



Portage District
LIBRARY

**Proposed Budgets
for
Fiscal Year 2024 and 2025**

Assuming a 1.9945 Mill Levy

**To be presented to the Library Board
at the regular board meeting held on**

July 24, 2023

Table of Contents

Summary of FY 2024 Budget.....	1
Revenue.....	3
Salaries & Wages.....	5
Fringe Benefits.....	5
Library Materials.....	7
Supplies.....	9
Administrative Services.....	11
Utilities.....	13
Building.....	13
Equipment.....	15
Furnishings.....	15
Other Charges.....	17
Capital Projects.....	19

	FY 2023 Budget	FY 2024 Budget Request	Variance	Percent Change	FY 2025 Budget Estimate	Variance	Percent Change
REVENUE							
Millage Rate	1.9945	1.9945			1.9945		
Tax Revenue	\$ 5,303,902	\$ 5,567,876	\$ 263,974	5.0%	\$ 5,742,840	\$ 174,964	3.1%
Other Revenue	494,748	519,185	24,437	4.9%	535,828	16,643	3.2%
Total Revenue	\$ 5,798,650	\$ 6,087,061	\$ 288,411	5.0%	\$ 6,278,668	\$ 191,607	3.1%

OPERATING EXPENSES							
Salaries & Wages	\$ 1,858,492	\$ 1,991,261	\$ 132,769	7.1%	\$ 2,039,082	\$ 47,821	2.4%
Fringes & Benefits	720,772	744,281	23,509	3.3%	767,371	23,090	3.1%
Library Materials	674,066	727,336	53,270	7.9%	746,430	19,094	2.6%
Library Supplies	163,660	178,428	14,768	9.0%	178,300	(128)	-0.1%
Administrative Services	342,080	393,685	51,605	15.1%	380,845	(12,840)	-3.3%
Building & Utilities	386,420	346,250	(40,170)	-10.4%	364,250	18,000	5.2%
Furnishings & Equipment	-	25,000	25,000	0.0%	-	(25,000)	-100.0%
Other Charges	369,060	393,470	24,410	6.6%	398,211	4,741	1.2%
Total Operating Expenses	\$ 4,514,550	\$ 4,799,711	\$ 285,161	6.3%	\$ 4,874,489	\$ 74,778	1.6%

CAPITAL PROJECTS							
Capital Projects	\$ 1,284,100	\$ 1,287,350	\$ 3,250	0.3%	\$ 1,404,179	\$ 116,829	9.1%
Total Expenses	\$ 5,798,650	\$ 6,087,061	\$ 288,411	5.0%	\$ 6,278,668	\$ 191,607	3.1%

	Year End 2023	Year End 2024	Difference	% of Total Exp	Year End 2025	Difference	% of Total Exp
RESERVES							
General Reserve	\$ 757,807	\$ 796,325	\$ 38,518	13.1%	\$ 819,200	\$ 22,875	13.0%
Building Reserves	50,000	50,000	-	0.8%	50,000	-	0.8%
PPT Reserve	805,946	805,946	-	13.2%	805,946	-	12.8%
Patio Feasibility Reserve	4,700	4,700	-	0.1%	4,700	-	0.1%
Benefits Reserve	29,740	29,740	-	0.5%	29,740	-	0.5%
Technology Reserve	111,305	111,305	-	1.8%	111,305	-	1.8%
Building Improvement Reserve	731,419	731,419	-	12.0%	731,419	-	11.6%
Unassigned Fund Balance	5,221,269	5,221,269	-	85.8%	5,221,269	-	83.2%
Total	\$ 7,712,186	\$ 7,750,704	\$ 38,518	127.3%	\$ 7,773,579	\$ 22,875	123.8%

GENERAL BUDGET SUMMARY

Overview: These budget documents provide a general overview of the Fiscal Year 2024 and 2025 Budget scenarios for the Portage District Library. They include projections of tax revenue for the Library, assuming a 1.9945 mill levy and forecasts for total other expected income. Along with revenue projections, these budget sheets also categorize and delineate library operating expenses and capital projects, to give a total cost picture for operating the Library in Fiscal Year 2024. The main goals for the FY2024 Budget are: (1) to allocate and expend funds appropriately across specific line items to support operations which, fulfill the Library's long range strategic plans; (2) to function in an annual budgeting mode in order to identify the Library's cash flow for investment purposes; and (3) to produce accurate financial reports of library activities. The FY2025 Budget is a projection based on information that is available as of June 2023 and is meant to serve as an estimate only.

Key Considerations: When reviewing the proposed Fiscal Year 2024 Portage District Library Budget, it should be noted that it covers the time period January 1, 2024 through December 31, 2024 [Note: In the same manner, taxes collected in December 2023 must be considered revenue for FY2024]. In preparing the budget for Fiscal Year 2024, the Library considered the current economic climate in Portage, as well as a projection of property tax revenue for Fiscal Year 2024 and Fiscal Year 2025. The overall projection of property tax revenue is for a 4.98% increase in Fiscal Year 2024 and for a 3.14% increase in Fiscal Year 2025. New building initiatives and increasing home values in Portage are strong and expected to increase in the coming years. The State of Michigan has continued to fund PPT reimbursement and State Aid to libraries at its full amount. If PPT is not reimbursed to its anticipated level in FY2024, the Library has a PPT Reserve to assist. The estimated loss in tax revenue due to personal property elimination is set at \$373,573 for FY2024. The reimbursement of these funds will come from the Local Community Stabilization Authority and will be treated as State Aid and not Tax Revenue. Therefore, the Library has included this amount under Other Revenue in this budget document. The Library has increased its General Fund Reserve by \$38,518 in FY2024 and again by \$22,875 in FY2025 to keep it at a level of 13% (which falls within the ideal range of 13% to 15% of total expenditures); has maintained funding for library materials at a level of 15.29% of operating expenses; allocated \$175,000 for technology improvements; continues a Building Fund Reserve (\$50,000); maintains \$29,740 for a Benefits Reserve to be used for employee lump sum retirement payments of accrued sick and vacation time payout; \$4,700 for improvements to the north patio; and \$805,946 in a PPT Reserve at the end of FY2023. In June of FY2021, the Library sold bonds to raise capital to complete its building improvement project. The bonds were sold with a True Interest Cost of 0.84798%. The bonds will be paid back through FY2029, which corresponds with the Library's last year of the additional millage. The average debt service on the bonds for Fiscal Years 2024-2029 will be \$962,867 per year.

Undesignated Fund Balance: As of the end of Fiscal Year 2022, the Library had an Unassigned Fund Balance of \$5,221,269. This amount will be increased at the end of FY2023 with any further unspent funds. This Unassigned Fund Balance is in addition to the 13% General Reserve of annual budgeted expenditures that are available for situations that may arise. Furthermore, the library has \$50,000 in a Building reserve for emergencies that may arise with building assets. The Library is preparing this budget under the realization that all funding to be reimbursed by the Local Community Stabilization Authority for Personal Property Tax elimination will be realized. The Library may use a portion of its \$731,419 Building Improvement Reserve in FY2023 to fund small projects that could not be accomplished within the budget.

	FY 2023 Budget	FY 2024 Budget Request	Variance	Percent Change	FY 2025 Budget Estimate	Variance	Percent Change
TAX REVENUE							
Millage Rate	1.995	1.995	-		1.995	-	
Property Tax	\$ 5,230,933	\$ 5,420,356	\$ 189,423	3.62%	\$ 5,590,894	\$ 170,538	3.15%
IFT/CFT Tax	72,969	147,520	74,551	102.17%	151,946	4,426	3.00%
Total Tax Revenue	\$ 5,303,902	\$ 5,567,876	\$ 263,974	4.98%	\$ 5,742,840	\$ 174,964	3.14%
OTHER REVENUE							
State Aid	\$ 35,000	\$ 35,000	\$ -	0.00%	\$ 35,000	\$ -	0.00%
Local Community Stabilization Share Approp.	370,431	373,753	3,322	0.90%	373,753	-	0.00%
County Penal Fine Income	50,000	50,000	-	0.00%	50,000	-	0.00%
Local Fine & Fee Income	17,950	17,950	-	0.00%	17,950	-	0.00%
Interest Income	40,000	75,000	35,000	87.50%	75,000	-	0.00%
Rental Income	2,000	2,000	-	0.00%	3,000	1,000	50.00%
Vending Services	10,000	4,000	(6,000)	-60.00%	4,000	-	0.00%
Funding to/from Reserves	(30,633)	(38,518)	(7,885)	25.74%	(22,875)	15,643	-40.61%
Total Other Revenue	\$ 494,748	\$ 519,185	\$ 24,437	4.94%	\$ 535,828	\$ 16,643	3.21%
Total Revenue	\$ 5,798,650	\$ 6,087,061	\$ 288,411	4.97%	\$ 6,278,668	\$ 191,607	3.15%

TAX REVENUE - Fiscal Year 2024

> **Property Tax:** The Library is planning for an increase in property tax revenue of \$263,974. The Library saw good increases to tax values of residential property (7.14%) and commercial property (5.78%) throughout its service area. The Library was not subject to as additional Headlee Rollback and will levy its maximum 1.9945 mills. Tax values rose by 5.03% across all property types. The largest increase was in Pavilion Township at 8.47%, followed by Texas Township at 7.74% and Portage at 6.14%. Portage accounts for 85.58% of the library's tax base. There is strong tax growth within the Library's taxing jurisdiction with several new housing developments in the city.

> **Industrial Facilities Tax:** Anticipated revenue for the Library to be generated from tax assessments made on industries in the service population area of the Portage District Library. There is a sharp increase in revenue in this area as new building by large manufacturers has been in this area.

> **State-Aid:** Anticipated funding for Libraries by the State of Michigan FY2024 is not anticipated to decline. As a result, the Library is maintaining its current level of estimated revenue.

> **Local Community Stabilization Share Appropriation:** The reimbursement for the Personal Property Tax loss is budgeted to be \$373,753. This represents a slight increase from the prior year. The exact amount of funding from the State is unknown, so the Library is budgeting approximately \$10,000 less than calculated. This allowance is consistent with amounts of actual collection the Library has seen in previous years.

> **County Penal Fines:** Based on historical data, the Library will budget for no change in revenue to be generated by a share of penal fines distributed to public libraries by Kalamazoo County. The Library budgets very conservatively for this revenue, as funding has sharply decreased in recent years.

> **Local Fines & Fees:** The Library is maintaining its budget for Fines & Fees for 2024. Based on actual collections in FY2023, this level of anticipated revenue appears to be accurate.

> **Investment Interest Income:** Anticipated revenue for the Library generated by interest on Sweep Accts and investments is anticipated to increase in FY2024. As investments have matured, the Library has reinvested at higher rates of return. While this budget has increased, the Library is being conservative in its estimate.

> **Rental Income & Vending Services:** The Library is anticipating a decrease in room rental and charges for photocopies, computer printouts, and other miscellaneous items. This decrease is warranted based on actual results in FY2023.

> **Funding from Reserves:** The Library calculates the General Reserve to be 13% of all revenue before Funding to/from Reserves. Due to an increase in revenue for FY2024, the Library will adjust the General Reserve upward by \$38,158.

TAX REVENUE - Fiscal Year 2025

> **Tax Revenue Projection:** The Library is estimating that overall property values within the City of Portage will increase by 1.75%, Pavilion Township by 3.0%, property values in Texas Township will increase by 4.0% in FY2025. Building is strong in the community and the area is seeing new property being added to the tax rolls. These are conservative estimates and fit within the Library's concept of estimating revenues conservatively.

> **Funding From Reserves:** For FY2025, the Library is planning to only make the necessary adjustment to the General Reserve.

	FY 2023 Budget	FY 2024 Budget Request	Variance	Percent Change	FY 2025 Budget Estimate	Variance	Percent Change
SALARIES & WAGES							
Full Time Staff Salaries	\$ 1,105,821	\$ 1,221,729	\$ 115,908	10.48%	\$ 1,248,763	\$ 27,034	2.21%
Full Time Staff Hourly	314,638	260,756	(53,882)	-17.13%	265,040	4,284	1.64%
Part Time Staff Salaries	183,376	258,264	74,888	40.84%	264,119	5,855	2.27%
Library Aide Salaries	247,122	250,512	3,390	1.37%	261,160	10,648	4.25%
Substitute Salaries	7,535	-	(7,535)	-100.00%	-	-	0.00%
Total Salaries & Wages	\$ 1,858,492	\$ 1,991,261	\$ 132,769	7.14%	\$ 2,039,082	\$ 47,821	2.4%
FRINGES & BENEFITS							
Health Insurance	\$ 365,000	\$ 370,000	\$ 5,000	1.37%	\$ 385,000	\$ 15,000	4.05%
Dental	36,500	36,500	-	0.00%	37,500	1,000	2.74%
Vision	5,500	6,000	500	9.09%	6,250	250	4.17%
Life & Disability Insurance	11,750	12,750	1,000	8.51%	13,250	500	3.92%
Pension	142,046	145,949	3,903	2.75%	151,381	5,432	3.72%
Employee Assistance Program	1,800	2,000	200	11.11%	2,000	-	0.00%
Personal Well-being Program	11,000	11,000	-	0.00%	11,000	-	0.00%
Workers Compensation	5,000	5,000	-	0.00%	5,000	-	0.00%
FICA - Employer	142,176	155,082	12,906	9.08%	155,990	908	0.59%
Total Fringes & Benefits	\$ 720,772	\$ 744,281	\$ 23,509	3.26%	\$ 767,371	\$ 23,090	3.10%
Total Salaries & Benefits	\$ 2,579,264	\$ 2,735,542	\$ 156,278	6.06%	\$ 2,806,453	\$ 70,911	2.59%

SALARIES & WAGES - Fiscal Year 2024

>Staff Salaries & Wages: Salaries and wages for all positions are being budgeted to increase 7.14% overall. This includes funds to be used for merit increases of salaries and wages. Merit increases are based on a combination of performance reviews and current market conditions for labor (i.e. cost of living). The Library used a consultant in FY2023 to assist in the adjustment of salary ranges for all positions. The Library is working to adjust employee pay to align with the new ranges. This will take several years as the financial burden for this shift is too great to accomplish in one year. With the changes that the Library is making to its pay structure, it should be in a good position to compensate its current staff, as well as attract quality talent, when the need arises.

SALARIES & WAGES - Fiscal Year 2025

> Salary & Wage Projection: The library is budgeting for merit increases to salary and wage for Fiscal Year 2025. The Library will continue to review its staffing level and add staff in areas that align with its strategic plan or needs.

FRINGES & BENEFITS - Fiscal Year 2024

- > **Health:** Projection of a 1.37% increase to health insurance benefits is due to several factors. The PA152 hard cap has increased approximately 1.3% from the prior year. The Library has no open positions, but is conservative and budgets funds in the event that a life event occurs and an employee changes coverage to a higher level.
- > **Dental & Vision:** Projection of no increase in funding for Dental Insurance and a slight increase to Vision Insurance based on anticipated increases in premiums and possible changes to the Library's staffing model.
- > **Life & Disability Insurance:** Projection of a small increase is due to wage increases associated with merit increases and modifications to the Library's wage structure.
- > **Pension:** Projection of a 2.75% increase in employer contributions into the retirement fund for all current and future full-time employees is due to overall higher wages and possible changes to staffing.
- > **Employee Assistance:** Projected cost for the employee assistance program. The Library contracts with an independent company to provide counseling in various areas if employees or their family members wish to seek assistance.
- > **Personal Well-being:** The Library is budgeting \$11,000 for the Personal Well-Being Program that allows staff to attend classes or attain memberships in organizations or clubs of their choosing during the 2024 fiscal year.
- > **Workers' Compensation:** Projection of no increase in Workers' Compensation cost for FY2024.
- > **FICA / Employer:** Projected cost for employer paid social security for all paid Library employees, currently 7.65% of total wages.

FRINGES & BENEFITS - Fiscal Year 2025

- > **Fringes & Benefits Projection** - The Library will project for a small increase to the hard cap limits that dictate Health Insurance costs. Other third party administrator costs are being projected based on past history. FICA and Pension costs are anticipated to increase as the Library's overall budget for wages increases.

	FY 2024 Budget				FY 2025 Budget			
	FY 2023 Budget	Request	Variance	Percent Change	Estimate	Variance	Percent Change	
LIBRARY MATERIALS								
Books - Adult	\$ 167,980	\$ 169,945	\$ 1,965	1.17%	\$ 170,945	\$ 1,000	0.59%	
Digital Collections	210,530	239,030	28,500	13.54%	267,630	28,600	11.97%	
Special Collections	-	22,000	22,000	100.00%	12,000	(10,000)	-45.45%	
Audio/Visual - Adult	35,200	26,000	(9,200)	-26.14%	19,000	(7,000)	-26.92%	
Books - Youth	122,593	137,441	14,848	12.11%	142,602	5,161	3.76%	
Audio/Visual - Youth	13,873	16,620	2,747	19.80%	16,783	163	0.98%	
Audio/Visual - Hot Picks	23,090	23,700	610	2.64%	23,640	(60)	-0.25%	
Electronic Information Products	81,500	74,600	(6,900)	-8.47%	78,330	3,730	5.00%	
Periodicals & Publications	19,300	18,000	(1,300)	-6.74%	15,500	(2,500)	-13.89%	
Total Library Materials	\$ 674,066	\$ 727,336	\$ 53,270	7.90%	\$ 746,430	\$ 19,094	2.63%	

LIBRARY MATERIALS - Fiscal Year 2024

> **Books - Adult:** Projection of a slight increase in Adult printed materials in FY2024. The increase is in the area of Adult Non-Fiction. The Library is using Collection HQ to assist in monitoring the levels of individual collections and recommending collection adjustments. Per that information, Biographies are in need of additional funding to increase collection size.

> **Digital Collections:** The Library is projecting an increase in funding for this area for FY2024. The Library is budgeting for increases for E-books and the Hoopla service. The Adult E-book line is an evergrowing collection and funds are needed to purchase necessary material, and to fund increases to consortium fees. Additionally, more funding is necessary to meet the demand within the Hoopla service. The Library maintains funding at its current level for Freegal music service, Kanopy movie service, Tumblebooks and the Wireless Hotspots.

> **Special Collections:** This is a new category for FY2024 that includes the Library of Things and Seed Library. The Library of Things will aid patrons by providing physical objects that serve as a cost-saving benefit by supplying items that patrons need or would like to try before buying. The Seed Library is a service that has been previously budgeted in other lines. Funding will provide seeds, reference books and necessary supplies for patron to utilize.

> **Audio/Visual - Adult:** Projection of a \$9,200 decrease for the purchase of Talking Books, Compact Discs and Videos. Circulation of these collections has been dropping and a reduction of funding is warranted. The Library anticipates phasing out its Compact Disc music collection, so further reductions in this area will occur.

> **Books - Youth:** Projection of an increase to the Preschool collections. Collection HQ stats show that additional funds are needed in these areas to meet the demands of patrons. The Juvenile Graphic Novel collection has the highest turnover of any collection in the Library. Therefore, the need to maintain the collection and replace worn material is constant.

> **Audio/Visual - Youth:** Projection of a 19.8% increase for the expansion of Easy Talking Books. This is a heavily used collection in need of additional material. Funding will double the size of the collection.

> **Audio/Visual - Hot Picks:** Projection of a \$610 increase in funding is for a small increase in purchasing of Videos. Additionally, a reduction to the funding for Hot Pick CDs will be made as this collection is being phased out.

> **Electronic Information:** Projection of a \$6,900 decrease is due to four (4) databases being dropped for lack of use.

> **Periodicals & Publications:** Projection of a small decrease for periodicals and publications. Spending for magazine is reduced and two tablets will be purchased for patrons to use inside the Library to view electronic copies during their visit.

LIBRARY MATERIALS - Fiscal Year 2025

> **Library Material Projection:** The Library feels that the collection is one of the core services that it provides for patrons and that it must be funded at an appropriate level. The Library is always analyzing collection levels and circulation stats so that funds can be shifted to the appropriate places to meet patron demands. In addition, available shelf space and the introduction of more electronic formats are considerations that need to be followed closely. The Library will continue utilizing Collection HQ to help it monitor popular collections and to determine where funding increases and decreases should take place. The areas that are in need of increases are currently in E-Books, Adult, and Youth print material.

	FY 2024 Budget				FY 2025 Budget			
	FY 2023 Budget	Request	Variance	Percent Change	Estimate	Variance	Percent Change	
SUPPLIES								
Office Supplies	\$ 30,300	\$ 41,900	\$ 11,600	38.3%	\$ 41,900	\$ -	0.0%	
Operating Supplies	57,000	61,200	4,200	7.4%	61,700	500	0.8%	
Central Copying/Printing	53,200	52,128	(1,072)	-2.0%	51,500	(628)	-1.2%	
Postal/Freight	23,160	23,200	40	0.2%	23,200	-	0.0%	
Total Supplies	\$ 163,660	\$ 178,428	\$ 14,768	9.0%	\$ 178,300	\$ (128)	-0.1%	

SUPPLIES - Fiscal Year 2024

> **Office Supplies:** Projection of a \$11,600 increase in the Office Supplies category is due to the increased funding for Outreach services. The Library budgets for supplies at a level that can fund necessary purchases if needed, but tries to only purchase as needed. The Library is adding \$9,400 for the potential funding of mailing homebound patron material. Additionally, funds will be available for outreach services in the Youth Department. These are new areas of funding from the previous year.

> **Operating Supplies:** Projection of a \$4,200 increase in overall Operating Supplies. The increase is to maintain adequate funding for Processing Supplies, as well as Computer Supplies.

> **Central Copying & Printing:** Projection of a \$1,072 decrease in funding for copy and printing of Library services. The decrease is from the lack of need for a letter to the community regarding renovations, moving and closing information.

> **Postal/Freight:** Projection of a small increase to Postage & Freight for direct communication to residents within the Portage District Library's area. This increase will provide funding in the event of an increase to postage rates, as well as provide funds for additional communication to patrons regarding a change in our Circulation Policy.

SUPPLIES - Fiscal Year 2025

> **Supplies Projection:** In FY2025, the library will maintain its level of funding for supplies, copy and print and postage and freight.

	FY 2024 Budget				FY 2025 Budget			
	FY 2023 Budget	Request	Variance	Percent Change	Estimate	Variance	Percent Change	
ADMINISTRATIVE SERVICES								
Public Relations	\$ 11,700	\$ 11,000	\$ (700)	-6.0%	\$ 11,000	\$ -	0.0%	
Fundraising	10,800	11,800	1,000	9.3%	11,800	-	0.0%	
Professional Surveys	800	800	-	0.0%	800	-	0.0%	
Human Resources	12,500	12,500	-	0.0%	12,500	-	0.0%	
Bank Service Charges	12,680	13,280	600	4.7%	14,490	1,210	9.1%	
Legal Services	10,000	10,000	-	0.0%	10,000	-	0.0%	
Online Subscription	61,400	86,405	25,005	40.7%	66,555	(19,850)	-23.0%	
Online Maintenance	5,900	9,500	3,600	0.0%	9,900	400	4.2%	
Internet Services	107,200	110,000	2,800	2.6%	121,000	11,000	10.0%	
Payroll Services	19,000	17,500	(1,500)	-7.9%	18,500	1,000	5.7%	
Financial Services	15,000	17,500	2,500	16.7%	18,500	1,000	5.7%	
Cataloging & Processing Services	65,800	79,600	13,800	21.0%	78,000	(1,600)	-2.0%	
Other Administrative Services	7,300	11,800	4,500	61.6%	5,800	(6,000)	-50.8%	
Investment Services	2,000	2,000	-	0.0%	2,000	-	0.0%	
Total Administrative Services	\$ 342,080	\$ 393,685	\$ 51,605	15.1%	\$ 380,845	\$ (12,840)	-3.3%	

ADMINISTRATIVE SERVICES - Fiscal Year 2024

- > **Public Relations:** A projection of a \$700 decrease for Public Relations in FY2024. The decrease will be in the area of small miscellaneous advertising associated with newsletters.
- > **Fundraising:** Projection of slight increase to produce the annual campaign and fundraising letters to patrons.
- > **Professional Surveys:** Projection of no increase in this line.
- > **Human Resources:** Funding to the Human Resources line will fund shredding services, job advertising, drug screening and backgrounds checks for new employees. This funding level will also enable the Library to conduct yearly human resource training. No increase is projected in this area.
- > **Bank Service Charges:** Projection of a \$600 increase for higher costs in this line.
- > **Legal Services:** Projection of no increase in this line.
- > **Online Subscriptions:** This line is to be used to budget for subscription services to online products such as DeskTracker, Content DM, Communico, and Collection HQ. The majority of the increase in funding is for a potential addition of software that could allow patrons to sign-up and renew library cards online.
- > **Online Maintenance:** This line will be used for the Library's website, including graphics, maintenance, and summer reading updates. A \$3,600 increase is needed for upgrades and additions to the Enterprise product. Enterprise software runs the functionality that patrons use and see when they are accessing the Library's catalog.
- > **Internet Services:** Projection of a \$2,800 increase in funding for FY2024 is for the Library to add an additional server for EZproxy.
- > **Payroll Services:** Projection of \$1,500 decrease is possible to align the Library's Payroll, Learning Management System, Onboarding and Recruiting modules through its contracted vendor, Paylocity with estimated pricing based on prior years.
- > **Financial Services:** Projection of a \$2,500 increase to perform the year end audit procedures for FY2023. The budgeted amount will allow the Library to have the annual audit conducted as well as a small amount for additional assistance from the Library's auditors for other issues that may arise.
- > **Cataloging and Processing Services:** Projection of a \$13,800 increase for costs associated with necessary services to make material ready for circulation. The increase will fund an update to the authority records in the catalog. Additionally, there will updating to records that will make information more DEI compliant, as well as more consistent across all records.
- > **Other Administrative Services:** These funds are used for any expenditures needed in the overall administration of the library at the discretion of the Library Director. Some examples of expenditures are: Library Board election costs and Staff Development Day training. The increase in funding for FY2024 is due to a Library Board election this year.
- > **Investment Services:** Funds are for expenses related to the library's investment accounts and ongoing expenses related to continuing disclosures for the Library Bonds.

ADMINISTRATIVE SERVICES - Fiscal Year 2025

- > The Library is budgeting for no substantive change for FY2025.

	FY 2023 Budget	FY 2024 Budget Request	Variance	Percent Change	FY 2025 Budget Estimate	Variance	Percent Change
UTILITIES							
Gas & Electric	\$ 158,500	\$ 110,000	\$ (48,500)	-30.6%	\$ 125,000	\$ 15,000	13.6%
Water & Sewer	6,000	5,000	(1,000)	-16.7%	5,000	-	0.0%
Telephone	36,220	34,100	(2,120)	-5.9%	34,600	500	1.5%
Total Utilities	\$ 200,720	\$ 149,100	\$ (51,620)	-25.7%	\$ 164,600	\$ 15,500	10.4%
BUILDING							
Library Grounds Maintenance	\$ 15,200	\$ 15,000	\$ (200)	-1.3%	\$ 15,000	\$ -	0.0%
Snow Removal	15,000	15,000	-	0.0%	15,000	-	0.0%
Building Repair & Maintenance	118,500	134,650	16,150	13.6%	134,650	-	0.0%
Building Insurance	37,000	32,500	(4,500)	-12.2%	35,000	2,500	7.7%
Total Building	\$ 185,700	\$ 197,150	\$ 11,450	6.2%	\$ 199,650	\$ 2,500	1.3%
Total Building & Utilities	\$ 386,420	\$ 346,250	\$ (40,170)	-10.4%	\$ 364,250	\$ 18,000	5.2%

UTILITIES - Fiscal Year 2024

- > **Gas & Electric:** Projection of a significant decrease in funding for FY2024. Since the Library reopened at its permanent location, Gas & Electric charges have been below pre-construction levels. The building renovation allowed the Library to install energy efficient equipment in the form of HVAC controls and LED lighting. Based on the trend of the previous year, the Library feels confident to lower the budgeted amount for this area.
- > **Water & Sewer:** Projection of a slight decrease to this line.
- > **Telephone:** Projection of a \$2,120 decrease in funding for FY2024. The Library will be looking at alternate telephone service providers for FY2024. Budgeted funds will cover the Library's main telephone service, stipends for cell phones for key staff, and internet access for programming outside the building.

UTILITIES - Fiscal Year 2025

- > **Utilities Projection:** The Library will budget additional funds for gas & electric as usage is down and predictable, but rates are not.

BUILDING - Fiscal Year 2024

- > **Library Grounds Maintenance:** Projection of a \$200 decrease in funding for FY2024. There will be no significant changes to planned services in this area.
- > **Snow Plowing:** No increase is projected for FY2024. The Library believes that it has adequate funds budgeted to handle expected snowfall.
- > **Building Repair & Maintenance:** Projection of a \$16,150 increase for FY2024. The increase in funding in the line will fund necessary contractor provided services, such as daily building cleaning, HVAC and elevator maintenance, waste and recycling and other services necessary to maintain the Library's infrastructure in good safe working order. Additionally, funds will cover needed repairs.
- > **Building Insurance:** The projection of \$4,500 decrease in funding for the Library's building insurance premiums. The Library's building insurance is calculated on the replacement value of its building, equipment and furnishings. An anticipated increase in costs was not realized in FY2023 after the completion of the renovation project.

BUILDING - Fiscal Year 2025

- > **Building Projection:** The Library will monitor the facilities and adjust funding to maintain a safe and appealing environment for both patrons and staff.

	FY 2024 Budget			Percent		FY 2025 Budget			Percent	
	FY 2023 Budget	Request	Variance	Change		Estimate	Variance		Change	
EQUIPMENT										
Non-Capital Equipment	\$ -	\$ -	\$ -	0.0%		\$ -	\$ -		0.0%	
Capital Outlay	-	25,000	25,000	0.0%		-	(25,000)		0.0%	
Total Equipment	\$ -	\$ 25,000	\$ 25,000	0.0%		\$ -	\$ (25,000)		0.0%	
FURNISHINGS										
Non-Capital New Furnishings	\$ -	\$ -	\$ -	0.0%		\$ -	\$ -		0.0%	
Non-Capital Furnishings Repair - Adult	-	-	-	0.0%		-	-		0.0%	
Non-Capital Furnishings Repair - Youth	-	-	-	0.0%		-	-		0.0%	
Non-Capital Furnishing Replacement	-	-	-	0.0%		-	-		0.0%	
Total Furnishings	\$ -	\$ -	\$ -	0.0%		\$ -	\$ -		0.0%	
Total Furnishings & Equipment	\$ -	\$ 25,000	\$ 25,000	0.0%		\$ -	\$ (25,000)		-100.0%	

EQUIPMENT - Fiscal Year 2024

> **Capital Outlay:** The Library is budgeting for a \$25,000 increase for FY2024. Additional funds are for a new AWE learning computer in Youth Services and additional equipment to the Maker Space/Creation Station area.

EQUIPMENT - Fiscal Year 2025

> **Equipment Projection:** The Library is anticipating a small reduction of funding for Equipment in FY2025.

FURNISHINGS - Fiscal Year 2024

> **Non-Capital New Furnishings:** The Library is budgeting for no planned expenditures in this line at this time.

> **Non-Capital Furnishings Repair - Adult:** The Library is budgeting for no planned expenditures in this line at this time.

> **Non-Capital Furnishings Repair - Youth:** The Library is budgeting for no planned expenditures in this line at this time.

FURNISHINGS - Fiscal Year 2025

> **Furnishings Projection:** The Library is not planning any furnishing projects for FY2025 at this time.

	FY 2024 Budget				FY 2025 Budget			
	FY 2023 Budget	Request	Variance	Percent Change	Estimate	Variance	Percent Change	
OTHER CHARGES								
Equipment Repair & Maintenance	\$ 278,060	\$ 261,000	\$ (17,060)	-6.1%	\$ 265,000	\$ 4,000	1.5%	
Library Programming	45,000	83,170	38,170	84.8%	83,911	741	0.9%	
Training, Education & Memberships	46,000	49,300	3,300	7.2%	49,300	-	0.0%	
Total Other Charges	\$ 369,060	\$ 393,470	\$ 24,410	6.6%	\$ 398,211	\$ 4,741	1.2%	

OTHER CHARGES - Fiscal Year 2024

> **Equipment Repair & Maintenance:** Projection of a \$17,060 decrease for anticipated costs related to keeping equipment in good repair and operational and to fund possible replacements, as well as for the licensing and support of software at the Library. The majority of this decrease is associated with moving the purchase of new Creation Station/Maker Space equipment to the Capital Outlay line.

> **Library Programming:** Projection of a \$38,170 increase in Library Programming. This increase includes a \$14,120 increase for Adult Programming, a \$16,050 for Youth Programming and a \$8,000 new budget for Maker Space/Creations Station Programming. These increases are necessary to maintain a level of programming demanded by the public and to utilize more outside performers and presenters.

> **Training and Education:** Projection of a \$3,300 increase in Training, Education & Memberships. Expenditures in this category are for dues and memberships to various professional organizations for staff. Also included in this line is Staff, Board, and Director training and mileage reimbursements.

OTHER CHARGES - Fiscal Year 2025

> **Other Charges Projection:** FY2025 will see small increases technology support and programming where needed.

	FY 2024 Budget			Percent	FY 2025 Budget			Percent
	FY 2023 Budget	Request	Variance	Change	Estimate	Variance	Change	
CAPITAL IMPROVEMENT PROJECTS								
Library Bond Payment	\$ 964,100	\$ 962,350	\$ (1,750)	0.0%	\$ 960,300	\$ (2,050)	0.0%	
Library Technology Project	170,000	175,000	5,000	2.9%	250,000	75,000	42.9%	
Capital Maintenance	150,000	150,000	-	0.0%	193,879	43,879	29.3%	
Building Improvement Project	-	-	-	0.0%	-	-	0.0%	
Total Capital Projects	\$ 1,284,100	\$ 1,287,350	\$ 3,250	0.3%	\$ 1,404,179	\$ 116,829	9.1%	

CAPITAL PROJECTS - Fiscal Year 2024

> **Library Bond Payment:** The Library issued bonds in the spring of FY2021 to fund the Library Improvement Project. The bonds are structured to pay only interest in FY2021 and principal and interest in FY2022-2029. The total annual debt payments, principal and interest, are structured to be consistent in those years to negate fluctuation in the annual debt service payments and therefore, cause stress on any one year's budget. This level will fund the Library's obligation for FY2024.

> **Library Technology Project:** Requested funds will be used in conjunction with the Library's technology plan. Planned expenditures include: the replacement of public access computers and mobile devices; some RFID equipment; and necessary equipment upgrades for wireless access throughout the building.

> **Capital Maintenance:** The Library is budgeting \$150,000 for capital maintenance. These funds are to be used for unplanned building repairs or projects that are not funded in other lines. Additionally, unused funds will be set aside to be used in future projects related to the building.

CAPITAL PROJECTS - Fiscal Year 2025

> **Capital Projects Projection:** The Library will set funds aside to complete building projects that may arise.