



Portage District
LIBRARY

Approved Budgets

for

Fiscal Year 2025 and 2026

Assuming a 1.9922 Mill Levy

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

August 26, 2024

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	FY 2024 Budget	FY 2025 Budget Request	Variance	Percent Change	FY 2026 Budget Estimate	Variance	Percent Change
REVENUE							
Millage Rate	1.9945	1.9922			1.9922		
Tax Revenue	\$ 5,567,876	\$ 5,927,210	\$ 359,334	6.45%	\$ 6,113,442	\$ 186,232	3.14%
Other Revenue	519,185	606,384	87,199	16.80%	600,512	(5,872)	-0.97%
Total Revenue	\$ 6,087,061	\$ 6,533,594	\$ 446,533	7.34%	\$ 6,713,954	\$ 180,360	2.76%

OPERATING EXPENSES							
Salaries & Wages	\$ 1,991,261	\$ 2,180,827	\$ 189,566	9.52%	\$ 2,333,475	\$ 152,648	7.00%
Fringes & Benefits	744,281	832,253	87,972	11.82%	856,984	24,731	2.97%
Library Materials	727,336	766,995	39,659	5.45%	795,721	28,726	3.75%
Library Supplies	178,428	186,040	7,612	4.27%	187,190	1,150	0.62%
Administrative Services	393,685	475,065	81,380	20.67%	471,020	(4,045)	-0.85%
Building & Utilities	346,250	366,200	19,950	5.76%	374,800	8,600	2.35%
Furnishings & Equipment	25,000	16,550	(8,450)	-33.80%	-	(16,550)	-100.00%
Other Charges	393,470	410,894	17,424	4.43%	392,770	(18,124)	-4.41%
Total Operating Expenses	\$ 4,799,711	\$ 5,234,824	\$ 435,113	9.07%	\$ 5,411,960	\$ 177,136	3.38%

CAPITAL PROJECTS							
Capital Projects	\$ 1,287,350	\$ 1,298,770	\$ 11,420	0.89%	\$ 1,301,994	\$ 3,224	0.25%
Total Expenses	\$ 6,087,061	\$ 6,533,594	\$ 446,533	7.34%	\$ 6,713,954	\$ 180,360	2.76%

RESERVES	Year End 2024	Year End 2025	Difference	% of Total		Year End 2026	Difference	% of Total	
				Exp				Exp	
General Reserve	\$ 796,325	\$ 857,293	\$ 60,968	13.12%		\$ 875,133	\$ 17,840	13.03%	
Building Reserves	50,000	50,000	-	0.77%		50,000	-	0.74%	
PPT Reserve	805,946	805,946	-	12.34%		805,946	-	12.00%	
Patio Feasibility Reserve	4,700	4,700	-	0.07%		4,700	-	0.07%	
Benefits Reserve	29,740	29,740	-	0.46%		29,740	-	0.44%	
Technology Reserve	111,305	111,305	-	1.70%		111,305	-	1.66%	
Building Improvement Reserve	731,419	731,419	-	11.19%		731,419	-	10.89%	
Unassigned Fund Balance	6,238,000	6,238,000	-	95.48%		6,238,000	-	92.91%	
Total	\$ 8,767,435	\$ 8,828,403	\$ 60,968	135.12%		\$ 8,846,243	\$ 17,840	131.76%	

GENERAL BUDGET SUMMARY

Overview: These budget documents provide a general overview of the Fiscal Year 2025 and 2026 Budget scenarios for the Portage District Library. They include projections of tax revenue for the Library, assuming a 1.9922 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 2025. The main goals for the FY2025 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 FY2026 Budget is a projection based on information that is available as of June 2024 and is meant to serve as an estimate only.

Key Considerations: When reviewing the proposed Fiscal Year 2025 Portage District Library Budget, it should be noted that it covers the time period January 1, 2025 through December 31, 2025 [Note: In the same manner, taxes collected in December 2024 must be considered revenue for FY2025]. In preparing the budget for Fiscal Year 2025, the Library considered the current economic climate in Portage, as well as a projection of property tax revenue for Fiscal Year 2025 and Fiscal Year 2026. The overall projection of property tax revenue is for a 7.34% increase in Fiscal Year 2025 and for a 2.76% increase in Fiscal Year 2026. 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 FY2025, the Library has a PPT Reserve to assist. The estimated loss in tax revenue due to personal property elimination is set at \$358,402 for FY2025. 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 \$60,968 in FY2025 and again by \$17,840 in FY2026 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 14.65% of operating expenses; allocated \$95,000 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 FY2024. 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 2025-2029 will be \$962,970 per year.

Undesignated Fund Balance: As of the end of Fiscal Year 2023, the Library had an Unassigned Fund Balance of \$5,221,269. This amount will be increased at the end of FY2024 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.

	FY 2024 Budget	FY 2025 Budget Request	Variance	Percent Change	FY 2026 Budget Estimate	Variance	Percent Change
TAX REVENUE							
Millage Rate	1.995	1.992	(0.0023)		1.992	-	
Property Tax	\$ 5,491,825	\$ 5,830,449	\$ 338,624	6.17%	\$ 6,013,778	\$ 183,329	3.14%
IFT/CFT Tax	76,051	96,761	20,710	27.23%	99,664	2,903	3.00%
Total Tax Revenue	\$ 5,567,876	\$ 5,927,210	\$ 359,334	6.45%	\$ 6,113,442	\$ 186,232	3.14%
OTHER REVENUE							
State Aid	\$ 35,000	\$ 35,000	\$ -	0.00%	\$ 35,000	\$ -	0.00%
Local Community Stabilization Share Approp.	373,753	358,402	(15,351)	-4.11%	358,402	-	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	75,000	200,000	125,000	166.67%	150,000	(50,000)	-25.00%
Rental Income	2,000	2,000	-	0.00%	3,000	1,000	50.00%
Vending Services	4,000	4,000	-	0.00%	4,000	-	0.00%
Funding to/from Reserves	(38,518)	(60,968)	(22,450)	58.28%	(17,840)	43,128	-70.74%
Total Other Revenue	\$ 519,185	\$ 606,384	\$ 87,199	16.80%	\$ 600,512	\$ (5,872)	-0.97%
Total Revenue	\$ 6,087,061	\$ 6,533,594	\$ 446,533	7.34%	\$ 6,713,954	\$ 180,360	2.76%

TAX REVENUE - Fiscal Year 2025

> **Property Tax:** The Library is planning for an increase in property tax revenue of \$359,334. The Library saw significant increases to tax values of residential property (8.05%) and commercial property (9.39%) throughout its service area. The Library is subject to an additional Headlee Rollback that reduces its maximum levy to 1.9922 mills. Tax values rose by 7.92% across all property types. The largest increase was in Pavilion Township at 30.82%, followed by Texas Township at 9.21% and Portage at 7.39%. Portage accounts for 85.16% 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 for FY2025 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 \$358,402. This represents a slight decrease from the prior year, but more in line with what was received. 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 2025. Based on actual collections in FY2024, this level of anticipated revenue appears to be accurate.
- > **Investment Interest Income:** Anticipated revenue for the Library generated by interest on Sweep Accounts and investments is anticipated to increase in FY2025. 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 no increase in room rental revenue and charges for photocopies, computer printouts, and other miscellaneous items. This is warranted based on actual results in FY2024.
- > **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 FY2025, the Library will adjust the General Reserve upward by \$60,968. The significant increase is due to the sharp rise in tax revenue.

TAX REVENUE - Fiscal Year 2026

- > **Tax Revenue Projection:** The Library is estimating that overall property values within the City of Portage will increase by 3.01%, Pavilion Township by 2.50%, property values in Texas Township will increase by 4.0% in FY2026. 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 FY2026, the Library is planning to only make the necessary adjustment to the General Reserve.

	FY 2024 Budget		FY 2025 Budget		Percent	FY 2026 Budget		Percent				
			Request	Variance	Change	Estimate	Variance	Change				
SALARIES & WAGES												
Full Time Staff Salaries	\$	1,221,729	\$	1,308,078	\$	86,349	7.07%	\$	1,384,592	\$	76,514	5.85%
Full Time Staff Hourly		260,756		276,153		15,397	5.90%		291,662		15,509	5.62%
Part Time Staff Salaries		258,264		319,406		61,142	23.67%		344,434		25,028	7.84%
Library Aide Salaries		250,512		277,190		26,678	10.65%		312,787		35,597	12.84%
Substitute Salaries		-		-		-	0.00%		-		-	0.00%
Total Salaries & Wages	\$	1,991,261	\$	2,180,827	\$	189,566	9.52%	\$	2,333,475	\$	152,648	7.0%
FRINGES & BENEFITS												
Health Insurance	\$	370,000	\$	427,178	\$	57,178	15.45%	\$	428,032	\$	854	0.20%
Dental		36,500		37,500		1,000	2.74%		39,500		2,000	5.33%
Vision		6,000		6,000		-	0.00%		6,000		-	0.00%
ID Protection		-		3,817		3,817	0.00%		3,817		-	0.00%
Life & Disability Insurance		12,750		14,000		1,250	9.80%		15,000		1,000	7.14%
Pension		145,949		158,424		12,475	8.55%		167,625		9,201	5.81%
Employee Assistance Program		2,000		2,500		500	25.00%		2,500		-	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		155,082		166,834		11,752	7.58%		178,510		11,676	7.00%
Total Fringes & Benefits	\$	744,281	\$	832,253	\$	87,972	11.82%	\$	856,984	\$	24,731	2.97%
Total Salaries & Benefits	\$	2,735,542	\$	3,013,080	\$	277,538	10.15%	\$	3,190,459	\$	177,379	5.89%

SALARIES & WAGES - Fiscal Year 2025

>**Staff Salaries & Wages:** Salaries and wages for all positions are being budgeted to increase 9.52% 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. At the end of FY2024, the Library will use their consultants to make minor adjustments to salary ranges that are needed. To complete all salary and wage changes to the new ranges 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 2026

> **Salary & Wage Projection:** The library is budgeting for merit increases to salary and wage for Fiscal Year 2026. The 7.0% increase will be another step in getting staff pay in line with the Library's new pay ranges. 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 2025

- > **Health:** Projection of a 15.45% increase to health insurance benefits is due to several factors. The PA152 hard cap has increased approximately 5.0% from the prior year. The Library's health benefits consultants have warned the Library that a 12%-15% increase in premiums is possible for the next plan year.
- > **Dental & Vision:** Projection of a \$1,000 increase in funding for Dental Insurance and no 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 8.55% increase in employer contributions into the retirement fund for all current and future full-time employees is due to overall higher wages.
- > **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.
- > **ID Protection:** The Library provided ID Protection services to its employees. This was a new service funded for FY2023.
- > **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 2025 fiscal year.
- > **Workers' Compensation:** Projection of no increase in Workers' Compensation cost for FY2025.
- > **FICA / Employer:** Projected cost for employer paid social security for all paid Library employees, currently 7.65% of total wages.

FRINGES & BENEFITS - Fiscal Year 2026

- > **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 2025 Budget				FY 2026 Budget			
	FY 2024 Budget	Request	Variance	Percent Change	Estimate	Variance	Percent Change	
LIBRARY MATERIALS								
Books - Adult	\$ 169,945	\$ 160,595	\$ (9,350)	-5.50%	\$ 167,395	\$ 6,800	4.23%	
Digital Collections	239,030	289,800	50,770	21.24%	307,400	17,600	6.07%	
Special Collections	22,000	17,000	(5,000)	100.00%	12,000	(5,000)	-29.41%	
Audio/Visual - Adult	26,000	21,600	(4,400)	-16.92%	16,600	(5,000)	-23.15%	
Books - Youth	137,441	157,500	20,059	14.59%	161,880	4,380	2.78%	
Audio/Visual - Youth	16,620	18,500	1,880	11.31%	18,616	116	0.63%	
Audio/Visual - Hot Picks	23,700	18,000	(5,700)	-24.05%	18,000	-	0.00%	
Electronic Information Products	74,600	69,000	(5,600)	-7.51%	78,330	9,330	13.52%	
Periodicals & Publications	18,000	15,000	(3,000)	-16.67%	15,500	500	3.33%	
Total Library Materials	\$ 727,336	\$ 766,995	\$ 39,659	5.45%	\$ 795,721	\$ 28,726	3.75%	

LIBRARY MATERIALS - Fiscal Year 2025

- > **Books - Adult:** Projection of a slight decrease in Adult printed materials in FY2025. The decrease is attributable to the area of Adult Mysteries. The Library is using Collection HQ to assist in monitoring the levels of individual collections and recommending collection adjustments. Per that information, it has been determined that the purchase of multiple copies of Adult Mystery material can be reduced in FY2025.
- > **Digital Collections:** The Library is projecting a large increase in funding for this area for FY2025. The Library is budgeting for significant increases for E-books and the Hoopla service and a minor increase to the Feegal music 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 the Kanopy movie service, Tumblebooks and the Wireless Hotspots.
- > **Special Collections:** The Library is projecting a \$5,000 decrease in funding for this area in FY2025. The Library of Things was a new service in FY2024 and required more funding for one time purchases of supplies needed to house and handle the material. This should be less in FY2025. Funding for the Library's Seed Library will remain the same as the prior year.
- > **Audio/Visual - Adult:** Projection of a \$4,400 decrease for the purchase of Talking Books and Videos. Circulation of these collections has been dropping and a reduction of funding is warranted.
- > **Books - Youth:** Projection of a 14.59% increase to this area is warranted based on Collection HQ stats, which show that these collections are very heavily used by patrons. Increased funding will allow preschool material to be replaced more often. Additionally, this increase will include items to be added to the Youth Library of Things collection.
- > **Audio/Visual - Youth:** Projection of an \$1,880 increase for funding the Youth Audio/Visual area. The majority of the increase is due to the shift in Juvenile Talking Books to the most popular formats, which are the most expensive options.
- > **Audio/Visual - Hot Picks:** Projection of a \$5,700 decrease in funding is due to the elimination of funding for the Hot Pick Compact Discs. This collection has seen a decline in patron usage and will no longer be funded, and all material will be removed from the collection in FY2024. DVDs will continue to be funded at their current level.
- > **Electronic Information:** Projection of a \$5,600 decrease would bring this budget in line with actual expenses from FY2024.
- > **Periodicals & Publications:** Projection of a small decrease for periodicals and publications. The level of funding will cover all magazines and newspapers.

LIBRARY MATERIALS - Fiscal Year 2026

- > **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 area that is in need of the most significant increase is the Digital Collections.

	FY 2025 Budget			Percent	FY 2026 Budget			Percent
	FY 2024 Budget	Request	Variance	Change	Estimate	Variance	Change	
SUPPLIES								
Office Supplies	\$ 41,900	\$ 40,600	\$ (1,300)	-3.10%	\$ 40,600	\$ -	0.00%	
Operating Supplies	61,200	63,440	2,240	3.66%	64,340	900	1.42%	
Central Copying/Printing	52,128	57,800	5,672	10.88%	58,050	250	0.43%	
Postal/Freight	23,200	24,200	1,000	4.31%	24,200	-	0.00%	
Total Supplies	\$ 178,428	\$ 186,040	\$ 7,612	4.27%	\$ 187,190	\$ 1,150	0.62%	

SUPPLIES - Fiscal Year 2025

- > **Office Supplies:** Projection of a \$1,300 decrease in the Office Supplies category will align the budget with spending from prior years. The Library budgets for supplies at a level that can fund necessary purchases, but tries to only purchase as needed. The Library increased funding in this area in FY2024 to account for supplies needed for new services. There are no new areas of funding needed in FY2025.
- > **Operating Supplies:** Projection of a small increase in overall Operating Supplies. The increase is needed to adequately fund Processing Supplies, while slightly decreasing RFID supplies. With the elimination of Compact Discs, a reduction in RFID tags will be warranted.
- > **Central Copying & Printing:** Projection of a \$5,672 increase in funding for copy and printing of Library services. Small increases are due to additional printing of Seed Library envelopes, welcome packs, while the largest increase is needed to fund more community mailing to patrons and non-patrons.
- > **Postal/Freight:** Projection of a \$1,000 increase to Postage & Freight will cover the increase in the cost to mail notices and information to patrons.

SUPPLIES - Fiscal Year 2026

- > **Supplies Projection:** In FY2026, the library is anticipating a small increase in its level of funding for Operating Supplies, and Copy/Print.

	FY 2025 Budget			Percent	FY 2026 Budget			Percent
	FY 2024 Budget	Request	Variance	Change	Estimate	Variance	Change	
ADMINISTRATIVE SERVICES								
Public Relations	\$ 11,000	\$ 11,000	\$ -	0.00%	\$ 11,000	\$ -	0.00%	
Fundraising	11,800	11,800	-	0.00%	11,800	-	0.00%	
Professional Surveys	800	800	-	0.00%	800	-	0.00%	
Human Resources	12,500	62,500	50,000	400.00%	62,500	-	0.00%	
Bank Service Charges	13,280	13,680	400	3.01%	13,680	-	0.00%	
Legal Services	10,000	10,000	-	0.00%	10,000	-	0.00%	
Online Subscription	86,405	103,585	17,180	19.88%	80,340	(23,245)	-22.44%	
Online Maintenance	9,500	17,000	7,500	0.00%	8,000	(9,000)	-52.94%	
Internet Services	110,000	109,500	(500)	-0.45%	127,500	18,000	16.44%	
Payroll Services	17,500	19,500	2,000	11.43%	21,500	2,000	10.26%	
Financial Services	17,500	27,800	10,300	58.86%	30,000	2,200	7.91%	
Cataloging & Processing Services	79,600	80,100	500	0.63%	80,100	-	0.00%	
Other Administrative Services	11,800	5,800	(6,000)	-50.85%	11,800	6,000	103.45%	
Investment Services	2,000	2,000	-	0.00%	2,000	-	0.00%	
Total Administrative Services	\$ 393,685	\$ 475,065	\$ 81,380	20.67%	\$ 471,020	\$ (4,045)	-0.85%	

ADMINISTRATIVE SERVICES - Fiscal Year 2025

- > **Public Relations:** A projection of no increase for Public Relations in FY2025. The current funding level will allow the Library to meet its needs during the year.
- > **Fundraising:** Projection of no 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. A funding increase of \$50,000 is to be used for potential projects and the possibility of outsourcing some Human Resource responsibilities. Those responsibilities would include assistance with recruiting, training, compliance and employee behavior.
- > **Bank Service Charges:** Projection of a \$400 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, Communico, and Collection HQ. The majority of the increase in funding is for a replacement product to Content DM, which allows for the viewing of Heritage Room photographs by patrons.
- > **Online Maintenance:** This line will be used for the Library's website, including graphics, maintenance, and summer reading updates. A \$7,500 increase is needed to create a 3D walkthrough of the facility, which will allow for a virtual tour of the building. This project was identified in the Library's strategic plan.
- > **Internet Services:** Projection of a small increase in funding for FY2025.
- > **Payroll Services:** Projection of \$2,000 increase is needed to fund increases in the cost of the Library's Payroll, Learning Management System, Onboarding and Recruiting modules through its contracted vendor, Paylocity.
- > **Financial Services:** Projection of a \$10,300 increase to perform the year end audit procedures for FY2025 and additional services. The increase in budgeted funds are needed for additional services related to new reporting and compliance standards associated with the Library's financial statements.
- > **Cataloging and Processing Services:** Projection of a small increase for costs associated with necessary services to make material ready for circulation.
- > **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 decrease in funding for FY2025 is due to no 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 2026

- > The Library is budgeting for no substantive change for FY2026.

	FY 2024 Budget		FY 2025 Budget			FY 2026 Budget		Percent				
			Request	Variance	Change	Estimate	Variance	Change				
UTILITIES												
Gas & Electric	\$	110,000	\$	130,000	\$	20,000	18.18%	\$	135,000	\$	5,000	3.85%
Water & Sewer		5,000		5,000		-	0.00%		5,000		-	0.00%
Telephone		34,100		30,400		(3,700)	-10.85%		29,800		(600)	-1.97%
Total Utilities	\$	149,100	\$	165,400	\$	16,300	10.93%	\$	169,800	\$	4,400	2.66%
BUILDING												
Library Grounds Maintenance	\$	15,000	\$	15,000	\$	-	0.00%	\$	15,000	\$	-	0.00%
Snow Removal		15,000		15,000		-	0.00%		15,000		-	0.00%
Building Repair & Maintenance		134,650		138,300		3,650	2.71%		145,000		6,700	4.84%
Building Insurance		32,500		32,500		-	0.00%		35,000		2,500	7.69%
Total Building	\$	197,150	\$	200,800	\$	3,650	1.85%	\$	210,000	\$	9,200	4.58%
Total Building & Utilities	\$	346,250	\$	366,200	\$	19,950	5.76%	\$	379,800	\$	13,600	3.71%

UTILITIES - Fiscal Year 2025

- > **Gas & Electric:** Projection of an increase in funding for FY2025. This increase will guard against increases in usage and price for FY2025. The Library is currently experiencing higher usage of electricity this year due to higher temperatures. Fluctuations in temperatures in the winter are less impactful as gas usage is much lower and changes to pricing and usage are more manageable.
- > **Water & Sewer:** Projection of no change to this line.
- > **Telephone:** Projection of a \$3,700 decrease in funding for FY2025. The Library completed its replacement telephone project in FY2024 and is more certain of its pricing going forward with the new service. 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 2026

- > **Utilities Projection:** The Library will budget additional funds for gas & electric to safeguard against rising usage and rates.

BUILDING - Fiscal Year 2025

- > **Library Grounds Maintenance:** Projection of no increase in funding for FY2025. There will be no significant changes to planned services in this area.
- > **Snow Plowing:** No increase is projected for FY2025. The Library believes that it has adequate funds budgeted to handle expected snowfall.
- > **Building Repair & Maintenance:** Projection of a \$3,650 increase for FY2025. The increase in funding in this 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 no increase 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. A small increase in costs was realized in FY2024, but not enough to warrant an increase in funding at this time.

BUILDING - Fiscal Year 2026

- > **Building Projection:** The Library will monitor the facilities and adjust funding to maintain a safe and appealing environment for both patrons and staff. The increase in this area is for anticipated higher charges from contractors.

	FY 2025 Budget			Percent Change	FY 2026 Budget			Percent Change
	FY 2024 Budget	Request	Variance		Estimate	Variance	Change	
EQUIPMENT								
Non-Capital Equipment	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	
Capital Outlay	25,000	13,000	(12,000)	0.00%	-	(13,000)	0.00%	
Total Equipment	\$ 25,000	\$ 13,000	\$ (12,000)	0.00%	\$ -	\$ (13,000)	0.00%	
FURNISHINGS								
Non-Capital New Furnishings	\$ -	\$ 3,550	\$ 3,550	0.00%	\$ -	\$ (3,550)	-100.00%	
Non-Capital Furnishings Repair - Adult	-	-	-	0.00%	-	-	0.00%	
Non-Capital Furnishings Repair - Youth	-	-	-	0.00%	-	-	0.00%	
Non-Capital Furnishing Replacement	-	-	-	0.00%	-	-	0.00%	
Total Furnishings	\$ -	\$ 3,550	\$ 3,550	0.00%	\$ -	\$ (3,550)	-100.00%	
Total Furnishings & Equipment	\$ 25,000	\$ 16,550	\$ (8,450)	0.00%	\$ -	\$ (16,550)	-100.00%	

EQUIPMENT - Fiscal Year 2025

> **Capital Outlay:** The Library is budgeting for a \$13,000 increase for FY2025. Additional funds are for browsing bins in the Youth area, as well as an adult changing table for the main floor gender neutral bathroom.

EQUIPMENT - Fiscal Year 2026

> **Equipment Projection:** The Library has no anticipated funding needs for Equipment in FY2026 at this time.

FURNISHINGS - Fiscal Year 2025

> **Non-Capital New Furnishings:** The Library is budgeting for several small purchases in FY2025. Additional display cases will be purchased for the adult area for \$2,750 and for the youth area for \$800.

> **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 2026

> **Furnishings Projection:** The Library is not planning any furnishing projects for FY2026 at this time.

	FY 2025 Budget			Percent	FY 2026 Budget			Percent
	FY 2024 Budget	Request	Variance	Change	Estimate	Variance	Change	
OTHER CHARGES								
Equipment Repair & Maintenance	\$ 261,000	\$ 268,100	\$ 7,100	2.72%	\$ 248,600	\$ (19,500)	-7.27%	
Library Programming	83,170	88,120	4,950	5.95%	88,840	720	0.82%	
Training, Education & Memberships	49,300	54,674	5,374	10.90%	55,330	656	1.20%	
Total Other Charges	\$ 393,470	\$ 410,894	\$ 17,424	4.43%	\$ 392,770	\$ (18,124)	-4.41%	

OTHER CHARGES - Fiscal Year 2025

> **Equipment Repair & Maintenance:** Projection of a \$7,100 increase 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 increase is associated with the purchase of new equipment in the Creation Station/Maker Space area. The Library is looking to purchase a large, high quality scanner, to meet patron requests. Additionally, there will be the replacement of the two digitization computers in this area. These increases are offset by some smaller cost reductions to the Library's main computer repair lines.

> **Library Programming:** Projection of a \$4,950 increase in Library Programming. This increase is due to more funding for Maker Space/Creations Station Programming supplies. The Library hired two new staff members for this area in FY2024 and is planning more programming opportunities in FY2025.

> **Training and Education:** Projection of a \$5,374 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. Increases are associated with increase funding for staff to have ALA and PLA memberships and additional funding for training for the Library Director.

OTHER CHARGES - Fiscal Year 2026

> **Other Charges Projection:** FY2026 will see decreases in technology purchases.

	FY 2025 Budget			Percent Change	FY 2026 Budget		
	FY 2024 Budget	Request	Variance		Estimate	Variance	Percent Change
CAPITAL IMPROVEMENT PROJECTS							
Library Bond Payment	\$ 962,350	\$ 960,300	\$ (2,050)	0.00%	\$ 962,900	\$ 2,600	0.00%
Library Technology Project	175,000	95,000	(80,000)	-45.71%	180,000	85,000	89.47%
Capital Maintenance	150,000	243,470	93,470	0.00%	159,094	(84,376)	-34.66%
Building Improvement Project	-	-	-	0.00%	-	-	0.00%
Total Capital Projects	\$ 1,287,350	\$ 1,298,770	\$ 11,420	0.89%	\$ 1,301,994	\$ 3,224	0.2%

CAPITAL PROJECTS - Fiscal Year 2025

> **Library Bond Payment:** The Library issued bonds in the spring of FY2021 to fund the Library Improvement Project. This level will fund the Library's obligation for FY2025.

> **Library Technology Project:** Requested funds will be used in conjunction with the Library's technology plan. Planned expenditures include: the replacement of public access printers; staff printers; and necessary hardware associated with the Library firewall and switches.

> **Capital Maintenance:** The Library is budgeting \$243,470 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 2026

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