



DRIVING RESILIENCE THROUGH VITALITY

2025 LIBRARY BUDGET PROPOSAL
Mayor Melvin Carter



**SAINT PAUL
MINNESOTA**

SAINT PAUL PUBLIC LIBRARY AGENCY 2025 PROPOSED BUDGET BOOK

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Introduction

Saint Paul Public Library Agency Board of Commissioners

The [Saint Paul City Council](#) sits as the Library Board.

Commissioners

Ward	Name	Term Expires
Ward 1	Anika Bowie	December 31, 2027
Ward 2	Rebecca Noecker	December 31, 2027
Ward 3	Saura Jost	December 31, 2027
Ward 4	Mitra Jalali	December 31, 2027
Ward 5	Hwa Jeong Kim	December 31, 2027
Ward 6	Nelsie Yang	December 31, 2027
Ward 7	Cheniqua Johnson	December 31, 2027

Officers

Saura Jost, Library Board Chair

Nelsie Yang, Library Board Vice Chair

Budget Process

The fiscal year for the City of Saint Paul is the calendar year, with January 1st marking both the start of the new fiscal year and the start of budget development for the following year. The budget process is designed to conform with Minnesota law, the City charter, and the legislative code. [The Mayor's 2024 Budget Address](#) provides context on the process and priorities which guided the decision-making last year, and the [City Council Budget Process Video](#) is an excellent tool to understand the annual budget process.

Base Budget Development (January – April)

Each year during this time, the base budget for the upcoming year is identified, which illustrates the cost to continue all programs and services under the new year's conditions. Department management and staff identify objectives, performance indicators, and the resources needed to accomplish their goals.

Mayor's Proposed Budget Development (May – August)

Department requests and cost-saving ideas for the following year's budget are submitted in June. The Mayor's Cabinet reviews all budget proposals and scores them on criteria that prioritize citywide efficiency, equity, and alignment with mayoral priorities. Department directors meet with the Mayor to discuss department needs and to ensure that budgets meet the service level and taxing objectives that have been established for the City.

Informed by data and feedback gathered from City departments, residents, businesses, community organizations, and the Cabinet review process, the Mayor and City budget staff prepare the Mayor's proposed budget for the coming year. The Mayor submits the proposed budget to the City Council and holds a public budget address in August.

City Council Budget Review and Adoption (August – December)

Following the Mayor's budget address, the Saint Paul City Council begins their review of the Mayor's proposed budget. City departments brief the Council on the impacts of the budget. These presentations are televised and open to the public. View recordings and the calendar of meetings on the [City Council Budget Committee calendar](#). The steps of the City Council Phase are:

- **City Council sets the property tax levy limit by September 30th:** The property tax levy limit determines the maximum property taxes that can be collected the following year. The final certified property tax levy can be less than or equal to, but not more than, the maximum levy set by Council.
- **Public Truth in Taxation Hearing:** In late November, Ramsey County mails proposed property tax statements to property owners indicating the estimated amount of property taxes the owner will be required to pay for each taxing jurisdiction (city, county, school district, and others) based on the maximum tax levy. These mailings also inform property owners of the date and time of the public hearing ("Truth in Taxation") held by the City Council in early December to hear from community members on budget or tax issues related to the City portion of the property tax statement.
- **Council Adoption of the Budget:** Following the review process and public input, the City Council 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 and Library Agency Composite Summary

Property Tax Levy and State Aid: City, Library Agency, and Port Authority Combined 2024 Adopted vs. 2025 Proposed

Property Tax Levy

	2024 Adopted	2025 Proposed	Amount Change	Percent Change	Percent of City 2024 Total	Percent of City 2025 Total
City of Saint Paul						
General Fund	160,078,894	174,907,888	14,828,994	9.3%	77.81%	78.76%
General Debt Service	23,179,457	24,710,069	1,530,612	6.6%	11.27%	11.13%
Saint Paul Public Library Agency	22,462,394	22,449,086	(13,308)	-0.1%	10.92%	10.11%
Total (City and Library combined)	205,720,745	222,067,043	16,346,298	7.9%	100.00%	100.00%
Port Authority	2,776,700	2,901,700	125,000	4.5%		
Overall Levy (City, Library, and Port)	208,497,445	224,968,743	16,471,298	7.9%		

These amounts are the total property tax levy used to determine tax rates. Actual financing available to support the budget is less, due to a 2% "shrinkage" allowance for delinquent taxes.

Local Government Aid Financing

	2024 Adopted	2025 Proposed	Amount Change	Percent Change	Percent of City 2024 Total	Percent of City 2025 Total
City of Saint Paul						
General Fund	81,324,170	81,454,853	130,683	0.2%	99.60%	99.60%
General Debt Service	-	-	-	N.A.	0.00%	0.00%
Saint Paul Public Library Agency	324,500	324,500	-	0.0%	0.40%	0.40%
Total (City and Library combined)	81,648,670	81,779,353	130,683	0.2%	100.00%	100.00%

Of the City's \$81.8 million Local Government Aid allocation, \$324,500 is budgeted in the Library General Fund. The remainder is budgeted in the City's General Fund.

2025 Proposed Budget: Library Overview

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

Learn More: sppl.org

Department Facts

- **Total General Fund Budget:** \$22,669,016
- **Total Special Fund Budget:** \$4,138,497
- **Total FTEs:** 179.10

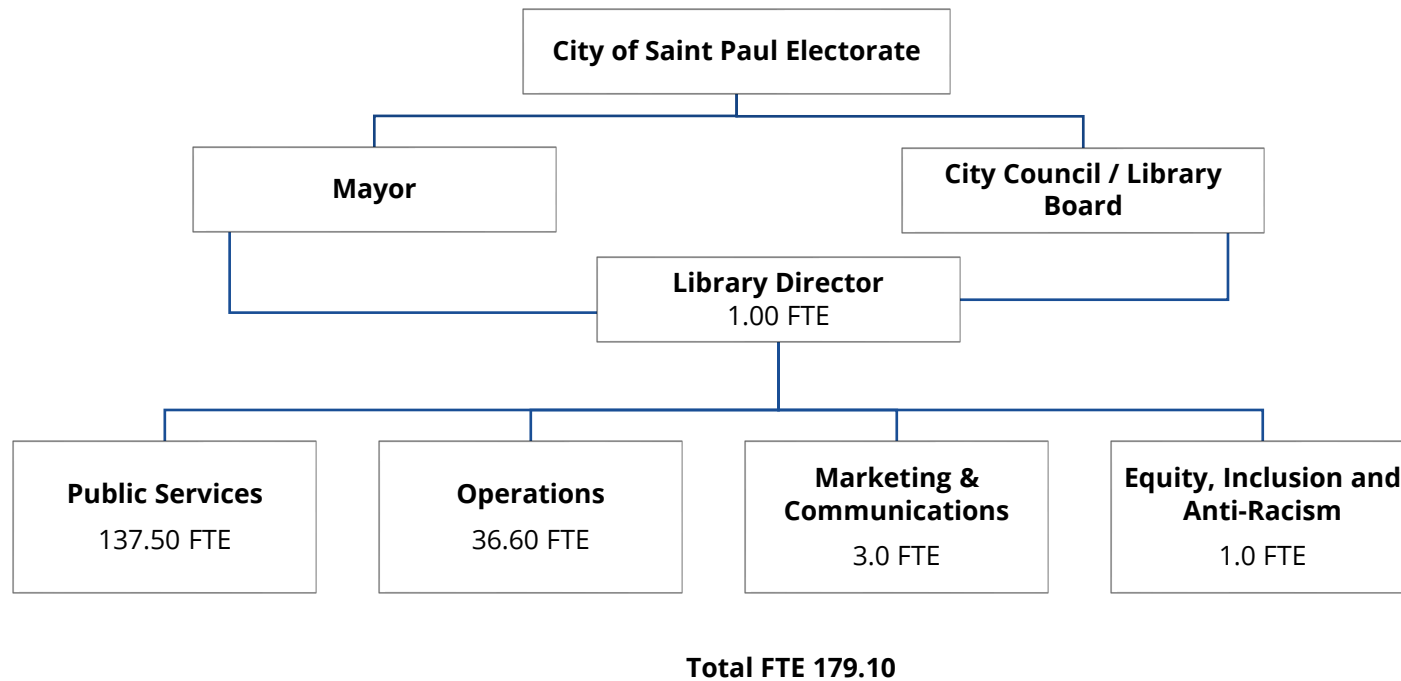
Department Goals

A city that works for all, where libraries bring people together to experience hope and unlock new possibilities.

Recent Accomplishments

- 2,492,987 total circulation.
- 9% increase in physical materials - 1,641,561 items.
- 16% increase in electronic materials – 851,426 items.
- Over 3.4 million online visitors (3,253,885 website visits and 149,526 mobile app visits).
- 2,082 programs with 30,090 program attendance.
- 2,330 uses of meeting rooms.
- 787,864 total physical materials in collection.
- 21,429 new patron accounts created.
- Read Brave – Mental Health: 300 attended in-person events and 490 students participated in a classroom visit by an author.
- Community Specialists made 1,121 connections at multi-cultural, intergenerational community events.
- Summer Spark summer youth programs: 11,923 books given to youth ages 0-18; 900 Take & Make kits distributed; 73 hands-on and performance programs had a total of 2,009 attendees.
- 655 teens participated in Createch, a tech and maker space created by teens for teens to explore talents and pursue interests.
- Open Lab staff provided 3,484 help sessions.
- Bookmobile served 1200 students weekly, circulated nearly 60,000 items, gave away 3,800 children’s books at 38 stops.
- Trauma Sensitive Libraries: Social worker had 677 patron visits and 91 consultations with staff; CROP served 463 people.
- Volunteer Services: 660 volunteers served nearly 7,000 hours.
- Homework Centers served 641 participants throughout its five locations. They employed 140 volunteer tutors over 2100 hours.
- Reading Together: 52 volunteers provided mentoring for 132 youth in 6 libraries, connecting them with books they love and reading skills.

Library Organizational Chart



Department Division Descriptions

The Saint Paul Public Library is managed by the Saint Paul Public Library Director and department administration. The Library Director reports to the Mayor and the Library Board. The Saint Paul City Council Serves as the Library Board.

The Saint Paul Public Library includes the following divisions which report to the Library Director:

- **Public Services:** Public-facing front line staff and managers at all library locations, including Central and the mobile library. Responsible for day-to-day library customer service, programs and services, engagement, and outreach.
- **Operations:** Coordinates the operational element of library services, including Budget, Finance and Accounting, Collections, Human Resources, Contracting and Procurement, Facilities, Special Projects and Initiatives and Systems and Technology.
- **Marketing & Communications:** Saint Paul Public Library’s Marketing and Communications Department—or Marcom—works to generate awareness and use of the Library’s programs as well as foster strong community connections to the Library and its impact.
- **Equity, Inclusion and Anti-Racism:** The Equity, Inclusion, and Anti-Racism Coordinator leads system-wide strategy and work to deepen and increase the impact of SPPL’s equity, inclusion, and anti-racism behaviors and practices.

**2025 Proposed Budget
LIBRARY AGENCY**

Fiscal Summary

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year	FY 2024 Adopted Budget FTE	FY 2025 Proposed Budget FTE
Spending							
211: GENERAL GOVT SPECIAL PROJECTS	-	-	-	2,550,000	2,550,000	-	-
270: LIBRARY GENERAL FUND	18,675,165	21,128,664	23,182,058	22,669,016	(513,042)	179.10	178.10
275: LIBRARY SPECIAL PROJECTS	1,566,340	1,522,157	1,368,105	1,588,497	220,392	1.00	1.00
Total	20,241,504	22,650,821	24,550,163	26,807,513	2,257,350	180.10	179.10
Financing							
211: GENERAL GOVT SPECIAL PROJECTS	-	-	-	2,550,000	2,550,000		
270: LIBRARY GENERAL FUND	18,711,590	21,128,664	23,182,058	22,669,016	(513,042)		
275: LIBRARY SPECIAL PROJECTS	1,707,220	1,522,157	1,368,105	1,588,497	220,392		
Total	20,418,810	22,650,821	24,550,163	26,807,513	2,257,350		

Budget Changes Summary

The 2025 Proposed Library General Fund budget includes inflationary updates to salaries and benefits and the removal of one-time use of Library fund balance. Additionally, the budget includes the elimination of a Library Customer Service Assistant II and the repurposing of a Public Information Specialist II position to a Public Information Specialist I.

The Library special fund changes include inflationary adjustments, updates to the PJ Endowment and Friends of the Saint Paul Library grant, and removal of one-time grant carryforward. The 2025 budget includes new funding from the Minnesota Department of Education for the After School Community Learning Grant. Additionally, the changes reflect a new library endowment from the Friends of the Library to meet the current and emerging needs of young people and their caring adults today, and in the future. This fund will give the Library the financial flexibility and reliability to plan for high-quality, effective family programming that benefits generations of Saint Paul's most treasured asset: its children and families.

Due to changes in the American Rescue Plan State and Local Fiscal Recovery Funds guidance around obligating funds, the City made the decision in 2024 to change the funding source for several projects formerly supported with ARP. To ensure that the projects and initiatives included in the Global Agreement between Mayor and Council on the use of ARP funds are completed as planned, the City created a new Special Fund for each former ARP project included in this change. These funds will continue to be spent according to the uses that were included in the Global Agreement, and all funds must be spent by 2026 in alignment with the original ARP guidelines. City staff will continue to collect quarterly and annual reporting from each project and provide corresponding reports to Council. The Library Special Fund budget includes the Library Optimal Response project.

Public Safety Aid: the Library budget is supplemented in the 2025 proposed budget by investments made from Public Safety Aid and the Opioid Settlement. These one-time investments include \$140,000 for a remote door locking and vapor detection systems and \$793,000 for a redesign of the Rondo Library entrance focused on improved safety. The budget on this page does not reflect these investments. Please see the General Government Accounts section for additional information.

270: Saint Paul Public Library General Fund

Library Agency

Current Service Level Adjustments

Current service level adjustments include inflationary increases due to salary and benefit costs, adjustments to department contributions to citywide services such as property insurance and telephone monthly charges, and other revenue and expense adjustments.

	Change from 2024 Adopted		
	Spending	Financing	FTE
Current service level adjustments	131,612	(13,042)	-
Removal of one-time use of Library fund balance	(500,000)	(500,000)	-
Subtotal:	(368,388)	(513,042)	-

Mayor's Proposed Changes

Budget Reductions

As part of an annual review of department spending, the 2025 Library budget includes the elimination of one vacant Library Customer Service Assistant II and the repurposing of one vacant Public Information Specialist II to a Public Information Specialist I.

	Change from 2024 Adopted		
	Spending	Financing	FTE
Eliminate vacant Library Customer Service Assistant II	(87,444)		(1.00)
Repurpose Public Information Specialist II	(57,210)		-
Subtotal:	(144,654)	-	(1.00)

Fund 270 Budget Changes Total

(513,042) (513,042) (1.0)

211: General Government Special Projects

Library Agency

Budget for the Library Optimal Response Project.

Library Optimal Response Project

Due to changes in the American Rescue Plan State and Local Fiscal Recovery Funds guidance around obligating funds, the City made the decision in 2024 to change the funding source for several projects formerly supported with ARP. To ensure that the projects and initiatives included in the Global Agreement between Mayor and Council on the use of ARP funds are completed as planned, the City created a new Special Fund for each former ARP project included in this change. These funds will continue to be spent according to the uses that were included in the Global Agreement, and all funds must be spent by 2026 in alignment with the original ARP guidelines. City staff will continue to collect quarterly and annual reporting from each project and provide corresponding reports to Council. The Library Special Fund budget includes the Library Optimal Response project.

	Change from 2024 Adopted		
	Spending	Financing	FTE
Library Optimal Response Project	2,550,000	2,550,000	-
Subtotal:	2,550,000	2,550,000	-

Fund 211 Budget Changes Total

2,550,000 2,550,000 -

275: Saint Paul Public Library 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 of destroyed items.

Current Service Level Adjustments

Current service level adjustments include inflationary increases due to salary and benefit costs, adjustments to department contributions to citywide services such as property insurance and telephone monthly charges, and other revenue and expense adjustments.

	Change from 2024 Adopted		FTE
	Spending	Financing	
Current service level adjustments	26,877	26,877	-
Update to PJ Endowment	5,360	5,360	-
Update to Friends grant funding	41,282	41,282	-
Removal of one-time grant carryforward	(164,000)	(164,000)	-
Subtotal:	(90,481)	(90,481)	-

Mayor's Proposed Changes

Grant Updates

The 2025 proposed budget includes grant funding from the Minnesota Department of Education's After School Community Learning Grant, accepted in 2024 and continuing through 2027. This grant supports community programming and related staffing needs.

	Change from 2024 Adopted		FTE
	Spending	Financing	
Salary and benefits update	113,050	113,050	-
Community programming	155,823	155,823	-
Subtotal:	268,873	268,873	-

Endowment Updates

The Library special fund changes reflect a new Library endowment from the Friends of the Library to meet the current and emerging needs of young people and their caring adults today, and in the future. This fund will give the Library the financial flexibility and reliability to plan for high-quality, effective family programming that benefits generations of Saint Paul's most treasured asset: its children and families.

Endowment for Children, Youth, and Families	42,000	42,000	-
Subtotal:	42,000	42,000	-

Fund 275 Budget Changes Total

220,392 220,392 -

Spending Reports

CITY OF SAINT PAUL
Spending Plan by Department

Department: LIBRARY AGENCY

Fund: LIBRARY GENERAL FUND

Budget Year: 2025

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Spending by Major Account					
EMPLOYEE EXPENSE	13,564,794	15,794,992	17,309,725	17,221,422	(88,303)
SERVICES	3,178,772	3,365,488	3,253,030	3,353,546	100,516
MATERIALS AND SUPPLIES	1,906,673	1,917,443	2,067,443	2,067,443	-
ADDITIONAL EXPENSES	-	500	500	500	-
DEBT SERVICE	-	26,105	26,105	26,105	-
OTHER FINANCING USES	24,926	24,136	525,255	-	(525,255)
Total Spending by Major Account	18,675,165	21,128,664	23,182,058	22,669,016	(513,042)
Spending by Accounting Unit					
27043100 - LIBRARY GENERAL ADMINISTRATION	938,082	1,072,909	1,460,987	1,088,515	(372,472)
27043200 - LIBRARY PUBLIC SERVICES	11,852,765	13,605,132	15,117,250	14,778,866	(338,384)
27043300 - LIBRARY SYSTEM SUPPORT SERVICES	3,603,297	3,937,299	4,044,107	4,101,816	57,710
27043400 - LIBRARY FACILITY OPERATIONS & MAINTENANCE	2,281,021	2,513,324	2,559,714	2,699,819	140,105
Total Spending by Accounting Unit	18,675,165	21,128,664	23,182,058	22,669,016	(513,042)

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

Department: LIBRARY AGENCY

Fund: GENERAL GOVT SPECIAL PROJECTS

Budget Year: 2025

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Spending by Major Account					
SERVICES	-	-	-	2,550,000	2,550,000
Total Spending by Major Account	-	-	-	2,550,000	2,550,000
Spending by Accounting Unit					
21143820 - LIBRARY MODERNIZATION	-	-	-	2,550,000	2,550,000
Total Spending by Accounting Unit	-	-	-	2,550,000	2,550,000

CITY OF SAINT PAUL
Spending Plan by Department

Department: LIBRARY AGENCY

Fund: LIBRARY SPECIAL PROJECTS

Budget Year: 2025

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Spending by Major Account					
EMPLOYEE EXPENSE	427,139	220,425	101,567	241,494	139,927
SERVICES	372,422	647,265	622,546	661,369	38,823
MATERIALS AND SUPPLIES	766,779	643,992	643,992	685,634	41,642
OTHER FINANCING USES	-	10,475	-	-	-
Total Spending by Major Account	1,566,340	1,522,157	1,368,105	1,588,497	220,392
Spending by Accounting Unit					
27543610 - LIBRARY FEES FINES AND REVENUES	246,960	254,271	254,037	254,037	-
27543615 - SPROCKETS PROGRAM	36,492	69,164	-	-	-
27543620 - RELLA HAVENS BEQUEST	8,941	14,433	14,433	14,433	-
27543650 - MELSA PROGRAMS STATE AID	187,382	210,834	210,834	210,834	-
27543800 - FRIENDS OF THE LIBRARY GRANTS	608,236	692,870	759,161	705,320	(53,841)
27543820 - LIBRARY PRIVATE GRANTS	336,202	150,945	0	268,873	268,873
27543830 - PERRIE JONES ENDOWMENT FRIENDS	142,127	129,640	129,640	135,000	5,360
Total Spending by Accounting Unit	1,566,340	1,522,157	1,368,105	1,588,497	220,392

Financing Reports

CITY OF SAINT PAUL
Financing Plan by Department

Department: LIBRARY AGENCY

Fund: LIBRARY GENERAL FUND

Budget Year: 2025

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Financing by Major Account					
TAXES	18,491,719	20,616,664	22,032,558	22,019,516	(13,042)
INTERGOVERNMENTAL REVENUE	44,831	337,000	324,500	324,500	-
MISCELLANEOUS REVENUE	40	-	-	-	-
OTHER FINANCING SOURCES	175,000	175,000	825,000	325,000	(500,000)
Total Financing by Major Account	18,711,590	21,128,664	23,182,058	22,669,016	(513,042)
Financing by Accounting Unit					
27043100 - LIBRARY GENERAL ADMINISTRATION	18,711,550	21,128,664	23,032,058	22,519,016	(513,042)
27043200 - LIBRARY PUBLIC SERVICES	40	-	-	-	-
27043300 - LIBRARY SYSTEM SUPPORT SERVICES	-	-	150,000	150,000	-
Total Financing by Accounting Unit	18,711,590	21,128,664	23,182,058	22,669,016	(513,042)

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

Department: LIBRARY AGENCY

Fund: GENERAL GOVT SPECIAL PROJECTS

Budget Year: 2025

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Financing by Major Account					
OTHER FINANCING SOURCES	-	-	-	2,550,000	2,550,000
Total Financing by Major Account	-	-	-	2,550,000	2,550,000
Financing by Accounting Unit					
21143820 - LIBRARY MODERNIZATION	-	-	-	2,550,000	2,550,000
Total Financing by Accounting Unit	-	-	-	2,550,000	2,550,000

CITY OF SAINT PAUL
Financing Plan by Department

Department: LIBRARY AGENCY
Fund: LIBRARY SPECIAL PROJECTS

Budget Year: 2025

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Financing by Major Account					
INTERGOVERNMENTAL REVENUE	476,094	259,126	210,834	479,707	268,873
CHARGES FOR SERVICES	185,225	165,174	164,940	164,940	-
FINE AND FORFEITURE	454	-	-	-	-
INVESTMENT EARNINGS	-	14,433	14,433	14,433	-
MISCELLANEOUS REVENUE	816,858	953,424	813,898	889,417	75,519
OTHER FINANCING SOURCES	228,589	130,000	164,000	40,000	(124,000)
Total Financing by Major Account	1,707,220	1,522,157	1,368,105	1,588,497	220,392
Financing by Accounting Unit					
27543610 - LIBRARY FEES FINES AND REVENUES	303,713	254,271	254,037	254,037	-
27543615 - SPROCKETS PROGRAM	12,396	69,164	-	-	-
27543620 - RELLA HAVENS BEQUEST	-	14,433	14,433	14,433	-
27543650 - MELSA PROGRAMS STATE AID	194,379	210,834	210,834	210,834	-
27543800 - FRIENDS OF THE LIBRARY GRANTS	674,631	692,870	759,161	705,320	(53,841)
27543820 - LIBRARY PRIVATE GRANTS	395,349	150,945	0	268,873	268,873
27543830 - PERRIE JONES ENDOWMENT FRIENDS	126,752	129,640	129,640	135,000	5,360
Total Financing by Accounting Unit	1,707,220	1,522,157	1,368,105	1,588,497	220,392

Appendix - 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.

American Rescue Plan Act (ARP): The American Rescue Plan Act, signed into law March 11, 2021, provides \$1.9 trillion in direct economic assistance for American workers, families, small businesses, and industries to address issues related to the COVID-19 pandemic. The ARP creates the Coronavirus State and Local Fiscal Recovery Funds, which provide \$350 billion to address the pandemic's public health and economic impacts and lay the foundation for a strong and equitable recovery.

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 information system.

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 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.