Upper San Juan Library District

General Fund

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|  | DRAFT BUDGET  2024 |
| 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 |
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| 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 |
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| 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 |
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| OUTSIDE CONTRACTORS |  |
| IT Consulting | $2,000.00 |
| Independent Contractors | $3,000.00 |
| TOTAL OUTSIDE CONTRACTORS | $5,000.00 |
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| 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 |
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| 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 |
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| 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 |
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| STAFF EDUCATION |  |
| Conferences/Workshops | $ 1,500.00 |
| Membership | $ 6,000.00 |
| Travel | $ 3,500.00 |
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| TOTAL STAFF EDUCATION | $ 11,000.00 |
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| TOTAL OPERATING EXPENSES | $ 208,391.00 |
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| 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 |
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| FIXED EXPENSES |  |
| Treasure’s Fee (3% Property Tax Revenue) | $ 28,500.00 |
| TOTAL FIXED EXPENSES | $ 28,500.00 |
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| 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 |
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| TOTAL SALARIES (including substitutes) | $ 325,000.00 |
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| TOTAL BENEFITS & SALARIES | $ 431,795.00 |
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| 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 |
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