



# FORWARD TOGETHER

A PATHWAY FOR ALL OF US



**2021 Library Budget**  
City of Saint Paul, Minnesota  
Mayor Melvin Carter



Saint Paul Public Library Agency  
2021 Adopted Budget

Table of Contents

Board of Commissioners.....	2
Budget Process .....	3-4
City and Library Agency Composite Summary.....	5-6
Library Overview .....	7-14
Spending Reports.....	15-17
Financing Reports.....	18-20
Appendices	
Glossary.....	21-23

Prepared by:



Office of Financial Services  
700 City Hall  
15 West Kellogg Boulevard  
Saint Paul, MN 55102-1658  
(651) 266-8797  
Website: [www.ci.stpaul.mn.us](http://www.ci.stpaul.mn.us)

John McCarthy, Director  
Mark Strom, Budget Analyst



Saint Paul Public Library Agency  
Business Office  
90 West 4<sup>th</sup> Street  
Saint Paul, MN 55102-1658  
(651) 266-7073  
Website: [www.sppl.org](http://www.sppl.org)

Catherine Penkert, Director  
Ka Xiong-Moua, Accountant

# Saint Paul Public Library Agency

## Board of Commissioners

### Term Expires

---

**Commissioners:**

Amy Brendmoen

December 31, 2023

Nelsie Yang

December 31, 2023

Rebecca Noecker

December 31, 2023

Jane L. Prince

December 31, 2023

Dai Thao

December 31, 2023

Chris Tolbert

December 31, 2023

Mitra J. Jalali

December 31, 2023

**Officers:**

Jane L. Prince, Library Board Chair

Dai Thao, Library Board Secretary

Nelsie Yang, Library Board Treasurer

## **Budget Process**

The budget process is designed to conform with Minnesota law, the City charter and the legislative code. The process to develop the budget commences in February.

### ***January - March***

The budget for the following year is finalized during this time. This includes preparing, printing and distributing books reflecting the adopted budget. The accounting section of the Office of Financial Services prepares the annual financial report for the previous year. During this time, the “base budget” for the upcoming year is identified.

### ***April - June***

Forms, instructions, printouts and the Mayor’s guidelines are distributed to departments. These tools are used to plan for and develop operating budgets. Department management and staff identify objectives, performance indicators and the resources needed to accomplish goals. Services are reviewed to determine purpose, need and cost-saving ideas.

Department requests for the following year’s budget are submitted to the Office of Financial Services in June. After that, each department’s budget is analyzed by the OFS budget staff. The Mayor meets with the department directors to discuss their needs and to ensure that budgets meet the service level and taxing objectives that have been established for the City.

### ***July - September***

The budget staff finalizes the Mayor’s recommendations and produces the Mayor’s proposed budget. The Mayor then submits the recommended budget to the City Council by August 30, as required by the City Charter.

In August and/or September, the City Council begins reviewing the Mayor’s proposed budget. The Council holds meetings with department directors, management and staff to obtain a clear understanding of the department’s goals, service priorities and objectives that are represented in the proposed budget. As required by state law, the City Council sets the maximum property tax levy no later than September 30. Governmental units can adjust budgets, resulting in property taxes that are less than or equal to, but not more than, the maximum levy.

### ***October - December***

The City Council holds public hearings on the budget. Ramsey County mails property tax statements to property owners indicating the maximum amount of property taxes that the owner will be required to pay. These statements also indicate when the budget and property tax public hearings will be held. State law requires the City to hold a meeting to give residents the opportunity to comment on the information in their notices. This meeting is held in early December. The City Council then adopts a budget and tax levy for the City. The adopted budget represents changes made by the City Council to the Mayor’s proposed budget. The Mayor has line-item veto authority over the Council-adopted budget.

## CITY OF SAINT PAUL BUDGET CYCLE

	2020												2021			
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	
Establish base budget and prepare instructions		█	█												█	█
Distribute Mayor's guidelines				█	█											█
Distribute forms and instructions				█	█											
Departments prepare requested budgets within base				█	█	█										
Deadline for department data entry						█										
Deadline for budget forms submission to Mayor						█	█									
Budget Office analysis of Department requests						█	█									
Meetings with Departments and Budget staff						█	█	█								
Meetings with the Mayor and Departments							█	█								
Finalize Mayor's recommendations & prepare budget books								█	█							
Present Mayor's proposed budget to Council								█	█							
Council reviews Mayor's proposed budget									█	█	█	█	█	█		
Council sets maximum tax levies										█	█					
Public Truth in Taxation hearing												█	█			
Adopt City budgets, certify tax levies & ratify													█			
Transfer budget information to the Finance system													█	█		

# **City and Library Agency Composite Summary**

**Property Tax Levy and State Aid: City, Library Agency and Port Authority Combined  
2020 Adopted vs. 2021 Adopted**

**Property Tax Levy\***

	<u>2020 Adopted</u>	<u>2021 Adopted</u>	<u>Amount Change</u>	<u>Pct. Change</u>	<u>Pct of City 20 Total</u>	<u>Pct of City 21 Total</u>
City of Saint Paul						
General Fund	126,389,708	126,124,931	(264,777)	-0.2%	77.5%	77.3%
General Debt Service	17,121,513	18,521,513	1,400,000	8.2%	10.5%	11.4%
Saint Paul Public Library Agency	19,558,690	18,423,467	(1,135,223)	-5.8%	12.0%	11.3%
<b>Total (City and Library combined)</b>	<b>163,069,911</b>	<b>163,069,911</b>	<b>-</b>	<b>0.0%</b>	<b>100.0%</b>	<b>100.0%</b>
Port Authority	2,111,700	2,111,700	-	0.0%		
<b>Overall Levy (City, Library &amp; Port)</b>	<b>165,181,611</b>	<b>165,181,611</b>	<b>-</b>	<b>0.0%</b>		

\* This is the total property tax levy used to determine tax rates. Actual financing available to support the budget is less, due to a 3% "shrinkage" allowance for delinquent taxes. In 2021 this has been increased from 2% to account for current economic conditions.

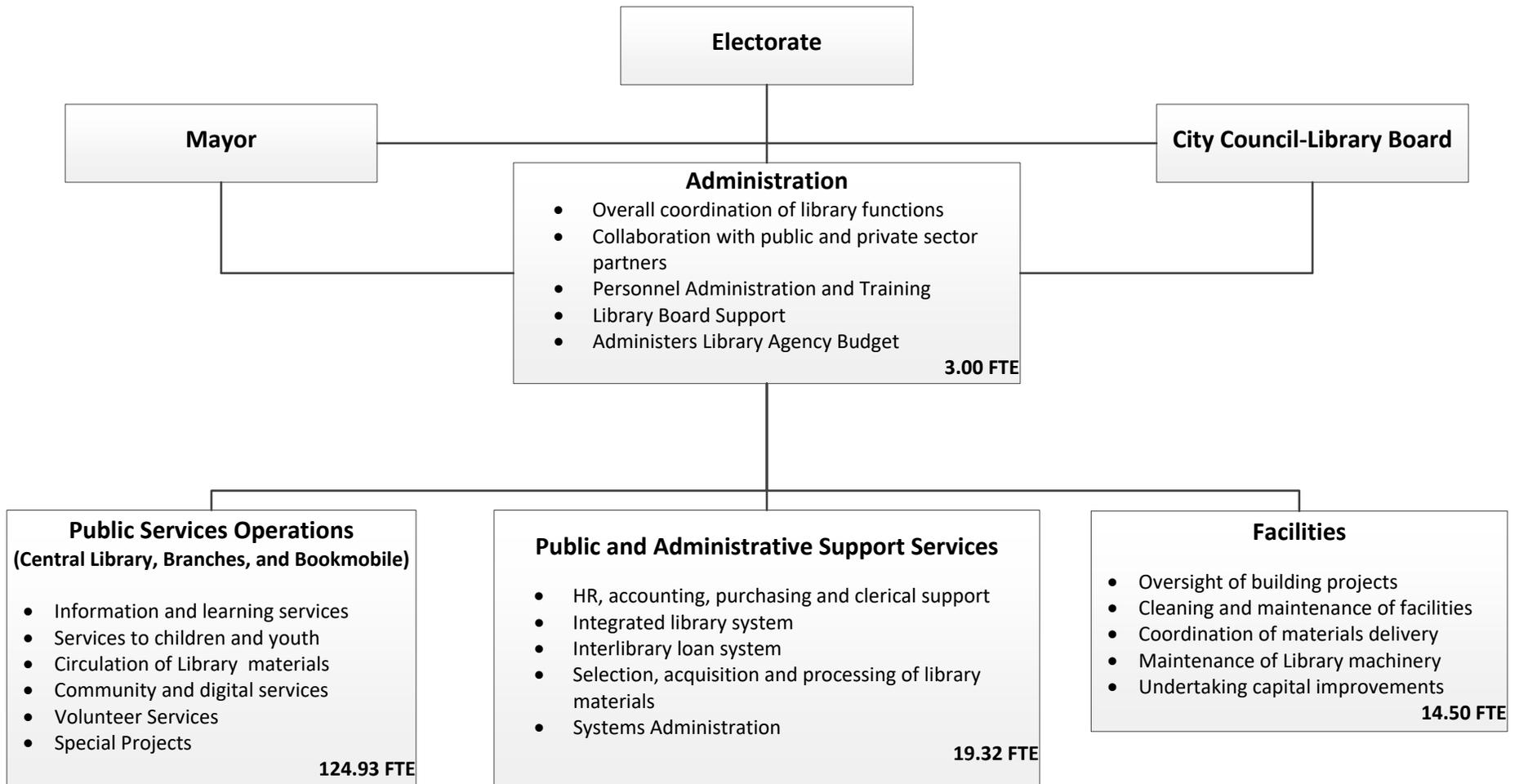
**Local Government Aid Financing**

	<u>2020 Adopted</u>	<u>2021 Adopted</u>	<u>Amount Change</u>	<u>Pct. Change</u>	<u>Pct. of 20 Total</u>	<u>Pct. of 21 Total</u>
City of Saint Paul						
General Fund	69,276,338	70,914,877	1,638,539	2.4%	100.0%	100.0%
General Debt Service	-	-	-	N.A.	0.0%	0.0%
Saint Paul Public Library Agency*	-	17,000	17,000	N.A.	0.0%	0.0%
<b>Total (City and Library combined)</b>	<b>69,276,338</b>	<b>70,931,877</b>	<b>1,655,539</b>	<b>2.4%</b>	<b>100.0%</b>	<b>100.0%</b>

# **Library Agency Overview**

# Saint Paul Public Library Agency

*Mission: We welcome all to connect, learn, discover and grow*



<sup>8</sup>  
(Total 161.75 FTE)

**2021 Adopted Budget  
Public Library Agency**

**Department Mission and Vision:**

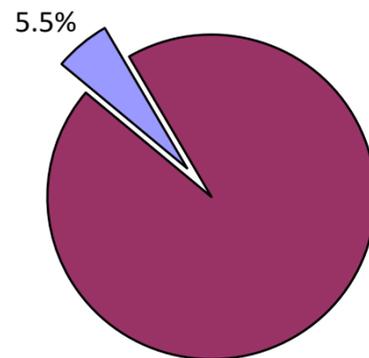
**MISSION**

We welcome all people to connect, learn, discover, and grow.

**VISION**

We imagine a Saint Paul where all people feel seen, safe, and welcome. We imagine a city where libraries bring people together to experience hope, joy, and creativity through learning.

**Library Agency's Portion of total  
General Fund Spending**



**Department Facts**

- Total General Fund Budget:           \$       **18,302,177**
- Total Special Fund Budget:         \$       **2,113,034**
- Total FTEs:                               **161.75**

**Annual Statistics By the Numbers:**

- 5.5 million visitors - in-person, curbside, website, mobile app.
- 1.6 million total circulation
- 24% increase in e-books - 621,292 e-book, e-audiobook and e-mag check outs
- 2,443 new e-cards created
- 1,567 uses of meeting rooms (through March 2020)
- 69,165 Library Go patrons, 33% increase
- 2,014 programs w/ 28,720 program attendance
- 782,747 total physical materials in collection

**Department Goals**

- WELCOME** - We create welcoming places and experiences for library users.
- CONNECT** - We make it easy to connect with learning, information and people.
- LEARN** - We provide free, equitable access to learning across a lifetime.
- DISCOVER** - We provide opportunities to discover potential and unlock new ideas.
- GROW** - We play a vital role in Saint Paul becoming a city that works for all.

**Recent Accomplishments**

- Successfully delivered library services in safe and equitable way during COVID-19:
- Contactless curbside pick up - 124,375 materials picked up
  - Library Express in-library services - 225,000 materials, in-library computer use - 1,149 appts
  - Career Labs for COVID-impacted job-seekers - 744 appts, distributed 792 techpaks
  - Summer Spark summer youth programs - participation up 39%, delivered materials to 800 homes, distributed 800 Take and Make and Baby kits and 400 teen kits
  - Read Brave 2020: Our Climate Crisis - 5,100 materials added to home libraries, 13,800 circulations of SPPL materials, 1,800 participated in public events; Read Brave 2021: Owing Our Stories, Rising Together for a Better Saint Paul
  - Provided distance learning support to teachers, parents and students - 818 people participated in educator webinars
  - Enhanced Community Services: 8,000+ interactions between SPPL Cultural Liaisons and residents via in-person, virtual formats, text and phone calls; Spanish, Hmong, Karen, Somalia, Thai and English languages spoken by staff - programming offered in each; staffed the City's Language Resource Line and Bridge Fund to assist residents during COVID 19
  - 79,395 virtual Storytime views and 584 virtual Reading Together sessions
  - Librarians answered 18,455 reference line calls
  - Social worker provided 544 consultations

**2021 Adopted Budget  
Library Agency**

**Fiscal Summary**

	<u>2019 Actual</u>	<u>2020 Adopted</u>	<u>2021 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2020 Adopted FTE</u>	<u>2021 Adopted FTE</u>
<b>Spending</b>							
270: SPPL General Fund	18,415,765	19,561,931	18,302,177	(1,259,754)	-6.4%	173.40	159.70
275: SPPL Special Projects	1,487,418	1,290,560	2,113,034	822,474	63.7%	3.69	2.05
<b>Total</b>	<b>19,903,183</b>	<b>20,852,491</b>	<b>20,415,211</b>	<b>(437,280)</b>	<b>-2%</b>	<b>177.09</b>	<b>161.75</b>
<b>Financing</b>							
270: SPPL General Fund	18,546,407	19,561,931	18,302,177	(1,259,754)	-6.4%		
275: SPPL Special Projects	1,622,916	1,290,560	2,113,034	822,474	63.7%		
<b>Total</b>	<b>20,169,322</b>	<b>20,852,491</b>	<b>20,415,211</b>	<b>(437,280)</b>	<b>-2.1%</b>		

**Budget Changes Summary**

The 2021 adopted budget for the Library General Fund eliminates the following positions from the Library's budget, in total 16.7 vacant FTEs: 6.7 Library Associates, 4.59 Library Customer Service Assistant (LCSA) Is, 1 LCSA II, 1 LCSA III, 1 Librarian I, 1 Public Information Officer II, 1 Facilities Manager, and 0.38 FTE of a Library Aide.

The budget moves 1.95 FTEs of Cultural Liaisons from the special fund to the General Fund so that they can be permanently funded with an ongoing source instead of grant funds. A new position, a Library Program Coordinator, is added to the budget to manage community arts and cultural programs as well as other education and learning programs. Funding for mobile hotspots is also made permanent in the General Fund. As part of a 5-year plan to fund Library collections and increase General Fund support, the transfer from the Parking Fund to Library collections decreases from \$200,000 to \$150,000 and the General Fund adds \$50,000 of collections funding. Lastly, the adopted budget includes \$70,000 of contingency funding for staffing that is dependent on overall General Fund revenue performance.

In the Library special fund, 1.95 FTEs of Cultural Liaisons are moved out of grant budgets and into the General Fund. In addition, through the CARES Act, the 2021 budget includes a grant from the Institute of Museum and Library Services (IMLS) to expand cultural liaison outreach for the Karen, Somali, and Latinx communities and fund additional support resources and technologies like Wi-Fi hotspots. The 2021 budget also includes Community Development Block Grant Cares Act (CDBG-CV) funding which will be used to continue the Career Labs program that was started in 2020 to help residents experiencing unemployment find work.

**270: SPPL General Fund**

**Library Agency**

Library Agency's General Fund. This fund is supported by property taxes.

Change from 2020 Adopted		
<u>Spending</u>	<u>Financing</u>	<u>FTE</u>

**Current Service Level Adjustments**

The 2020 budget added \$200,000 to support Library collections from the Parking Fund. The 2021 budget reduces this funding from the Parking Fund to \$150,000 and backfills that decrease with \$50,000 of General Fund dollars. The 2020 budget included one-time funding for mobile hotspots in the Citywide Technology and Innovation fund and the 2021 budget makes this funding permanent in the General Fund. Additional current service level adjustments include a reallocation of personnel to better align staffing with department operations, inflationary increases due to salary and benefit costs, and other revenue and expense adjustments.

Parking Fund for collections	(50,000)	(50,000)	-
General Fund for collections	50,000	50,000	-
Mobile hotspot	14,000	14,000	-
Staffing realignment	2,500	2,500	0.04
Current service level adjustments	(244,518)	(244,518)	-
Subtotal:	<u>(228,018)</u>	<u>(228,018)</u>	<u>0.04</u>

**Mayor's Proposed Changes**

**Cultural Liaisons and Library Program Coordinator**

The 2021 adopted budget moves 1.95 FTEs of Cultural Liaisons from the special fund to the General Fund so that they can be permanently funded with an ongoing source instead of grant funds. A new position, Library Program Coordinator, is added to the budget to manage community arts and cultural programs as well as other education and learning programs.

Cultural liaisons	138,815	138,815	1.95
Library program manager	116,963	116,963	1.00
Subtotal:	<u>255,778</u>	<u>255,778</u>	<u>2.95</u>

**Staffing Adjustment**

The 2021 budget removes 16.7 FTEs: 6.7 Library Associates, 4.59 Library Customer Service Assistant (LCSA) Is, 1 LCSA II, 1 LCSA III, 1 Librarian I, 1 Public Information Officer II, 1 Facilities Manager, and 0.38 FTE of a Library Aide.

Staffing reduction	(1,357,825)	(1,357,825)	(16.70)
Subtotal:	<u>(1,357,825)</u>	<u>(1,357,825)</u>	<u>(16.70)</u>

**270: SPPL General Fund**

**Library Agency**

Library Agency's General Fund. This fund is supported by property taxes.

		<u>Change from 2020 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<b>Collections</b>				
The 2021 proposed budget reduced spending on Library materials.				
	Library materials	(16,689)	(16,689)	-
	Subtotal:	(16,689)	(16,689)	-
<b><u>Adopted Changes</u></b>				
<b>Collections</b>				
Collections funding was restored during the Council phase of the budget.				
	Library materials	17,000	17,000	-
	Subtotal:	17,000	17,000	-
<b>Contingency</b>				
The 2021 budget includes contingency funding for Library staffing. Funding is dependent on overall General Fund revenue performance.				
	Additional staffing	70,000	70,000	-
	Subtotal:	70,000	70,000	-
<b>Fund 270 Budget Changes Total</b>		(1,259,754)	(1,259,754)	(13.71)

**275: SPPL Special Projects**

**Library Agency**

Budget for grants and contributions from outside agencies, such as the Friends of the Saint Paul Public Library; also includes all fine revenue for lost or destroyed items.

Change from 2020 Adopted		
Spending	Financing	FTE

**Current Service Level Adjustments**

Current service level adjustments include a reallocation of personnel to better align staffing with department operations, inflationary increases due to salary and benefit costs, and other revenue and expense adjustments.

Staffing realignment	23,250	23,250	0.31
Current service level adjustments	943	943	-
Subtotal:	24,193	24,193	0.31

**Mayor's Proposed Changes**

**Cultural Liaisons**

The 2021 adopted budget moves 1.95 FTEs of Cultural Liaisons from the special fund to the General Fund so that they can be permanently funded with an ongoing source instead of grant funds.

Cultural liaisons	(138,815)	(138,815)	(1.95)
Subtotal:	(138,815)	(138,815)	(1.95)

**Adopted Changes**

**IMLS grant**

The 2021 budget includes a new federal grant from the Institute for Museum and Library Services (IMLS). The grant, funded through the emergency CARES Act, will allow the library to expand cultural liaison outreach for the Karen, Somali, and Latinx communities and fund additional support resources and technologies like Wi-Fi hotspots.

Staff time, public service announcements, and hotspots	225,242	225,242	-
Subtotal:	225,242	225,242	-

**275: SPPL Special Projects**

**Library Agency**

Budget for grants and contributions from outside agencies, such as the Friends of the Saint Paul Public Library; also includes all fine revenue for lost or destroyed items.

		<u>Change from 2020 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<b>CDBG grant</b>				
The 2021 budget includes funding from the Community Development Block Grant (CDBG) to staff Career Labs for city residents who are searching for jobs. These are additional CDBG funds received by the City as part of the CARES Act (CDBG-CV).				
Career Labs		311,854	311,854	-
	Subtotal:	<u>311,854</u>	<u>311,854</u>	<u>-</u>
<b>Friends of the Library and Perrie Jones grant funds</b>				
Friends of the Library and Perrie Jones grants funded in the 2020 budget will carry remaining balances and spending authority into the 2021 budget.				
Friends of the Library grant		360,000	360,000	-
Perrie Jones grant		40,000	40,000	-
	Subtotal:	<u>400,000</u>	<u>400,000</u>	<u>-</u>
<b>Fund 275 Budget Changes Total</b>		<u><u>822,474</u></u>	<u><u>822,474</u></u>	<u><u>(1.64)</u></u>

# Spending Reports

**CITY OF SAINT PAUL**  
**Spending Plan by Department**

Department: ST PAUL PUBLIC LIBRARY AGENCY  
Fund: SPPL GENERAL FUND

Budget Year: 2021

	2018 Actuals	2019 Actuals	2020 Adopted	2021 Adopted	Change From 2020 Adopted
<b>Spending by Major Account</b>					
EMPLOYEE EXPENSE	13,127,988	13,378,159	14,421,424	13,284,287	(1,137,137)
SERVICES	3,194,414	3,258,363	3,147,716	2,947,592	(200,125)
MATERIALS AND SUPPLIES	1,729,071	1,719,468	1,932,263	1,930,274	(1,989)
ADDITIONAL EXPENSES			500	70,500	70,000
DEBT SERVICE				26,105	26,105
OTHER FINANCING USES	97,945	59,775	60,028	43,420	(16,608)
<b>Total Spending by Major Account</b>	<b>18,149,418</b>	<b>18,415,765</b>	<b>19,561,931</b>	<b>18,302,177</b>	<b>(1,259,754)</b>
<b>Spending by Accounting Unit</b>					
27043100 SPPL GENERAL ADMINISTRATION	585,345	633,163	746,218	1,022,211	275,992
27043200 SPPL PUBLIC SERVICES	11,730,522	11,824,220	12,423,825	11,585,377	(838,448)
27043300 SPPL SYSTEM SUPPORT SERVICES	3,243,809	3,393,840	3,735,228	3,596,728	(138,499)
27043400 SPPL FACILITY OPS AND MNTNCE	2,589,742	2,564,542	2,656,660	2,097,862	(558,798)
<b>Total Spending by Accounting Unit</b>	<b>18,149,418</b>	<b>18,415,765</b>	<b>19,561,931</b>	<b>18,302,177</b>	<b>(1,259,754)</b>

**CITY OF SAINT PAUL**  
**Spending Plan by Department**

Department: ST PAUL PUBLIC LIBRARY AGENCY  
Fund: SPPL SPECIAL PROJECTS

Budget Year: 2021

	2018 Actuals	2019 Actuals	2020 Adopted	2021 Adopted	Change From 2020 Adopted
<b>Spending by Major Account</b>					
EMPLOYEE EXPENSE	82,419	186,393	238,200	564,408	326,207
SERVICES	676,554	566,720	394,620	674,603	279,983
MATERIALS AND SUPPLIES	652,089	731,828	657,739	874,023	216,284
ADDITIONAL EXPENSES	(33)	2,477			
<b>Total Spending by Major Account</b>	<b>1,411,028</b>	<b>1,487,418</b>	<b>1,290,559</b>	<b>2,113,034</b>	<b>822,474</b>
<b>Spending by Accounting Unit</b>					
27543610 LIBRARY FEES FINES N REVENUES	510,777	444,759	254,440	254,448	8
27543615 SPROCKETS PROGRAM	21,163	46,109	91,089	98,965	7,876
27543620 RELLA HAVENS BEQUEST	14,991	15,723	14,433	14,433	
27543650 MELSA PROGRAMS STATE AID	290,558	275,230	210,834	210,834	
27543800 FRIENDS OF THE LIBRARY GRANTS	415,270	552,326	529,754	801,511	271,757
27543820 LIBRARY PRIVATE GRANTS	40,912	40,465	54,644	573,203	518,560
27543830 PERRIE JONES ENDOWMENT FRIENDS	117,357	105,615	109,366	159,640	50,274
27543850 STRENGTHENING LIBRARY GO FEDER/		7,190	26,000		(26,000)
<b>Total Spending by Accounting Unit</b>	<b>1,411,028</b>	<b>1,487,418</b>	<b>1,290,559</b>	<b>2,113,034</b>	<b>822,474</b>

# Financing Reports

**CITY OF SAINT PAUL**  
**Financing Plan by Department**

Department: ST PAUL PUBLIC LIBRARY AGENCY  
Fund: SPPL GENERAL FUND

Budget Year: 2021

	2018 Actuals	2019 Actuals	2020 Adopted	2021 Adopted	Change From 2020 Adopted
<b>Financing by Major Account</b>					
TAXES	18,001,664	18,523,412	19,186,930	17,890,177	(1,296,753)
INTERGOVERNMENTAL REVENUE	32,047	22,525		17,000	17,000
MISCELLANEOUS REVENUE	2,585	470		70,000	70,000
OTHER FINANCING SOURCES	451,824		375,000	325,000	(50,000)
<b>Total Financing by Major Account</b>	<b>18,488,120</b>	<b>18,546,407</b>	<b>19,561,930</b>	<b>18,302,177</b>	<b>(1,259,753)</b>
<b>Financing by Accounting Unit</b>					
27043100 SPPL GENERAL ADMINISTRATION	18,485,535	18,545,937	19,361,930	18,082,177	(1,279,753)
27043200 SPPL PUBLIC SERVICES	716	470		70,000	70,000
27043300 SPPL SYSTEM SUPPORT SERVICES	1,869		200,000	150,000	(50,000)
<b>Total Financing by Accounting Unit</b>	<b>18,488,120</b>	<b>18,546,407</b>	<b>19,561,930</b>	<b>18,302,177</b>	<b>(1,259,753)</b>

**CITY OF SAINT PAUL**  
**Financing Plan by Department**

Department: ST PAUL PUBLIC LIBRARY AGENCY  
Fund: SPPL SPECIAL PROJECTS

Budget Year: 2021

	2018 Actuals	2019 Actuals	2020 Adopted	2021 Adopted	Change From 2020 Adopted
<b>Financing by Major Account</b>					
INTERGOVERNMENTAL REVENUE	334,234	363,254	307,588	317,695	10,107
CHARGES FOR SERVICES	141,256	137,972	120,993	121,001	8
FINE AND FORFEITURE	191,930	30,649	44,350	44,350	
INVESTMENT EARNINGS	1,998	13,495	14,433	14,433	
MISCELLANEOUS REVENUE	629,530	1,077,546	712,107	804,736	92,629
OTHER FINANCING SOURCES	196,489		91,089	810,819	719,730
<b>Total Financing by Major Account</b>	<b>1,495,437</b>	<b>1,622,916</b>	<b>1,290,560</b>	<b>2,113,034</b>	<b>822,474</b>
<b>Financing by Accounting Unit</b>					
27543610 LIBRARY FEES FINES N REVENUES	677,094	357,724	254,440	254,448	8
27543615 SPROCKETS PROGRAM			91,089	98,965	7,876
27543620 RELLA HAVENS BEQUEST	1,998	13,495	14,433	14,433	
27543650 MELSA PROGRAMS STATE AID	315,337	266,582	210,834	210,834	
27543800 FRIENDS OF THE LIBRARY GRANTS	382,649	838,491	529,754	801,511	271,757
27543820 LIBRARY PRIVATE GRANTS	1,303	26,270	54,644	573,203	518,559
27543830 PERRIE JONES ENDOWMENT FRIENDS	117,057	120,353	109,366	159,640	50,274
27543850 STRENGTHENING LIBRARY GO FEDER/			26,000		(26,000)
<b>Total Financing by Accounting Unit</b>	<b>1,495,437</b>	<b>1,622,916</b>	<b>1,290,560</b>	<b>2,113,034</b>	<b>822,474</b>

## Glossary

**Account Code.** A five-digit code assigned to a specific type of receipt or expenditure. A major account code is a grouping of expenditures or receipts on the basis of the types of goods or services purchased or rendered. For example, personnel services, materials, supplies, and equipment are major account codes.

**Accounting Unit (AU):** An accounting unit is a subunit of a fund. Each fund contains one or more accounting units, a specific and distinguishable budgetary unit of work or service. Accounting units are detailed levels of budget spending authority created to accomplish the approved objectives of the fund.

**Accounting Unit Number:** An eight (8)-digit number which uniquely identifies the accounting unit. The first digit indicates the fund type, while the second digit indicates the department.

**Allocation:** A portion of a lump-sum appropriation which is designated for expenditure by specific organizational units or for special purposes. See *Appropriation*.

**Appropriation:** An expenditure authorized by the City Council for a specified amount and time.

**Assessed Valuation:** The value that is established for real estate or other property by a government for use as a basis for levying property taxes.

**Bond:** A written promise to pay a specific sum of money (called the principal amount or face value) at a specified future date (called the maturity date) along with periodic interest at a specified rate.

**Budget Document:** The written record of the comprehensive financial plan the mayor presents to the city council for review, revision if deemed appropriate, and adoption.

**Capital Allocation:** Assignment of available capital (dollars) to specific uses.

**Capital Expenditure:** Actual spending of capital (dollars) for capital improvement projects.

**Capital Improvement:** The purchase or construction of durable/fixed assets. Examples include streets, bridges, parks or buildings.

**Capital Improvement Budget (CIB):** A plan for capital expenditures (physical development of the city) to be incurred each year, over a fixed number of years, in order to meet capital needs arising from the long-term work program.

**Capital Outlay:** Equipment, machinery, vehicles or furniture items included in the operating budget. See *Capital Improvement Budget*.

**Capital Projects Fund:** A fund established to account for all financial resources used for the construction or acquisition of major capital facilities, except those financed by special assessment, proprietary or fiduciary funds.

**CIB:** Acronym for capital improvement budget.

**Debt Service Fund:** A fund established to account for the financial resources used for the payment of long-term general obligation debt principal, interest, and related costs.

**Division:** An organizational subunit of a department. Each department has one or more divisions, which are responsible for one or more activities.

**Encumbrances:** Legal commitment of appropriated funds (in the form of purchase orders or contracts) to purchase goods or services to be delivered or performed at a future date. They cease to be encumbrances when paid or when the actual liability is created.

**Enterprise Fund:** A fund established to account for city operations that are financed and operated in a manner similar to private business enterprises. The intent is that the costs (expenses, including depreciation) of providing goods and services on a continuing basis be financed or recovered primarily through user charges.

**ERP:** Acronym for Enterprise Resource Planning, a document and information management system. The City's ERP system is Infor.

**ETI:** Acronym for Enterprise Technology Initiative. This is an activity in the Technology department in which spending and financing for city-wide technology improvements are budgeted.

**Expenditures:** Total charges incurred, whether paid or unpaid, including the provision for retirement of debt not reported as a liability of the fund from which it will be retired, and capital outlays (for governmental funds and fiduciary funds, except non-expendable trust funds) .

**Expenses.** Charges incurred, whether paid or unpaid, for operation, maintenance, interest, and other charges which benefit the current fiscal period (for proprietary funds and non-expendable trust funds). See *Expenditures*.

**Fiduciary Fund:** A fund established to account for resources held for the benefit of parties outside the government.

**Financing Plan:** Identifies sources of revenues that support the spending plan.

**Full Time Equivalent (FTE):** A personnel position which is financed for the equivalent of 80 hours per pay period, for 26.1 pay periods (a typical year), or 2,088 hours in a year. This is roughly equivalent to 40 hours per week for 52 weeks. For example, a .5 FTE would represent 20 hours per week for 52 weeks, or 40 hours per week for 26 weeks. A 1.0 FTE is a general reference to a position normally working for a year.

**Fund:** Each individual fund is a separate accounting entity having its own assets, liabilities, revenues and expenditures or expenses. City financial resources are allocated to, and accounted for, in individual funds based on legal, donor, or

administrative restrictions or requirements.

*Fund Balance:* An equity account reflecting the excess of accumulated assets over accumulated liabilities and reserves (monies set aside for specific purposes).

*Fund Manager:* Fund managers are accountable to and receive authority from their department director and division manager, and ultimately from the mayor, the city council, and city residents/taxpayers. Each fund manager is responsible for correctly preparing and submitting the portion of the city's financial plan that is provided by their fund. This includes a properly completed budget request consisting of performance, spending and financing plans. Fund managers are responsible for monitoring the collection of receipts, authorizing spending payments, cash flow planning, and service delivery in accordance with the adopted plan. Fund managers are also responsible for forecasting significant performance, spending or financing variances, determining their cause, creating a solution, and reporting such information to their department director and the director of the office of financial services. See *Performance Plan*, *Spending Plan*, and *Financing Plan*.

*Fund Number:* A three-digit number which uniquely identifies the fund. For example, the General Fund is fund number 100, the city grants fund is 200, and the parks and recreation special projects is 260. There is no significance to the sequence of numbers. See *Activity Number*.

*Fund Type:* A classification of funds by similar purpose. The fund types are: governmental (general, special revenue, debt service, capital project, special assessment), proprietary (enterprise, internal service), and fiduciary (trust and agency funds). Although the city hall annex operating fund and the public works engineering fund are separate funds, they are the same fund type (internal service). See each fund type for its definition. Also see *Fund*.

*GIS:* Acronym for geographic based information systems.

*General Fund:* The fund used to account for all financial resources not specifically earmarked for other purposes. The General Fund is the primary operating fund for the City of Saint Paul.

*Governmental Funds:* All funds other than fiduciary and proprietary funds. Includes the general fund, special revenue funds, capital projects funds, debt service funds and special assessment funds. The measurement focus is on spending or financial flow rather than on net income. See *Fiduciary Funds* and *Proprietary Funds*.

*Internal Service Fund:* A fund established to account for the financing of goods or services provided by one city department to other city departments, divisions or funds on a cost-reimbursement basis.

*LGA:* Acronym for local government aid. See *State Aids*.

*MSA:* Acronym for municipal state aids. See *State Aids*.

*Operating Budget:* The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

*Operating Transfer In/Out:* Interfund transfers are legally authorized transfers between a fund receiving revenue and a fund where resources are expended.

*PED:* Acronym for the planning and economic development department.

*Permanent Fund:* A fund established to account for the custody and administration of assets held in a trust capacity. The assets held in a trust fund must be spent or invested in accordance with the conditions of the trust. Expendable trust funds are similar to governmental funds in that the measurement focus is on spending or financial flow rather than on net income. Non-expendable trust funds are similar to proprietary funds, with the measurement focus on determination of net income. See *Agency Fund* and *Fiduciary Fund*.

*Proprietary Funds:* Any fund which attempts to determine net income. Measurement focus is on cost of services similar to private sector for-profit organizations. This category includes enterprise and internal service funds.

*Recoverable Expenditure:* An expenditure made for, or on behalf of, another governmental unit, fund, or department, private individual, firm, or corporation which will, subsequently, be recovered in cash or its equivalent.

*Retained Earnings:* An equity account reflecting the accumulated earnings of an enterprise or internal service fund which are not reserved for any specific purpose.

*Special Assessment:* Charges which the local government collects from property owners to pay for specific services or capital improvement projects such as streets, sewers, etc., which benefit a particular piece of real estate.

*Special Revenue Fund:* A fund established to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, and capital projects) that are legally restricted to expenditures for specified functions or activities.

*Spending Plan:* Provides a unit or subunit of an organization with spending authority to pay for the resources required to effectively accomplish the performance plan.

*STAR:* Acronym for sales tax revitalization program.

*State Aids:* The following are the major types of intergovernmental revenues received by the City of Saint Paul from the State of Minnesota:

*Local Government Aid (LGA):* Begun in 1971, this program was designed to provide indirect property tax relief through the redistribution of income tax and sales tax revenues collected at the state level to local units of government.

The amount of funding received by local units of government is based on a distribution formula determined by the Minnesota State Legislature. The distribution formula is based on "need" as well as "capacity". The 2001 State Legislature rolled the Homestead and Agricultural Credit Aid into Local Government Aid.

*Municipal State Aids (MSA).* This program is financed by motor vehicle related taxes collected at the state level. The state gasoline tax is the largest revenue source and the dollars collected are constitutionally dedicated for expenses related to MSA routes. The revenues are redistributed back to municipalities of 5,000 or more residents to be used for construction and maintenance of their MSA designated routes.

*Tax Increment Financing (TIF) District:* A TIF district is a designated geographical area where a city is undertaking redevelopment or development activity. Any increase in assessed valuation due to new development activity is captured by the district. Property taxes levied against those captured values are used to finance the public improvement costs incurred to induce the private development activity. Public improvement costs can be financed by issuing bonds or by a pay-as-you-go plan.