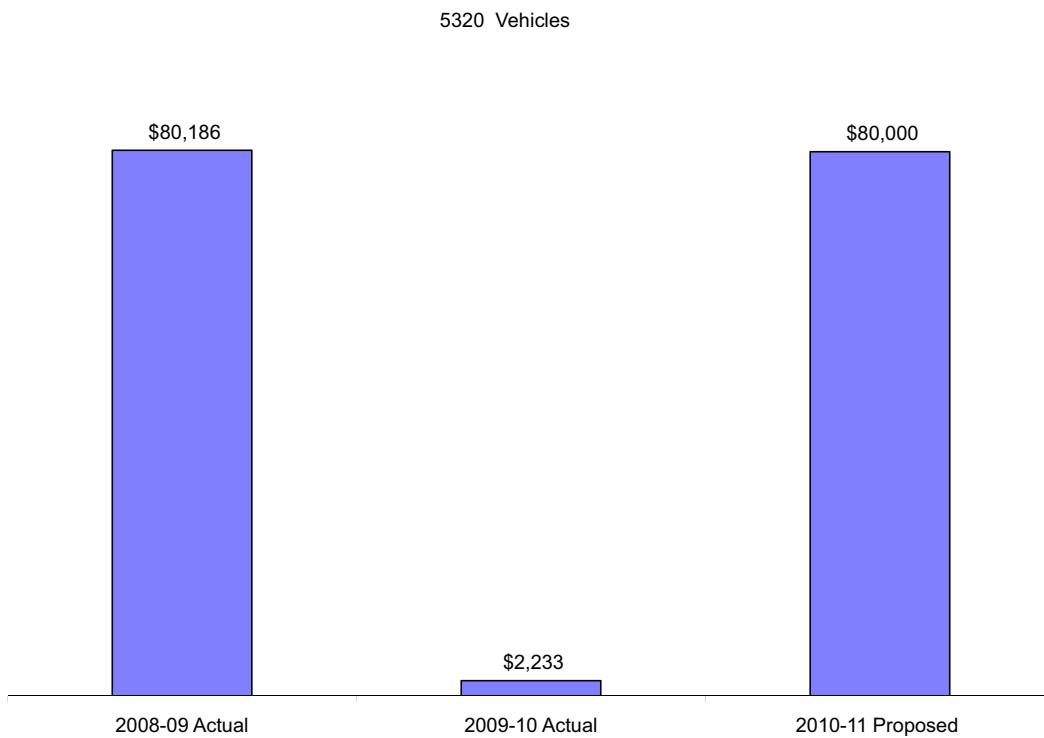
5300 Furniture and Equipment



**5320 Vehicles**

**\$ 80,000**

Mid-Continent Public Library maintains a fleet of delivery trucks and service vehicles to be used in the routine operation of the library. For FY 2010 –11, the Library will replace two delivery trucks..



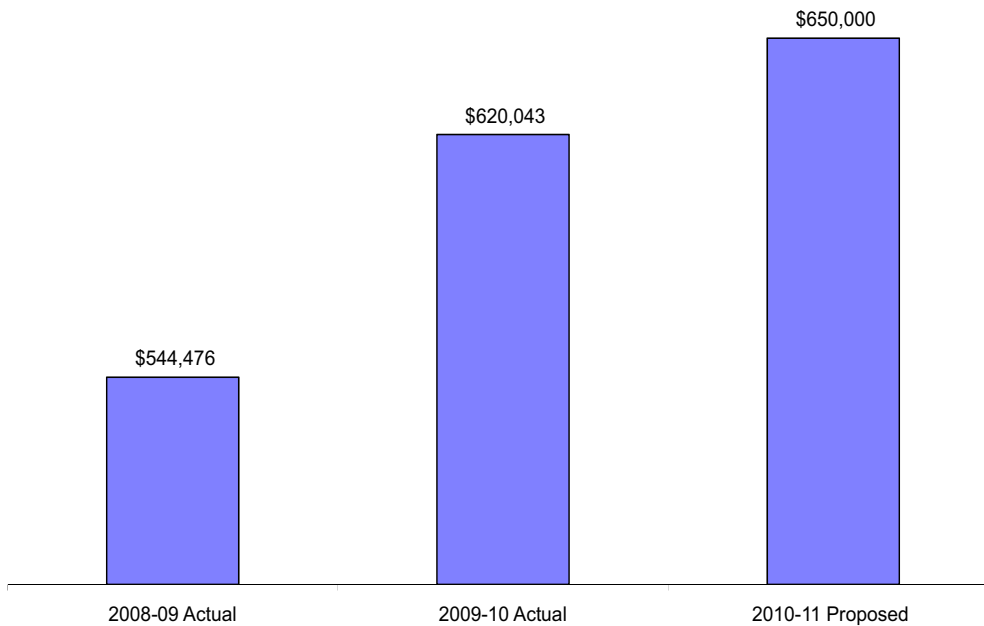
## 5330 Automated Circulation System

\$ 650,000

The library will continue to update and to upgrade its data processing equipment, automated circulation system, and online information networks. Identified projects for FY 2010-11 are summarized as below:

Software/hardware maintenance contracts	500,000
Library-to-go site equipment	7,080
CMS waiting list system	15,750
MS Office Communicator project	9,250
Faronics software	15,900
Other equipment replacement and supplies	<u>102,020</u>
Total	650,000

5330 Automated Circulation System

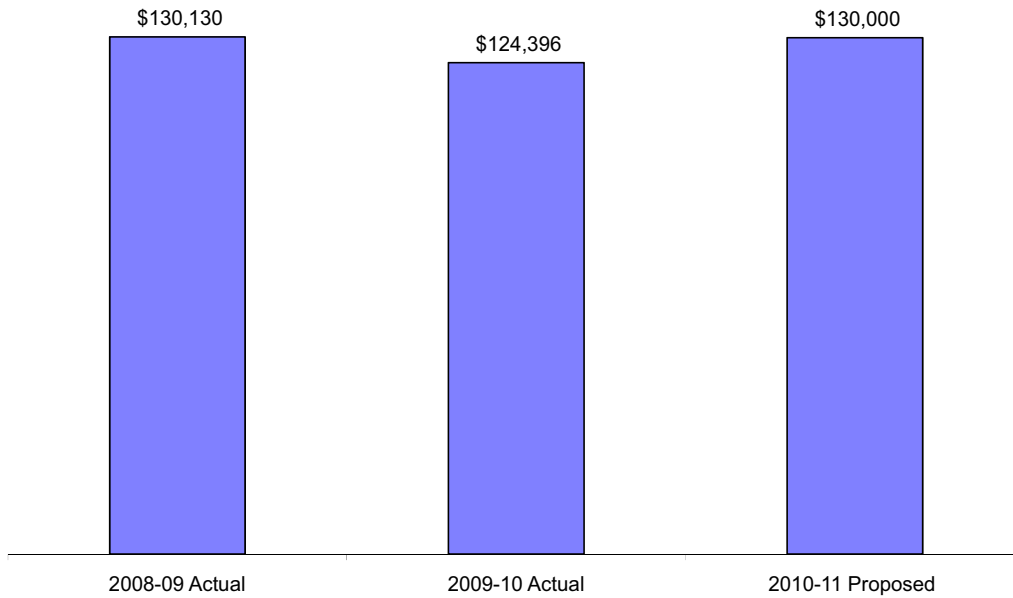


**5340 Online Computer Library Center**

**\$ 130,000**

This is the cost associated with obtaining and creating the records online to catalog Mid-Continent Public Library's books and other materials.

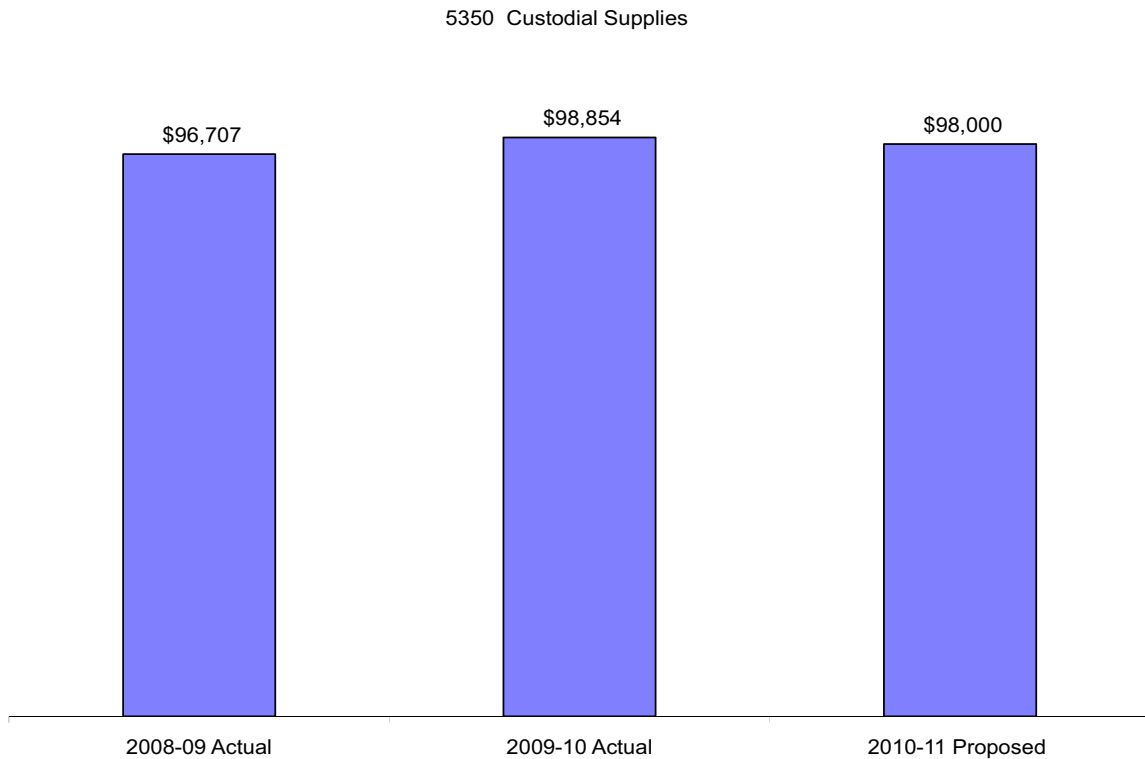
5340 Online Computer Library Center



**5350 Custodial Supplies**

**\$ 98,000**

Any cleaning and restroom supplies for all library facilities are included in this account. The library has committed to explore safer, cost efficient, and eco friendly products in FY 2010-11.

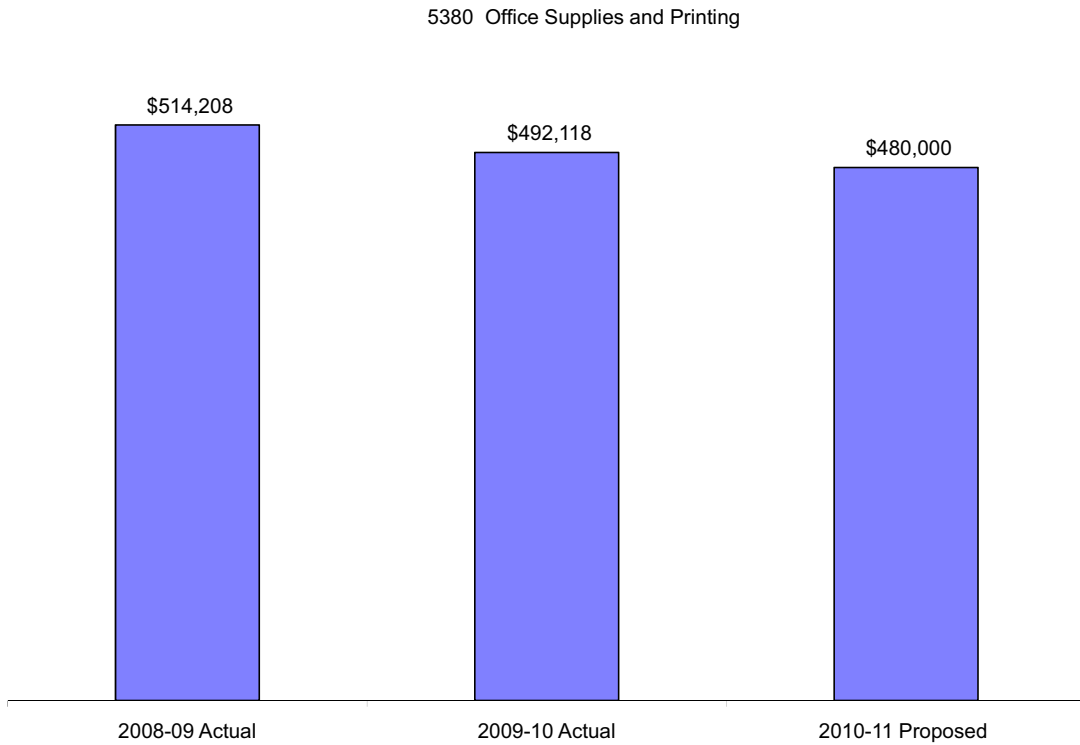


**5380 Office Supplies and Printing**

**\$ 480,000**

This account includes miscellaneous office supplies, and furniture or equipment under \$300.00 per item. Below are the major categories of such purchases.

Catalog & AV supplies	80,000
Library bags	40,000
Library cards	30,000
Mailroom supplies	40,000
Printer/fax toners	100,000
Various office/program supplies	100,000
Various papers	90,000
<b>Total</b>	<b>480,000</b>



**5430 Advertising and Promotion**

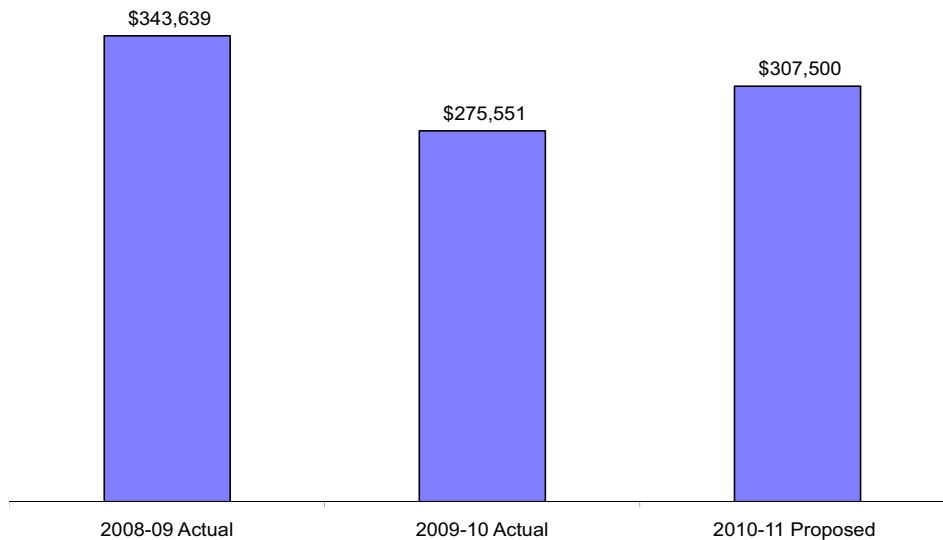
**\$ 307,500**

Mid-Centinent Public Library believes that service to our customers and public includes informing them about new services and offerings, as well as ensuring easy access to library services. Activities in this account include promotion of programming, public information initiatives and the creation of tools to facilitate library use.

The Library redesigned the library’s website in FY 2009-10, reformulating the site as a virtual branch. There may be additional functionality or corrections made to the site post-launch. These funds will be used to hire outside consultants if necessary.

Yellow pages	20,000
BTB	121,000
Counting Opinions	13,500
Printing services	25,000
Genealogy marketing	15,000
Promotional materials	10,000
Website enhancement	35,000
Other initiatives and materials	<u>68,000</u>
Total	307,500

5430 Advertising and Promotion

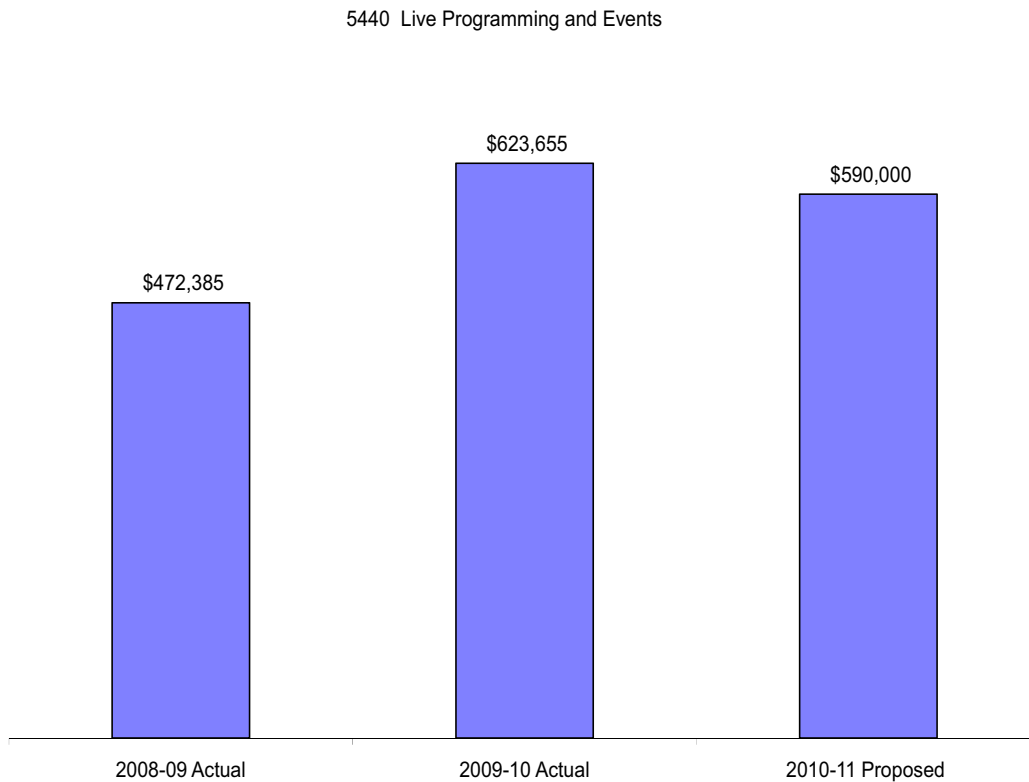


**5440 Live Programming and Events**

**\$ 590,000**

Mid-Continent Public Library promotes lifelong learning via live programming, special events, outside exhibits, support displays, study groups, addresses literacy issues with literacy-based programs, and assists branch and community book discussion groups. The library also offers a very well-received Summer Reading Program (SRP) and a winter family reading program entitled Reading Aloud Family Time (RAFT). The cost for presenters, supplies, and incentives for SRP and RAFT are all funded through this account.

SRP & RAFT	410,500
All other programs	<u>179,500</u>
Total	590,000

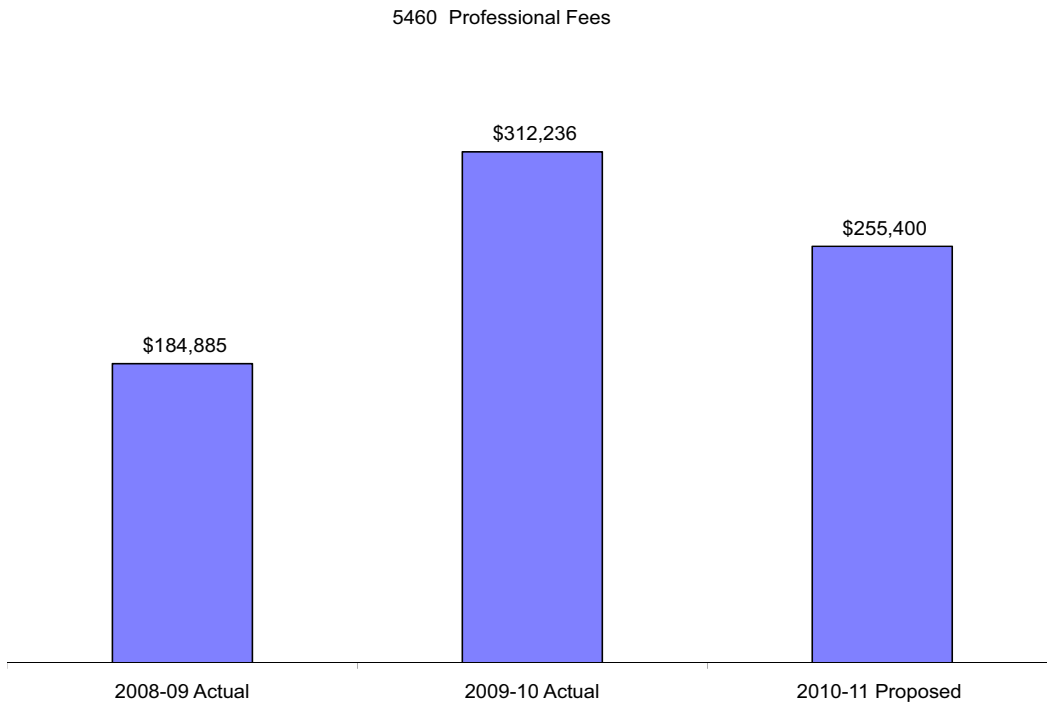


**5460 Professional Fees**

**\$ 255,400**

Mid-Continent Public Library hires certain professionals to help with specific activities when professional advice is warranted. Identified professional services for FY 2010-11 are summarized as below:

Consultants	7,000
Legal	20,000
Auditing	30,800
Collection	30,000
Branch Security	133,300
Banking	<u>34,300</u>
Total	255,400



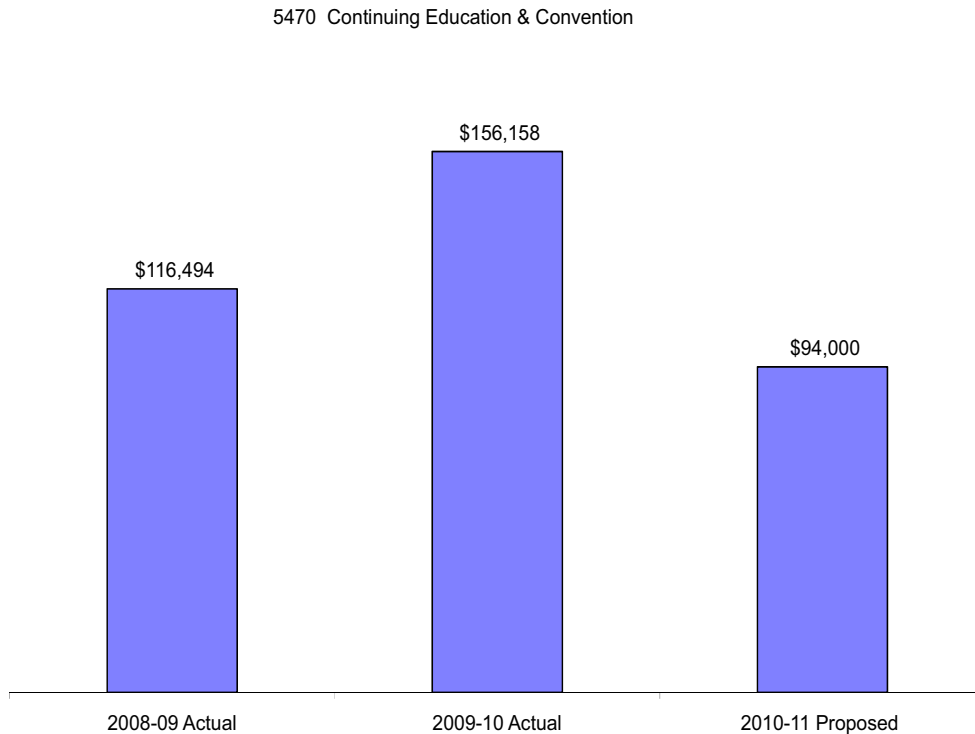
**5470 Continuing Education & Convention**

**\$ 94,000**

Mid-Continent Public Library values education and training. Examples of educational opportunities for library employees and trustees include attending conferences presented by the American Library Association, and Public Library Association. Equally beneficial are workshops and training programs presented by the Kansas City Metropolitan Library and Information Network (KCMLIN), the Missouri Library Network Corporation, and other events based on the library's need.

Some activities previously budgeted here have been moved to newly created Employee Resources account.

Conference	60,000
KCMLIN Training	14,000
Other	<u>20,000</u>
Total	94,000

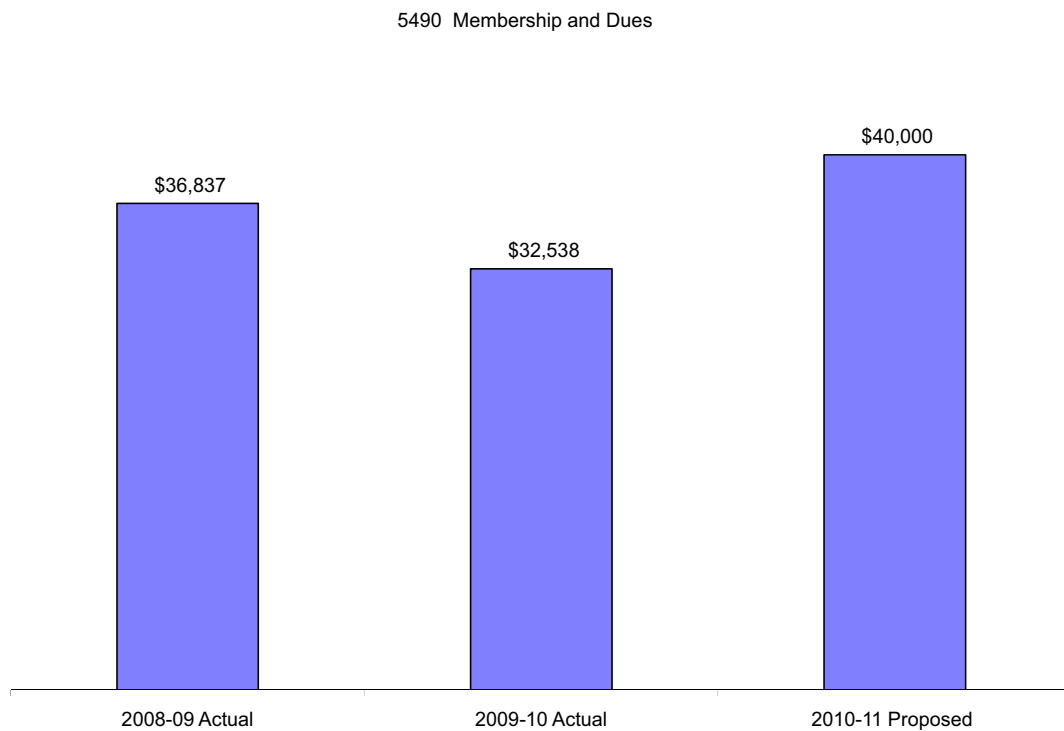


**5490 Membership and Dues**

**\$ 40,000**

In 2010-11, Mid-Continent Public Library will pay membership dues to several organizations, including;

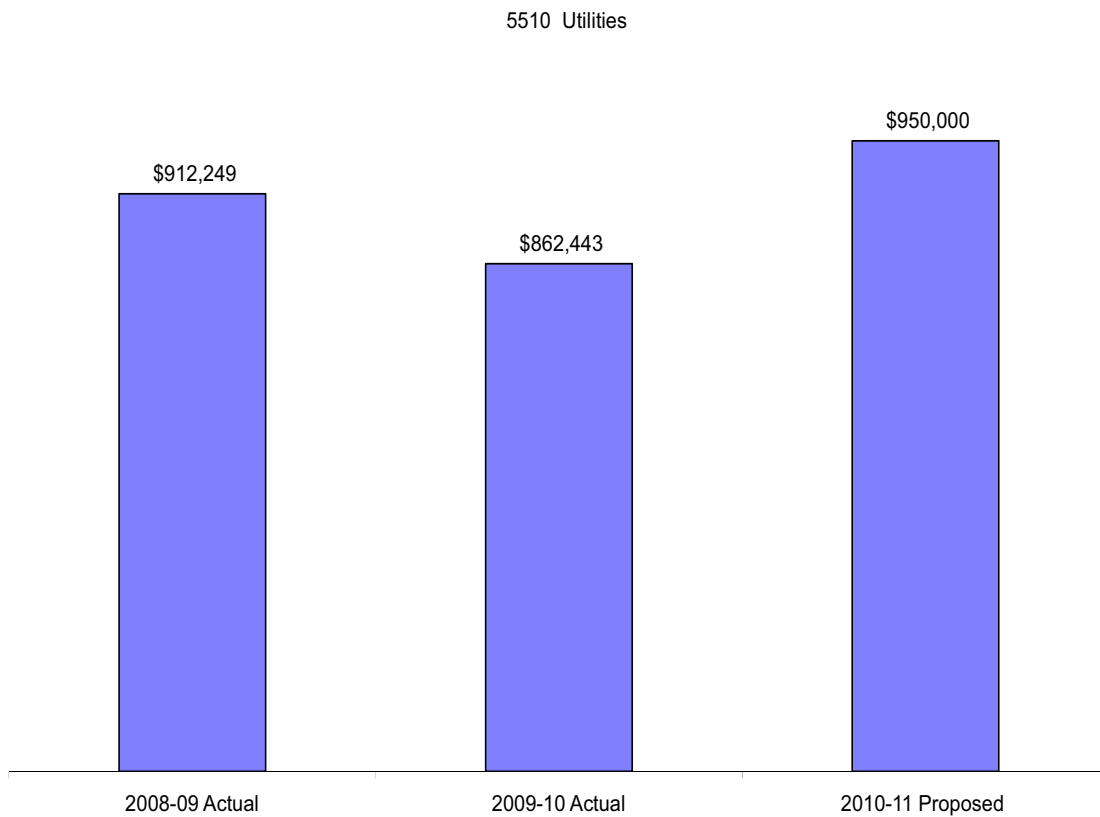
- American Library Association
- Missouri Library Association
- Kansas City Metropolitan Library and Information Network
- Missouri Library Network Corporation
- Public Library Association
- Some local and regional business associations



**5510 Utilities**

**\$ 950,000**

Utility expenses for all Mid-Continent Public Library facilities are included in this account. Examples are gas, water, electric, sewer, and trash collection. This account also includes a shredding/recycling service for sensitive materials at a cost of approximately \$1,500 per month.



**5540 Postage and Freight**

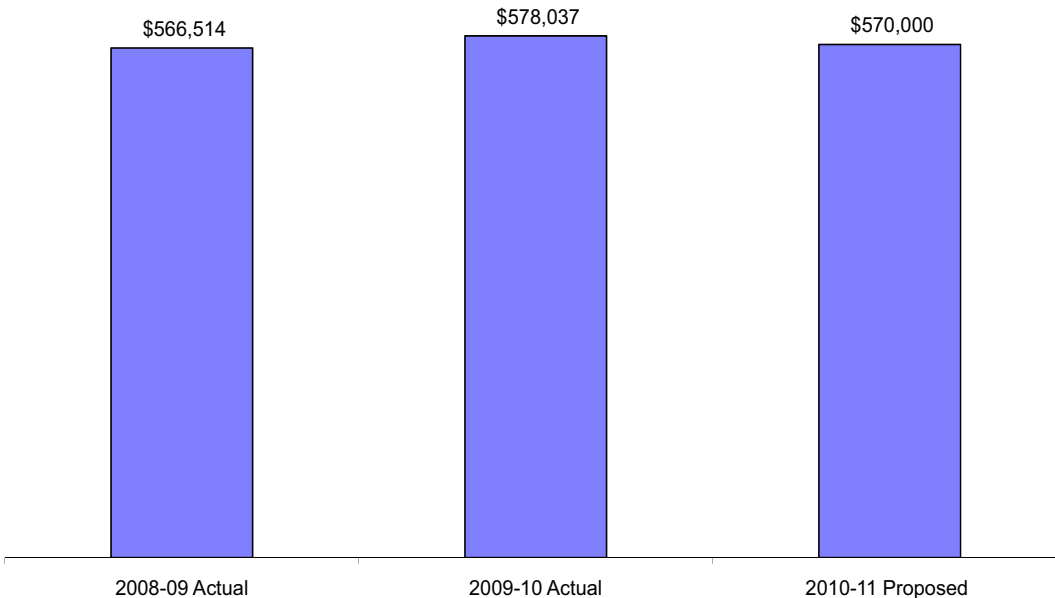
**\$ 570,000**

To facilitate interlibrary loan, patron bills/notices, and other mail, Mid-Continent Public Library has taken advantage of several opportunities to help reduce postage costs, which include outsourcing most of the patron notices. However, the growth of Interlibrary Loan activity and shipping rates continue to exceed the savings.

In FY 2010–11, the Library will continue the “Books by Mail” program for the elderly and homebound.

Patron bills and notices	400,000
Postage and other shipping costs	160,000
Books by mail postage:	<u>10,000</u>
Total	570,000

5540 Postage and Freight



**5570 Telephone & Telecommunication**

**\$ 645,000**

This account budget is to provide high speed data connection and telecommunication services for all Library facilities. The federal E-Rate funding for these services are recorded as the operating revenue, which, in effect, decrease the net cost of these services by \$275,000.

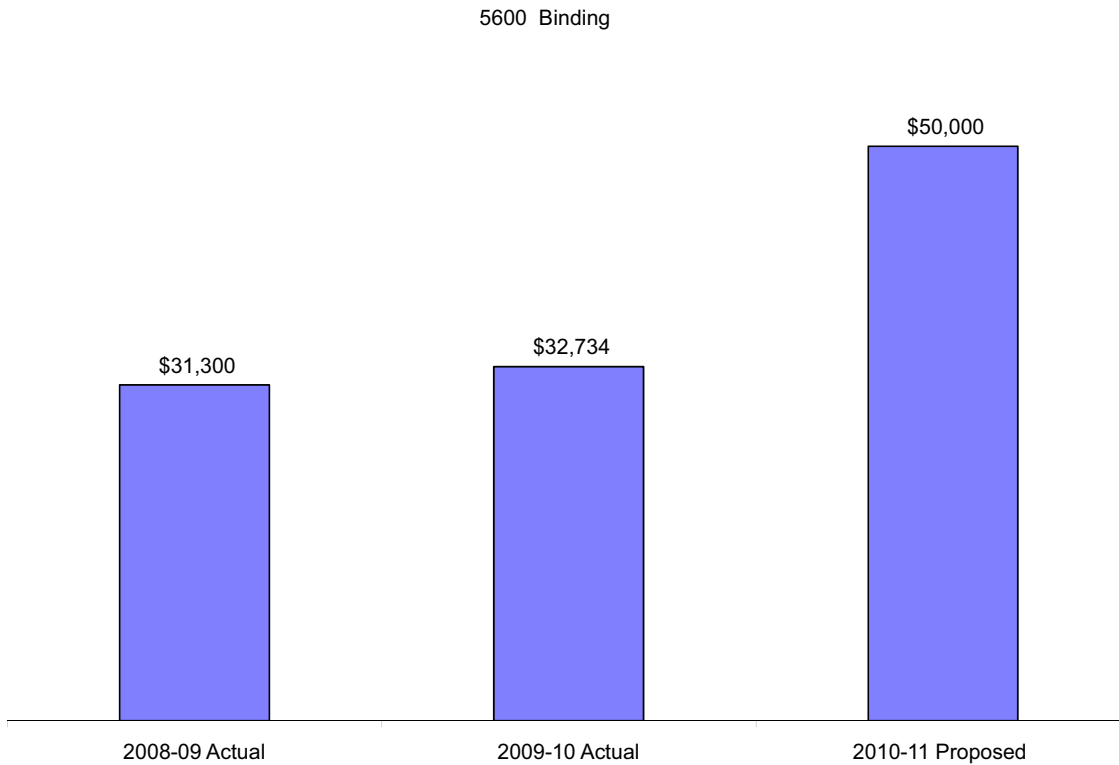
Internal data connection with installation	518,800
Public DSL service	19,200
Local, long distance, and wireless	100,000
Paging and radio	<u>7,000</u>
<b>Total</b>	<b>645,000</b>



**5600 Binding**

**\$ 50,000**

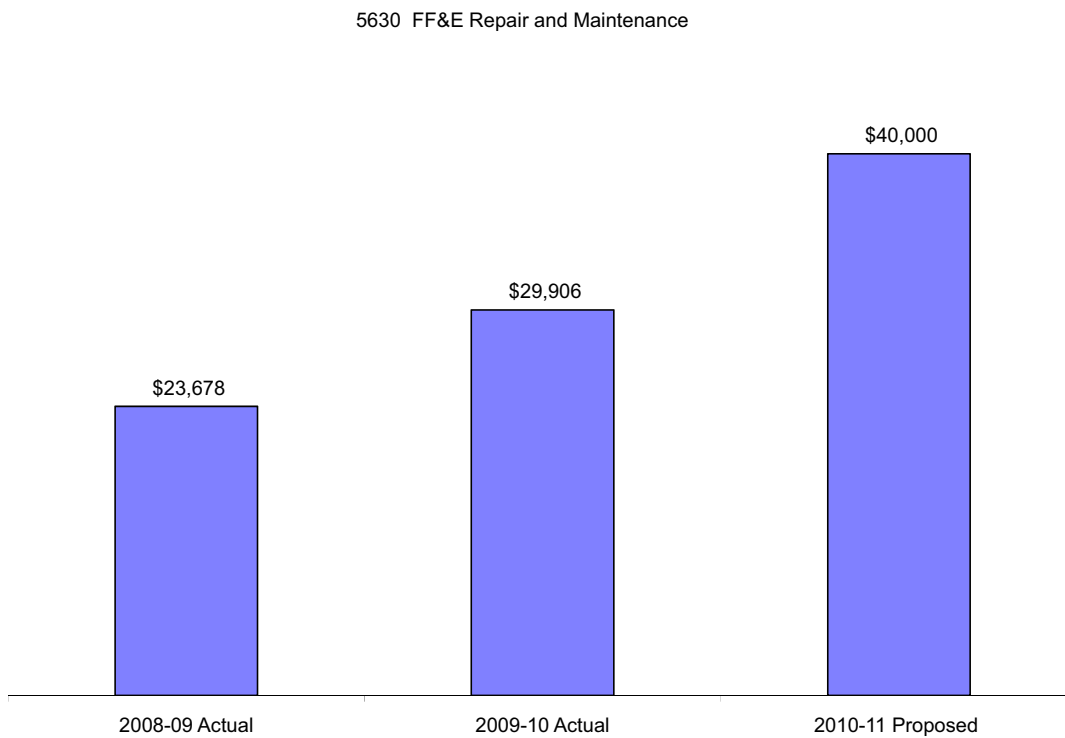
Certain library materials that can no longer be purchased or replaced are rebound to extend their use in the library. Virtually all the funds from this account are used for materials that are part of the Midwest Genealogy Center's collection.



**5630 FF&E Repair and Maintenance**

**\$ 40,000**

Mid-Continent Public Library tries to extend the taxpayer's investment in equipment by repairing existing equipment, printers, reader printers, video projectors, and computers. The Library also maintains service contracts on reader printers, printing equipment, copiers, and postage machines.



## 5660 Building Repair and Maintenance

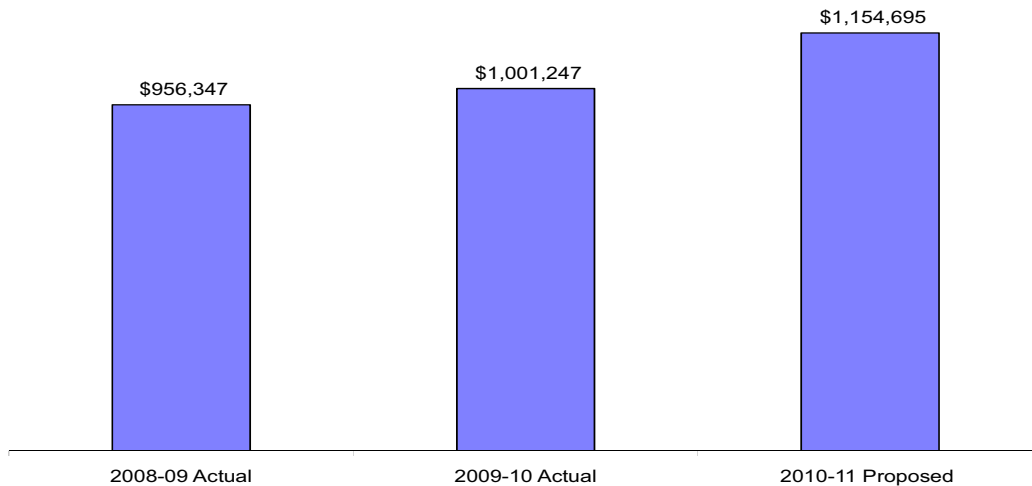
**\$ 1,154,695**

This account provides for the repair, maintenance, and upgrade of all Mid-Continent Public Library facilities. Snow removal, lawn care, and landscaping expenses are also paid from this account.

In FY 2010-11, the Library will enter 3 of a 5-year program to install security cameras at all locations.

	Maintenance	Building & Ground	Admin.	Total
HVAC and electric	98,283			98,283
Parking lot maintenence		50,000		50,000
Carpeting and floor stabilization (BR, SI & KE)		405,550		405,550
Other maintenance & supplies	75,000	115,087		190,087
Lighting at warehouse & WE	6,800			6,800
Branch enhancement:				
lighting at (BR, KE & RB)	97,415			97,415
labor (BR & RB)	8,000			8,000
Wall shelving (BR, SI & KE)	18,560			18,560
Snow removal	110,000			110,000
Branch security cameras	50,000			50,000
Lawn care	120,000			120,000
				<b>1,154,695</b>

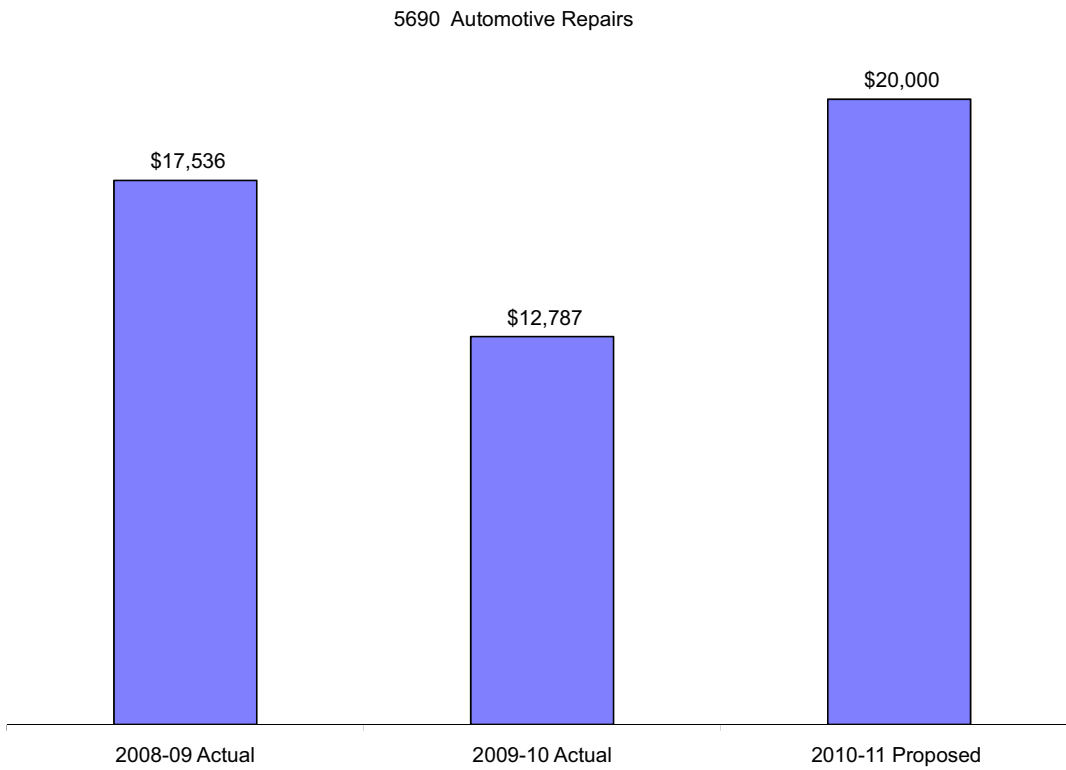
5660 Building Repair and Maintenance



**5690 Automotive Repairs**

**\$ 20,000**

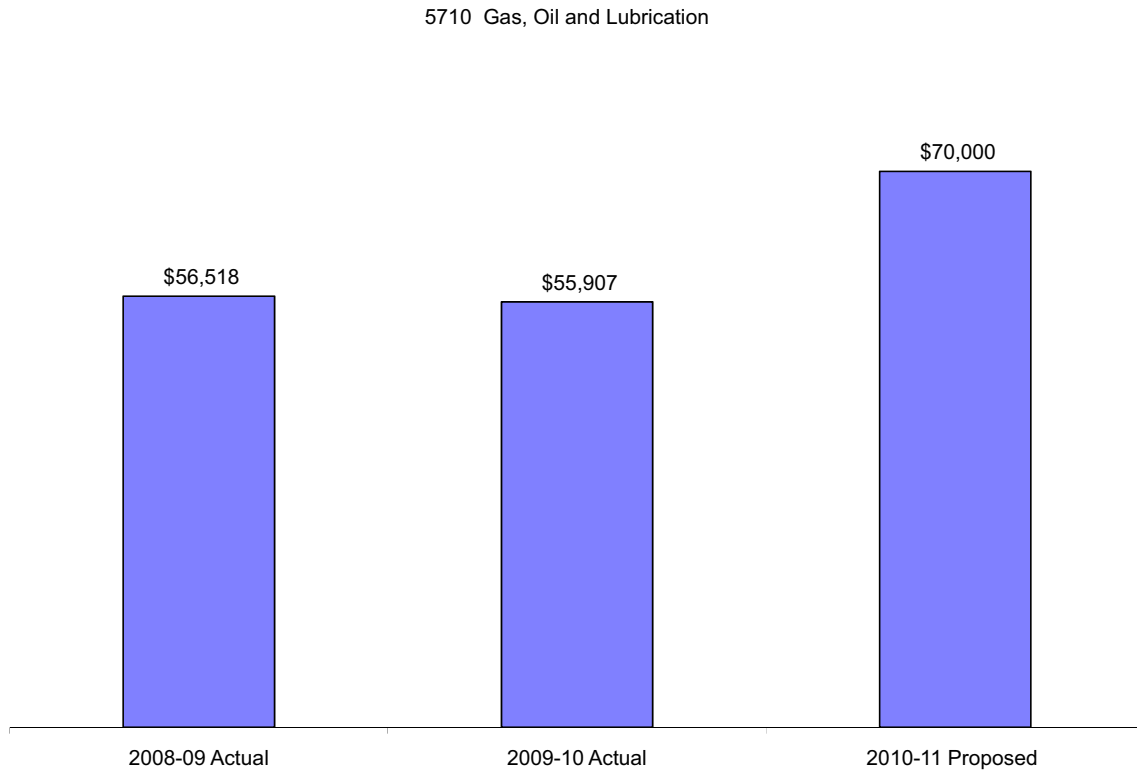
Funds needed to repair and to maintain all vehicles owned and operated by Mid-Continent Public Library.



**5710 Gas, Oil and Lubrication**

**\$ 70,000**

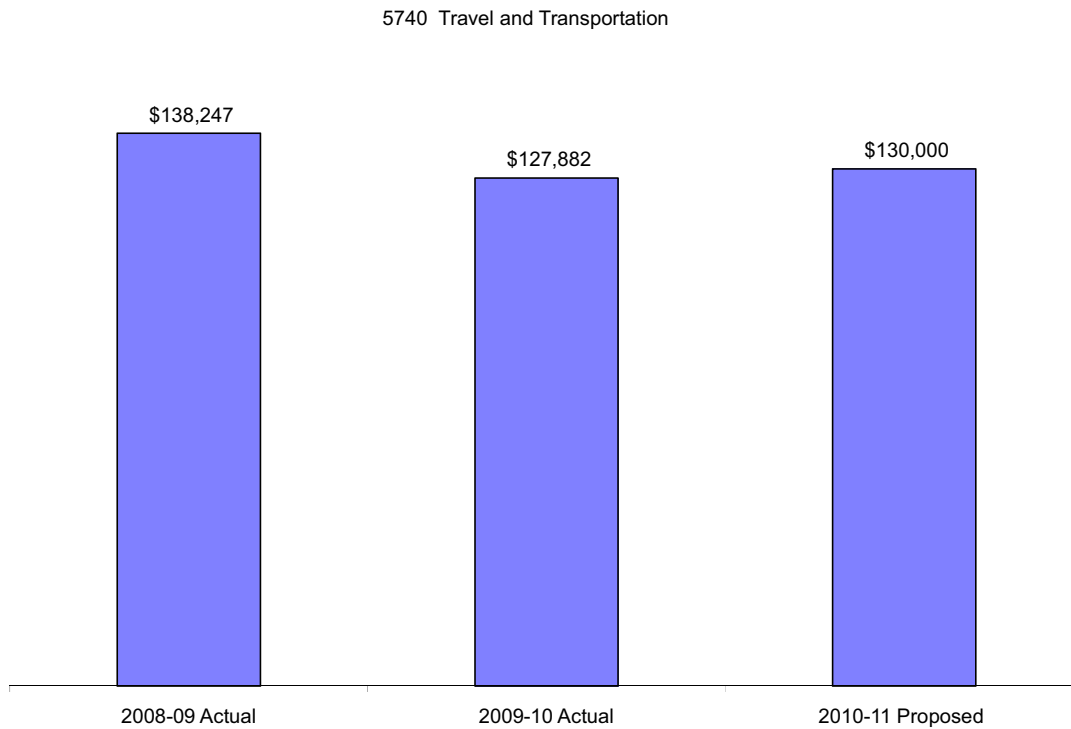
Funds to cover fuel cost and oil changes/lubrication of all vehicles owned and operated by Mid-Continent Public Library.



**5740 Travel and Transportation**

**\$ 130,000**

Mid-Continent Public Library reimburses employees and trustees using personal vehicles when conducting library business. The library uses the travel allowance rate set by the Internal Revenue Service to reimburse employees and trustees. Currently the IRS rate is \$0.50 per mile.

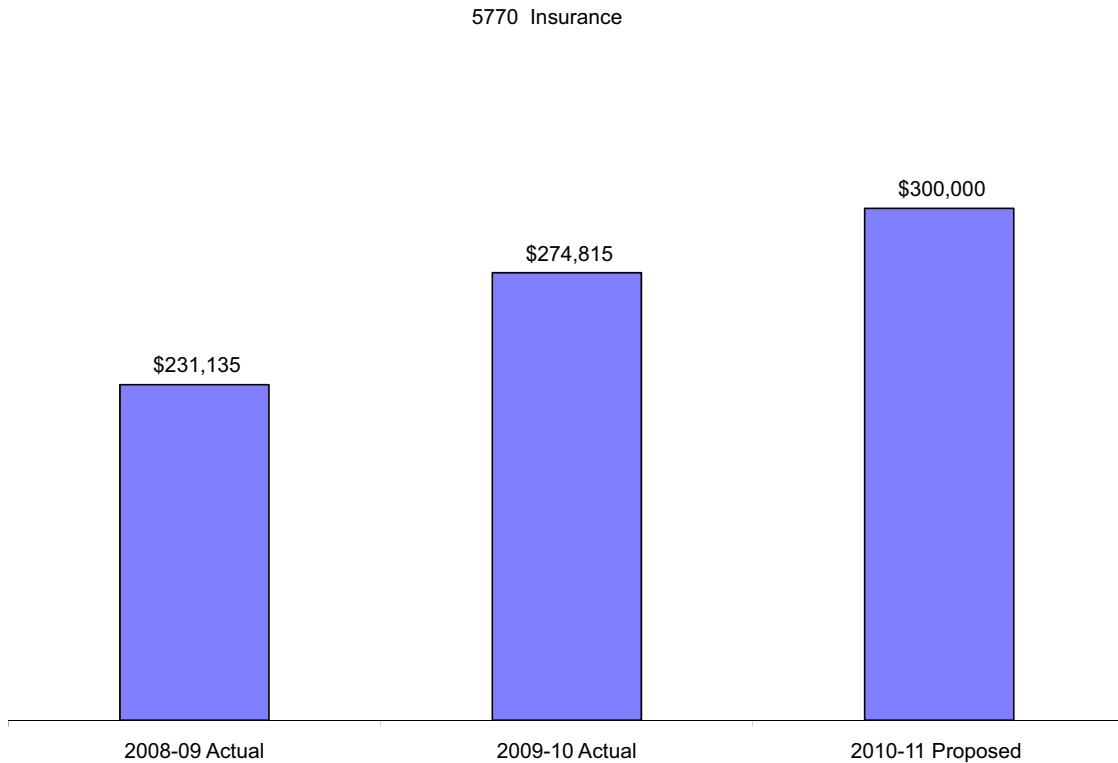


**5770 Insurance**

**\$ 300,000**

Mid-Continent Public Library carries various types of insurance for protection from various unseen and potentially serious situations. The Library increments this budget each year to account for minor premium adjustments that may occur mid-year. Examples of the library's insurance coverage include:

- Property
- Inland Marine (equipment)
- Computer
- Crime
- General Liability
- Workers Compensation
- Umbrella
- Officers and Directors
- Vehicles
- Bonds



**5800 Refunds and Miscellaneous**

**\$ 12,000**

This account budget includes refund replacement fees paid to patrons for lost materials if patrons later find those materials in a timely fashion.



**5990 Contingency**

**\$ 500,000**

No expenditure is incurred directly from this account. Funds are transferred by board action to the other accounts that need funds during the year.

