Portage District
LIBRARY

Preliminary Budgets

for

Fiscal Year 2027 and 2028

Assuming a 1.9875 Mill Levy

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

July 27, 2026

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REVENUE		FY 2026 Budget		FY 2027 Budget Request		Variance	Percent Change		FY 2028 Budget Estimate		Variance	Percent Change
Millage Rate		1.9922		1.9875					1.9875			
Tax Revenue	$	6,371,934	$	6,592,213	$	220,279	3.46%	$	6,814,250	$	222,037	3.37%
Other Revenue		613,104		647,164		34,060	5.56%		651,936		4,772	0.74%
Total Revenue	**$**	**6,985,038**	**$**	**7,239,377**	**$**	**254,339**	**3.64%**	**$**	**7,466,186**	**$**	**226,809**	**3.13%**
OPERATING EXPENSES												
Salaries & Wages	$	2,439,705	$	2,643,429	$	203,724	8.35%	$	2,761,205	$	117,776	4.46%
Fringes & Benefits		925,962		1,014,107		88,145	9.52%		1,054,603		40,496	3.99%
Library Materials		811,785		854,985		43,200	5.32%		880,746		25,761	3.01%
Library Supplies		194,290		185,100		(9,190)	-4.73%		187,425		2,325	1.26%
Administrative Services		410,520		392,620		(17,900)	-4.36%		400,020		7,400	1.88%
Building & Utilities		507,700		470,950		(36,750)	-7.24%		433,700		(37,250)	-7.91%
Furnishings & Equipment		-		5,816		5,816	#DIV/0!		-		(5,816)	-100.00%
Other Charges		404,520		402,270		(2,250)	-0.56%		416,064		13,794	3.43%
Total Operating Expenses	$	5,694,482	$	5,969,277	$	274,795	4.83%	$	6,133,763	$	164,486	2.76%
CAPITAL PROJECTS												
Capital Projects	$	1,290,556	$	1,270,100	$	(20,456)	-1.59%	$	1,332,300	$	62,200	4.90%
Total Expenses	**$**	**6,985,038**	**$**	**7,239,377**	**$**	**254,339**	**3.64%**	**$**	**7,466,063**	**$**	**226,686**	**3.13%**

RESERVES		Year End 2026		Year End 2027		Difference	% of Total Exp		Year End 2028		Difference	% of Total Exp
General Reserve	$	915,640	$	944,926	$	29,286	13.05%	$	974,440	$	29,514	13.05%
Building Reserves		50,000		50,000		-	0.69%		50,000		-	0.67%
PPT Reserve		805,946		805,946		-	11.13%		805,946		-	10.79%
Patio Feasibility Reserve		4,700		4,700		-	0.06%		4,700		-	0.06%
Benefits Reserve		29,740		29,740		-	0.41%		29,740		-	0.40%
Technology Reserve		111,305		111,305		-	1.54%		111,305		-	1.49%
Building Improvement Reserve		731,419		731,419		-	10.10%		731,419		-	9.80%
Unassigned Fund Balance		8,952,193		8,952,193		-	123.66%		8,952,193		-	119.91%
Total	$	11,600,943	$	11,630,229	$	29,286	160.65%	$	11,659,743	$	29,514	156.17%

GENERAL BUDGET SUMMARY

Overview: These budget documents provide a general overview of the Fiscal Year 2027 and 2028 Budget scenarios for the Portage District Library. They include projections of tax revenue for the Library, assuming a 1.9875 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 2027. The main goals for the FY2027 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 FY2028 Budget is a projection based on information that is available as of June 2026 and is meant to serve as an estimate only.

Key Considerations: When reviewing the proposed Fiscal Year 2027 Portage District Library Budget, it should be noted that it covers the time period January 1, 2027 through December 31, 2027 [Note: In the same manner, taxes collected in December 2026 must be considered revenue for FY2027]. In preparing the budget for Fiscal Year 2027, the Library considered the current economic climate in Portage, as well as a projection of property tax revenue for Fiscal Year 2027 and Fiscal Year 2028. The overall projection of property tax revenue is for a 3.46% increase in Fiscal Year 2027 and for a 3.37% increase in Fiscal Year 2028. 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 FY2027, the Library has a PPT Reserve to assist. The estimated loss in tax revenue due to personal property elimination is set at $365,000 for FY2027. 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 will increase its General Fund Reserve by $29,286 in FY2027 and again by $29,514 in FY2028 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 14.36% of operating expenses; allocated $155,000 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 FY2026. 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 2026-2029 will be $963,883 per year.

Undesignated Fund Balance: At the end of Fiscal Year 2026, the Library had an Unassigned Fund Balance of $8,952,193. This amount will be increased at the end of FY2027 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 2026 Budget	FY 2027 Budget	Variance	Percent Change	FY 2028 Budget	Variance	Percent Change
TAX REVENUE							
Millage Rate	1.9906	1.9875	(0.0031)		1.9875	-	
Property Tax	$ 6,219,561	$ 6,432,351	$ 212,790	3.42%	$ 6,649,335	$ 216,984	3.37%
IFT/CFT Tax	152,373	159,862	7,489	4.91%	164,915	5,053	3.16%
Total Tax Revenue	$ 6,371,934	$ 6,592,213	$ 220,279	3.46%	$ 6,814,250	$ 222,037	3.37%
OTHER REVENUE							
State Aid	$ 35,000	$ 35,000	$ -	0.00%	$ 35,000	$ -	0.00%
Local Community Stabilization Share Approp.	360,000	365,000	5,000	1.39%	370,000	5,000	1.37%
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	200,000	200,000	-	0.00%	200,000	-	0.00%
Rental Income	2,000	2,000	-	0.00%	2,000	-	0.00%
Vending Services	6,500	6,500	-	0.00%	6,500	-	0.00%
Funding to/from Reserves	(58,346)	(29,286)	29,060	-49.81%	(29,514)	(228)	0.78%
Total Other Revenue	$ 613,104	$ 647,164	$ 34,060	5.56%	$ 651,936	$ 4,772	0.74%
Total Revenue	$ 6,985,038	$ 7,239,377	$ 254,339	3.64%	$ 7,466,186	$ 226,809	3.13%

TAX REVENUE - Fiscal Year 2027

> ***Property Tax***: The Library is planning for an increase in property tax revenue of $220,279. The Library saw increases to tax values of residential property (5.11%) and commercial property (2.32%) throughout its service area. The Library is subject to an additional Headlee Rollback that reduces its maximum levy to 1.9875 mills. Tax values rose by 3.83% across all property types. The largest increase was in Pavilion Township at 10.06%, followed by Texas Township at 4.48% and Portage at 3.61%. Portage accounts for 85.00% of the Library's tax base. The tax revenue being captured by the Portage LDFA, DDA and Brownfields is estimated to be $190,000 in 2027.

> ***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. The Library is only allowed to levy 50% of its millage rate for properties within an IFT.

> ***State-Aid***: Funding for Libraries by the State of Michigan for FY2027 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 $365,000. This represents a slight increase 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 being very conservative in its final budgeted amount.

> ***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 2027. Based on actual collections in FY2026, 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 expected to increase in FY2027. As investments have matured, the Library has reinvested at higher rates of return. While this budget has increased in the last few years, the Library is being conservative in its estimate.

> ***Rental Income & Vending Services:*** The Library is anticipating no increase in room rental revenue and $6,500 in vending revenue, which includes charges for photocopies, computer printouts, and other miscellaneous items. This is warranted based on anticipated results in FY2026.

> ***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 FY2027, the Library will adjust the General Reserve upward by $29,286.

TAX REVENUE - Fiscal Year 2028

> ***Tax Revenue Projection:*** The Library is estimating that overall property values within the City of Portage will increase by 3.0%, Pavilion Township by 5.0%, property values in Texas Township will increase by 4.0% in FY2028. Building is strong in the community and the area is seeing new property being added to the tax rolls. However, the Library is subject to fluctuating tax capture and Headlee Rollbacks, which are hard to predict with the information that is available. These are conservative estimates and fit within the Library's concept of estimating revenues conservatively.

> ***Funding From Reserves:*** For FY2028, the Library is planning to only make the necessary adjustment to the General Reserve.

	FY 2026 Budget	FY 2027 Budget	Variance	Percent Change	FY 2028 Budget	Variance	Percent Change
SALARIES & WAGES							
Full Time Staff Salaries	$ 1,374,831	$ 1,488,604	$ 113,773	8.28%	$ 1,551,807	$ 63,203	4.25%
Full Time Staff Hourly	335,172	348,888	13,716	4.09%	362,670	13,782	3.95%
Part Time Staff Salaries	431,969	445,099	13,130	3.04%	471,164	26,065	5.86%
Library Aide Salaries	297,733	346,271	48,538	16.30%	369,973	23,702	6.84%
Substitute Salaries	-	14,567	14,567	0.00%	5,591	(8,976)	0.00%
Total Salaries & Wages	$ 2,439,705	$ 2,643,429	$ 203,724	8.35%	$ 2,761,205	$ 117,776	4.5%
FRINGES & BENEFITS							
Health & Wellness Benefits	$ 559,500	$ 618,850	$ 59,350	10.61%	$ 640,850	$ 22,000	3.55%
Pension	170,901	183,649	12,748	7.46%	191,448	7,799	4.25%
Employee Assistance Program	4,000	5,000	1,000	25.00%	5,500	500	10.00%
Workers Compensation	5,000	5,500	500	10.00%	6,000	500	9.09%
FICA - Employer	186,561	201,108	14,547	7.80%	210,805	9,697	4.82%
Total Fringes & Benefits	$ 925,962	$ 1,014,107	$ 88,145	9.52%	$ 1,054,603	$ 40,496	3.99%
Total Salaries & Benefits	$ 3,365,667	$ 3,657,536	$ 291,869	8.67%	$ 3,815,808	$ 158,272	4.33%

SALARIES & WAGES - Fiscal Year 2027

>*Staff Salaries & Wages*: Salaries and wages for all positions are being budgeted to increase 8.35% 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). In 2027, the Library will add one (1) full-time Youth Librarian position, and two (2) part-time circulation staff members. The Library used a consultant in FY2026 to assist in the adjustment of salary ranges for all positions. The recommendation of the consultants resulted in an overall average increase of 6.4% across all salary ranges. 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. A small amount has been budgeted in Substitute Salaries for temporary help when the need arises.

SALARIES & WAGES - Fiscal Year 2028

> *Salary & Wage Projection:* The library is budgeting for merit increases to salary and wage for Fiscal Year 2028. The 4.5% 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 levels and add staff in areas that align with its strategic plan or needs.

FRINGES & BENEFITS - Fiscal Year 2027

> *Health and Wellness Benefits:* Projection of a 10.61% increase to benefits is due to several factors. The PA152 hard cap has increased from the prior year by 3.0%. Additionally, the Library is adding a full-time staff member. This will increase the cost of benefits in all categories, as will the addition of part-time staff in all areas other than health, dental, vision, life and disability.

> *Pension:* Projection of a 7.46% increase in employer contributions into the retirement fund for all current and future full-time employees is due to overall higher wages and an additional full-time staff member.

> *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 wishing to seek assistance.

> *Workers' Compensation*: Projection of a small $500 increase in Workers' Compensation cost for FY2027. Premiums are based on overall wages and therefore need to be adjusted as salary & wages increase.

> *FICA / Employer:* Projected cost for employer paid social security for all paid Library employees, currently 7.65% of total wages.

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FRINGES & BENEFITS - Fiscal Year 2028

> *Fringes & Benefits Projection* - The Library projects 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 2026 Budget	FY 2027 Budget	Variance	Percent Change	FY 2028 Budget	Variance	Percent Change
LIBRARY MATERIALS							
Books - Adult	$ 160,185	$ 165,635	$ 5,450	3.40%	$ 163,846	$ (1,789)	-1.08%
Digital Collections	323,100	352,800	29,700	9.19%	373,900	21,100	5.98%
Special Collections	14,000	14,000	-	100.00%	14,360	360	2.57%
Audio/Visual - Adult	21,600	21,600	-	0.00%	19,920	(1,680)	-7.78%
Books - Youth	169,500	164,500	(5,000)	-2.95%	167,215	2,715	1.65%
Audio/Visual - Youth	20,700	22,950	2,250	10.87%	24,130	1,180	5.14%
Audio/Visual - Hot Picks	18,000	18,000	-	0.00%	17,100	(900)	-5.00%
Electronic Information Products	69,000	78,500	9,500	13.77%	82,425	3,925	5.00%
Periodicals & Publications	15,700	17,000	1,300	8.28%	17,850	850	5.00%
Total Library Materials	$ 811,785	$ 854,985	$ 43,200	5.32%	$ 880,746	$ 25,761	3.01%

LIBRARY MATERIALS - Fiscal Year 2027

> *Books - Adult:* Projection of a slight increase in Adult printed materials in FY2027. The increase is attributable to increases in costs of materials. The Library is using Collection HQ to assist in monitoring the levels of individual collections and recommending collection adjustments. Per that information, increases in these collections is adjusted as check-out statistics dictate.

> *Digital Collections:* The Library is projecting a large increase in funding for this area for FY2027. The Library is budgeting for significant increases for E-books. The Adult E-book line is an evergrowing collection and funds are needed to purchase necessary material to meet the demand of holds, and to fund increases to consortium fees. The Library maintains funding at its current level for the Freegal music service, Kanopy movie service, Tumblebooks and is increasing Wireless Hotspots by $1,000 to account for service on more devices.

> *Special Collections:* The Library is not changing its funding for this area in FY2027. 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. Due to space constraints the Library will not increase the budget. Funding for the Library's Seed Library will remain the same as the prior year.

> *Audio/Visual - Adult:* Projection of no change for the purchase of Talking Books and Videos. Circulation of these collections is steady and a change of funding is unwarranted.

> *Books - Youth:* Projection of a 2.95% decrease to this area. Funding for all lines except the Sets and Kits is remaining constant. Due to the time intensive processing and limited space, a reduction in funding will be applied. The decreased level will still allow for new kits, as well as replacement of damaged or missing parts.

> *Audio/Visual - Youth:* Projection of an $2,250 increase for funding the Youth Audio/Visual area. The increase is for additional new material in the Easy Talking Book collection. This is a heavily used collection and warrants additional funds for increased purchasing of new material.

> *Audio/Visual - Hot Picks:* Projection of no increase in funding for FY2027. This collection has had reductions in funding since FY2023 and the current funding level is able to support needed purchases.

> *Electronic Information:* Projection of a $9,500 increase in funding in this budget line for FY2027. This increase will allow the Library to add Consumer Reports online and continue the Library Speaker's Consortium.

> *Periodicals & Publications:* Projection of a small increase for periodicals and publications is to cover anticipated price increases. The level of funding will cover all magazines and newspapers.

LIBRARY MATERIALS - Fiscal Year 2028

> *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 2026 Budget	FY 2027 Budget	Variance	Percent Change	FY 2028 Budget	Variance	Percent Change
SUPPLIES							
Office Supplies	$ 49,600	$ 39,850	$ (9,750)	-19.66%	$ 36,975	$ (2,875)	-7.21%
Operating Supplies	62,840	63,100	260	0.41%	68,300	5,200	8.24%
Central Copying/Printing	57,200	56,400	(800)	-1.40%	56,400	-	0.00%
Postal/Freight	24,650	25,750	1,100	4.46%	25,750	-	0.00%
Total Supplies	$ 194,290	$ 185,100	$ (9,190)	-4.73%	$ 187,425	$ 2,325	1.26%

SUPPLIES - Fiscal Year 2027

> ***Office Supplies:*** Projection of a $9,750 decrease in the Office Supplies category is due to several factors. Inter-Library Loan supplies are being reduced to align it with need and actual spending. The Library budgeted for start-up costs for Adult Outreach supplies in the prior year and is now reducing funding to a level that will allow steady purchasing of needed supplies. These reductions are offset by a small increase to Adult supplies for display and sheving needs.

> ***Operating Supplies:*** Projection of a small increase in overall Operating Supplies. The increase is needed to account for increases in prices and small changes to many lines.

> ***Central Copying & Printing:*** Projection of a slight decrease in funding for copy and printing of Library services. The majority of individual initiatives in this line are unchanged .

> ***Postal/Freight:*** Projection of a $1,100 increase to Postage & Freight will cover the anticipated increase in the cost to mail notices and information to patrons.

SUPPLIES - Fiscal Year 2028

> ***Supplies Projection:*** In FY2028, the library is anticipating a small decrease in its level of funding for Operating Supplies.

	FY 2026 Budget	FY 2027 Budget	Variance	Percent Change	FY 2028 Budget	Variance	Percent Change
ADMINISTRATIVE SERVICES							
Public Relations	$ 11,000	$ 6,000	$ (5,000)	-45.45%	$ 6,000	$ -	0.00%
Fundraising	7,800	7,800	-	0.00%	7,800	-	0.00%
Professional Surveys	1,080	1,080	-	0.00%	1,080	-	0.00%
Human Resources	20,000	22,500	2,500	12.50%	22,500	-	0.00%
Bank Service Charges	15,500	15,500	-	0.00%	15,500	-	0.00%
Legal Services	12,500	12,500	-	0.00%	14,000	1,500	12.00%
Online Subscription	92,040	92,040	-	0.00%	97,640	5,600	6.08%
Online Maintenance	5,700	11,900	6,200	0.00%	4,200	(7,700)	-64.71%
Internet Services	124,000	120,600	(3,400)	-2.74%	118,600	(2,000)	-1.66%
Payroll Services	22,500	29,000	6,500	28.89%	30,500	1,500	5.17%
Financial Services	27,800	25,000	(2,800)	-10.07%	27,500	2,500	10.00%
Cataloging & Processing Services	62,800	40,900	(21,900)	-34.87%	40,900	-	0.00%
Other Administrative Services	5,800	5,800	-	0.00%	11,800	6,000	103.45%
Investment Services	2,000	2,000	-	0.00%	2,000	-	0.00%
Total Administrative Services	$ 410,520	$ 392,620	$ (17,900)	-4.36%	$ 400,020	$ 7,400	1.88%

ADMINISTRATIVE SERVICES - Fiscal Year 2027

> ***Public Relations:*** A projection of a $5,000 decrease for Public Relations in FY2027. The reduction in the funding level will still allow the Library to meet its needs during the year while bringing it more in line with actual spending.

> ***Fundraising:*** Projection of no increase to produce the annual campaign and fundraising letters to patrons.

> ***Professional Surveys:*** Projection of no increase in this line to cover the cost of a different service used for surveys.

> ***Human Resources:*** Funding to the Human Resources line will increase by $2,500. Funding will cover shredding services, job advertising, drug screening, FMLA administration and background checks for new employees. The increase will cover anticipated increases in cost associated with these services.

> ***Bank Service Charges:*** Projection of no increase for this line.

> ***Legal Services:*** Projection of no increase in this line will still allow for the needed legal assistance as it arises.

> ***Online Subscriptions:*** This line is to be used to budget for subscription services to online products such as DeskTracker, Communico, and Collection HQ. The current level of funding is adequate to cover all anticipated expenses.

> ***Online Maintenance:*** This line will be used for the Library's website, including graphics, maintenance, and summer reading updates. A $6,200 increase is needed for enhancements to the Library website and public catalog.

> ***Internet Services:*** Projection of a $3,400 decrease in funding for FY2027 will still maintain the Library's internet service at the needed level.

> ***Payroll Services:*** Projection of $6,500 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. Additionally, the Library will be adding a new modules to integrate the system with other providers, making Library processes streamlined and more efficient.

> ***Financial Services:*** Projection of a small decrease to perform the year end audit procedures for FY2026 and additional services.

> ***Cataloging and Processing Services:*** Projection of a $21,900 decrease for costs associated with necessary services to make material ready for circulation. With the elimination of Baker & Taylor as a vendor, certain costs associated to them will be eliminated. Additionally, the Library is no longer budgeting for certain reporting capabilities that are no longer needed.

> ***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. There is no change in funding planned for FY2027.

> ***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 2028

> The Library is budgeting for no substantive change for FY2028.

	FY 2026 Budget	FY 2027 Budget	Variance	Percent Change	FY 2028 Budget	Variance	Percent Change
UTILITIES							
Gas & Electric	$ 130,000	$ 140,000	$ 10,000	7.69%	$ 135,000	$ (5,000)	-3.57%
Water & Sewer	5,000	5,000	-	0.00%	5,500	500	10.00%
Telephone	28,300	26,450	(1,850)	-6.54%	26,450	-	0.00%
Total Utilities	$ 163,300	$ 171,450	$ 8,150	4.99%	$ 166,950	$ (4,500)	-2.62%
BUILDING							
Library Grounds Maintenance	$ 15,000	$ 12,000	$ (3,000)	-20.00%	$ 11,750	$ (250)	-2.08%
Snow Removal	16,000	17,000	1,000	6.25%	19,000	2,000	11.76%
Building Repair & Maintenance	278,400	233,500	(44,900)	-16.13%	194,000	(39,500)	-16.92%
Building Insurance	35,000	37,000	2,000	5.71%	37,000	-	0.00%
Total Building	$ 344,400	$ 299,500	$ (44,900)	-13.04%	$ 261,750	$ (37,750)	-12.60%
Total Building & Utilities	$ 507,700	$ 470,950	$ (36,750)	-7.24%	$ 428,700	$ (42,250)	-8.97%

UTILITIES - Fiscal Year 2027

> ***Gas & Electric:*** Projection of a $10,000 increase in funding for FY2027. The Library feels an increase in needed to hedge against any additional usage or price changes.

> ***Water & Sewer:*** Projection of no change to this line.

> ***Telephone:*** Projection of a $1,850 decrease in funding for FY2027. 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. The decrease in funding is related to savings from updating the elevator phone lines.

UTILITIES - Fiscal Year 2028

> ***Utilities Projection***: The Library will budget for no increases except a small increase for Water & Sewer expenses.

BUILDING - Fiscal Year 2027

> ***Library Grounds Maintenance:*** Projection of a small decrease in funding for FY2027. There will be no significant changes to planned services in this area and the reduced funding level will still allow the the Library to maintain the grounds.

> ***Snow Plowing:*** A $1,000 increase is projected for FY2027. This is due to rising costs associated with snow plowing, salting and sidewalk maintenance.

> ***Building Repair & Maintenance:*** Projection of a $44,900 decrease for FY2027. An increase of $15,100 is planned in funding for fees charged for contracted maintenace services. A decrease of $60,000 is due to a reduction in projects in 2027 as compared to 2026.

> ***Building Insurance:*** The projection of a small 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 is needed to keep up with premiums as the Library's replacement value increases.

BUILDING - Fiscal Year 2028

> ***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 anticpated higher charges from contractors.

	FY 2026 Budget	FY 2027 Budget	Variance	Percent Change	FY 2028 Budget	Variance	Percent Change
EQUIPMENT							
Non-Capital Equipment	$ -	$ -	$ -	0.00%	$ -	$ -	0.00%
Capital Outlay	-	-	-	0.00%	-	-	0.00%
Total Equipment	$ -	$ -	$ -	0.00%	$ -	$ -	0.00%
FURNISHINGS							
Non-Capital New Furnishings	$ -	$ 5,816	$ 5,816	0.00%	$ -	$ (5,816)	-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	$ -	$ 5,816	$ 5,816	0.00%	$ -	$ (5,816)	-100.00%
Total Furnishings & Equipment	$ -	$ 5,816	$ 5,816	0.00%	$ -	$ (5,816)	-100.00%

EQUIPMENT - Fiscal Year 2027

> ***Capital Outlay:*** The Library has no anticipated funding needs for Equipment in FY2027 at this time.

EQUIPMENT - Fiscal Year 2028

> ***Equipment Projection:*** The Library has no anticipated funding needs for Equipment in FY2028 at this time.

FURNISHINGS - Fiscal Year 2027

> ***Non-Capital New Furnishings:*** The Library is budgeting for the replacement of several tables in the Makerspace area.

> ***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 2028

> ***Furnishings Projection:*** The Library is not planning any furnishing projects for FY2028 at this time.

	FY 2026 Budget	FY 2027 Budget	Variance	Percent Change	FY 2028 Budget	Variance	Percent Change
OTHER CHARGES							
Equipment Repair & Maintenance	$ 254,600	$ 262,550	$ 7,950	3.12%	$ 268,735	$ 6,185	2.36%
Library Programming	94,120	88,020	(6,100)	-6.48%	91,529	3,509	3.99%
Training, Education & Memberships	55,800	51,700	(4,100)	-7.35%	55,800	4,100	7.93%
Total Other Charges	$ 404,520	$ 402,270	$ (2,250)	-0.56%	$ 416,064	$ 13,794	3.43%

OTHER CHARGES - Fiscal Year 2027

> ***Equipment Repair & Maintenance:*** Projection of a $7,950 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.

> ***Library Programming:*** Projection of a $6,100 decrease in Library Programming. This decrease is mainly for Youth Programming and Makerspace Programming. Youth is planning on slightly less programming in 2027 and a reduction in funding is warranted.

> ***Training and Education:*** Projection of a small decrease 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. The decrease is associated with decreased funding for the Library Director to attend a national conference in 2027.

OTHER CHARGES - Fiscal Year 2028

> ***Other Charges Projection:*** An evalution will be done to determing the correct level of programming based on funding, staff time and community desire. The new Adult Outreach Librarian will assist in this evaluation.

	FY 2026 Budget	FY 2027 Budget	Variance	Percent Change	FY 2028 Budget	Variance	Percent Change
CAPITAL IMPROVEMENT PROJECTS							
Library Bond Payment	$ 962,900	$ 965,100	$ 2,200	0.00%	$ 962,300	$ (2,800)	0.00%
Library Technology Project	130,000	155,000	25,000	19.23%	220,000	65,000	41.94%
Capital Maintenance	197,656	150,000	(47,656)	0.00%	150,000	-	0.00%
Building Improvement Project	-	-	-	0.00%	-	-	0.00%
Total Capital Projects	$ 1,290,556	$ 1,270,100	$ (20,456)	-1.59%	$ 1,332,300	$ 62,200	4.9%

CAPITAL PROJECTS - Fiscal Year 2027

> ***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 FY2027.

> ***Library Technology Project:*** Requested funds will be used in conjunction with the Library's technology plan. Planned expenditures include: the replacement of staff computers and public access stations and software.

> ***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 on future projects related to the building.

CAPITAL PROJECTS - Fiscal Year 2028

> ***Capital Projects Projection:*** The Library will set funds aside to complete building projects that may arise. Technology projects will include infrastructure hardware replacements based on the Library's equipment replacement schedule.