

Upper San Juan Library District  
General Fund

	ADOPTED BUDGET 2023
<b>INCOME AND REVENUE</b>	
<b>INCOME</b>	
Gifts/Donations (Restricted & Unrestricted)	\$ 3,000.00
Grants	\$ 6,000.00
Abatements	\$ (800.00)
General Property Tax	\$ 599,090.00
Specific Ownership Tax	\$ 50,000.00
Book Sale (in-house)	\$ 1,500.00
Collections Income (Unique Management)	\$ 100.00
Copies	\$ 7,500.00
Lost Books/ILL	\$ 800.00
Other Revenue (& Library Cards)	\$ 300.00
Use of Equipment (Fax and Lamination)	\$ 1,000.00
Interest Income	\$ 6,000.00
Foundation Admin Fees	\$ 1,200.00
<b>TOTAL INCOME AND REVENUE</b>	<b>\$ 675,690.00</b>
<b>EXPENSES</b>	
<b>OPERATING EXPENSES</b>	
<b>BUILDING EXPENSES</b>	
Alarm Monitoring	\$ 550.00
Building Maintenance	\$ 15,000.00
Carpet Cleaning	\$ 2,200.00
Janitorial	\$ 15,840.00
Landscape/Grounds Maintenance	\$ 1,000.00
Snow Removal	\$ 14,000.00
Trash	\$ 2,000.00
Electricity	\$ 7,500.00
Gas	\$ 350.00
Geothermal	\$ 1,715.00
Water & Sewer	\$ 4,000.00
Window Cleaning	\$ 500.00
<b>TOTAL BUILDING MAINTENANCE</b>	<b>\$64,655.00</b>
<b>LIBRARY OFFICE EXPENSES</b>	
Accounting & Budgeting	\$ 6,500.00
Auditing	\$ 14,000.00
Collection Fees	\$ 250.00

Equipment/Furniture/Fixtures < \$500	\$ 500.00
Equipment Maint & Parts	\$ 1,500.00
Insurance – Bonding Insurance	\$ 365.00
Insurance – Errors & Omissions	\$ 2,500.00
Insurance – Liability/Contents/Building	\$ 5,400.00
Internet/ISP	\$ 3,500.00
Legal Services	\$ 1,000.00
Hardware Maint Agreements (copier)	\$ 5,000.00
Software Licenses	\$ 5,500.00
Office Supplies	\$ 6,700.00
Postage	\$ 650.00
Sales Tax Expense	\$ 250.00
Storage	\$ 1,300.00
Telephone	\$ 3,000.00
<b>TOTAL LIBRARY OFFICE EXPENSES</b>	<b>\$ 57,815.00</b>
<b>PROGRAMS</b>	
Adult Programs (Adult Srvc. Lib, ESL, PALS)	\$ 4,200.00
Teen Programs	\$ 800.00
Children’s Programs	\$ 1600.00
Summer Reading	\$ 2,000.00
<b>TOTAL PROGRAMS</b>	<b>\$ 8,600.00</b>
<b>PUBLIC RELATIONS</b>	
Outreach/Marketing	\$ 2,000.00
Volunteers & Staff	\$ 1,200.00
Volunteers & Staff background checks	\$ 1,800.00
Flowers	\$ 100.00
<b>TOTAL PUBLIC RELATIONS</b>	<b>\$ 3,900.00</b>
<b>PUBLIC USE MATERIALS</b>	
Courier Service (ILL)	\$ 7,400.00
Electronic Databases	\$ 14000.00
Audiobooks	\$ 8,000.00
DVD (for adults \$1125, for children \$375)	\$ 2,500.00
Downloadable Materials	\$14,000.00
Music	\$ 100.00
Books	\$ 23,000.00
Subscriptions	\$ 1,800.00
<b>TOTAL PUBLIC USE MATERIALS</b>	<b>\$ 70,800.00</b>
<b>STAFF EDUCATION</b>	
Conferences/Workshops	\$ 1,000.00
Membership	\$ 5,500.00

Travel	\$ 6,000.00
<b>TOTAL STAFF EDUCATION</b>	<b>\$ 12,500.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 218,270.00</b>
<b>CAPITAL OUTLAY</b>	
Technology – IT Equipment New	\$ 1,500.00
Microfilm Digitization	\$ 500.00
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 2,000.00</b>
<b>FIXED EXPENSES</b>	
Treasure’s Fee (3% Property Tax Revenue)	\$ 19,000.00
<b>TOTAL FIXED EXPENSES</b>	<b>\$ 19,000.00</b>
<b>BENEFITS &amp; PERSONNEL</b>	
TOTAL BENEFITS (Social Security 6.2%, Medicare 1.45%, Retirement 4%, State Unemployment 0.3%, Workman’s Comp 0.27%)	\$ 37,152.00
Insurance Allowance	\$ 30,000.00
TOTAL SALARIES (including substitutes)	\$ 298,000.00
<b>TOTAL BENEFITS &amp; SALARIES</b>	<b>\$ 365,152.50</b>
<b>TOTAL EXPENSES</b>	<b>\$ 604,423.00</b>
Contingency Funds to Reserve	\$ 71,268.00
<i>Funds in Reserve</i>	
<i>Committed for Improvements &amp; Outreach</i>	\$ 162,000.00
<i>TABOR Reserve (3% Fiscal Year Expenses)</i>	\$ 18,150.00