Upper San Juan Library District

General Fund

|  |  |
| --- | --- |
|  | DRAFT BUDGET2024 |
| INCOME AND REVENUE |  |
|  INCOME |  |
| Gifts/Donations (Restricted & Unrestricted) | $ 5,500.00 |
|  Grants  | $ 9,000.00 |
|  Abatements | $ (800.00) |
|  General Property Tax | $ 941,000.00 |
|  Specific Ownership Tax | $ 50,000.00 |
|  Book Sale (in-house) | $ 1,500.00 |
|  Collections Income (Unique Management) | $ 0.00  |
|  Copies | $8,000.00 |
|  Lost Books/ILL | $ 850.00 |
|  Other Revenue (& Library Cards) | $ 200.00 |
|  Use of Equipment (Fax and Lamination)  | $ 1,200.00 |
|  Interest Income | $ 30,000.00 |
|  Foundation Admin Fees | $ 1,200.00 |
| TOTAL INCOME AND REVENUE | $ 1,047,650.00 |
|  |  |
| EXPENSES |  |
|  OPERATING EXPENSES |  |
|  BUILDING EXPENSES |  |
| Alarm Monitoring | $ 1200.00 |
| Building Maintenance | $ 5,000.00 |
| Carpet Cleaning | $ 3,600.00 |
| Janitorial | $ 15,840.00 |
| Landscape/Grounds Maintenance | $ 500.00 |
| Snow Removal | $ 10,000.00 |
| Trash | $ 2,000.00 |
| Electricity | $ 8,500.00 |
| Gas | $ 350.00 |
| Geothermal | $ 3,430.00 |
| Water & Sewer | $ 4,500.00 |
| Window Cleaning | $ 500.00 |
| TOTAL BUILDING MAINTENANCE | $55,420.00 |
|  |  |
|  LIBRARY OFFICE EXPENSES |  |
|  Accounting & Budgeting | $ 6,000.00 |
|  Auditing | $ 1,500.00 |
|  Collection Fees | $ 100.00 |
|  Equipment/Furniture/Fixtures < $500 | $ 1,000.00 |
|  Equipment Maint & Parts | $ 1,000.00 |
|  Insurance – Bonding Insurance | $ 365.00 |
|  Insurance – Errors & Omissions | $ 2,256.00 |
|  Insurance – Liability/Contents/Building | $ 7,750.00 |
|  Internet/ISP | $ 3,300.00 |
|  Legal Services | $ 2,000.00 |
|  Hardware Maint Agreements (copier) | $ 5,000.00 |
|  Software Licenses | $ 6,000.00 |
|  Office Supplies | $ 6,000.00 |
|  Postage | $ 800.00 |
|  Sales Tax Expense | $ 250.00 |
|  Storage | $ 1,500.00 |
|  Telephone | $ 2,800.00 |
| TOTAL LIBRARY OFFICE EXPENSES | $ 47,621.00 |
|  |  |
| OUTSIDE CONTRACTORS |  |
|  IT Consulting | $2,000.00 |
|  Independent Contractors | $3,000.00 |
| TOTAL OUTSIDE CONTRACTORS | $5,000.00 |
|  |  |
|  PROGRAMS |  |
|  Adult Programs (Adult Srvcs. Lib, ESL, PALS) | $ 3,000.00 |
|  Teen Programs | $ 1,000.00 |
|  Children’s Programs | $ 2,000.00 |
|  Summer Reading | $ 2,200.00 |
| TOTAL PROGRAMS | $ 8,200.00 |
|  |  |
|  PUBLIC RELATIONS |  |
|  Outreach/Marketing | $ 2,200.00 |
|  Volunteers & Staff  | $ 2,500.00 |
|  Volunteers & Staff background checks | $ 1,000.00 |
|  Flowers | $ 100.00 |
| TOTAL PUBLIC RELATIONS | $ 5,800.00 |
|  |  |
|  PUBLIC USE MATERIALS |  |
|  Courier Service (ILL) | $ 7,500.00 |
|  Electronic Databases | $ 18,000.00 |
|  Audiobooks | $ 7,000.00 |
|  DVD (for adults $1125, for children $375) | $ 2,750.00 |
|  Downloadable Materials | $15,000.00 |
|  Music | $ 100.00 |
|  Books | $ 23,000.00 |
|  Subscriptions | $ 2,000.00 |
| TOTAL PUBLIC USE MATERIALS | $ 75,350.00 |
|  |  |
|  STAFF EDUCATION |  |
|  Conferences/Workshops | $ 1,500.00 |
|  Membership | $ 6,000.00 |
|  Travel | $ 3,500.00 |
|  |  |
| TOTAL STAFF EDUCATION | $ 11,000.00 |
|  |  |
| TOTAL OPERATING EXPENSES | $ 208,391.00 |
|  |  |
|  CAPITAL OUTLAY |  |
|  Technology – IT Equipment New | $ 1,500.00 |
|  Microfilm Digitization | $ 500.00 |
|  Furniture/Fixtures/Equipment > $500 | $1,000.00 |
|  Landscaping | $2,000.00 |
|  Master Plan Expenses | $50,000.00 |
|  Technology >$500 | $1,000.00 |
|  Software – New | $1,000.00 |
| TOTAL CAPITAL OUTLAY | $ 57,000.00 |
|  |  |
|  FIXED EXPENSES |  |
|  Treasure’s Fee (3% Property Tax Revenue) | $ 28,500.00 |
| TOTAL FIXED EXPENSES | $ 28,500.00 |
|  |  |
|  BENEFITS & PERSONNEL |  |
|  TOTAL BENEFITS (Social Security 6.2%, Medicare 1.45%, Retirement 4%, State Unemployment 0.3%, Workman’s Comp 0.27%) | $ 43,795.00 |
|  Insurance Allowance | $ 30,000.00 |
|   |  |
|  TOTAL SALARIES (including substitutes) | $ 325,000.00 |
|   |  |
|   |  |
| TOTAL BENEFITS & SALARIES | $ 431,795.00 |
|  |  |
| TOTAL EXPENSES | $ 725,686.00 |
| Contingency Funds to Reserve | $ 321,964.00 |
|  *Funds in Reserve* |  |
|  *Committed for Improvements & Outreach* | $ 162,000.00 |
|  *TABOR Reserve (3% Fiscal Year Expenses)*  | $ 21,770.58 |
|  |  |
|  |  |