

Upper San Juan Library District 2025 Proposed Budget

	2021 Actuals	2022 Actuals	2023 Actuals	2024 Adopted	2024 June 30	2025 Proposed
<b>INCOME AND REVENUE</b>						
<b>Income</b>						
Gifts/Donations	\$ 6,903.08	\$ 5,542.86	\$ 7,680.00	\$ 5,000.00	\$ 2,376.00	\$ 6,000.00
Gifts/Donations Restricted	\$ 5,940.00	\$ 260.35	\$ -	\$ 500.00	\$ 300.00	\$ 600.00
Grants	\$ 11,163.80	\$ 6,645.00	\$ 14,472.00	\$ 9,000.00	\$ 6,476.00	\$ 12,000.00
Other income			\$ 632.00			\$ 100.00
<b>Property Tax</b>						
Abatements	\$ (560.53)	\$ (1,490.28)	\$ (498.00)	\$ (800.00)	\$ (412.00)	\$ (2,000.00)
General Property Tax	\$ 521,534.60	\$ 576,351.06	\$ 602,117.00	\$ 895,737.00	\$ 884,676.00	\$ 917,531.00
Specific Ownership tax	\$ 61,798.51	\$ 61,238.67	\$ 65,776.00	\$ 50,000.00	\$ 35,150.00	\$ 70,000.00
<b>Total Property Tax</b>	\$ 582,772.58	\$ 636,099.45	\$ 667,395.00	\$ 944,937.00	\$ 919,414.00	\$ 985,531.00
<b>Total Income</b>	\$ 606,779.46	\$ 648,547.66	\$ 690,179.00	\$ 959,437.00	\$ 928,566.00	\$ 1,004,231.00
<b>Revenue</b>						
Book Sale (In House)	\$ 2,940.85	\$ 1,894.75	\$ 2,034.00	\$ 1,500.00	\$ 875.00	\$ 1,500.00
Collections Income	\$ 198.54	\$ -	\$ 21.00	\$ -	\$ 10.00	\$ -
Copies	\$ 7,694.60	\$ 8,762.10	\$ 9,991.00	\$ 8,000.00	\$ 5,280.00	\$ 9,000.00
Lost books/ILL	\$ 1,553.81	\$ 1,277.80	\$ 824.00	\$ 850.00	\$ 391.00	\$ 800.00
Other Revenue (& Library Cards)	\$ 423.00	\$ 378.03	\$ 235.00	\$ 200.00	\$ 134.00	\$ 250.00
Use of Equipment (Fax and Lamination)	\$ 1,344.00	\$ 1,051.00	\$ 1,397.00	\$ 1,200.00	\$ 633.00	\$ 1,200.00
Sale of Replaced Computers	\$ 240.00		\$ 50.00			\$ -
Interest Income	\$ 2,597.20	\$ 10,579.52	\$ 36,790.00	\$ 30,000.00	\$ 23,591.00	\$ 43,000.00
Scholarship(s) Income			\$ -		\$ 500.00	\$ 1,500.00
Foundation Admin Fees	\$ 1,200.00	\$ 1,200.00	\$ 1,100.00	\$ 1,200.00	\$ 600.00	\$ 1,200.00
<b>Total Revenue</b>	\$ 18,192.00	\$ 25,143.20	\$ 52,442.00	\$ 42,950.00	\$ 32,014.00	\$ 58,450.00
<b>Total Income and Revenue</b>	\$ 624,971.46	\$ 673,690.86	\$ 742,621.00	\$ 1,002,387.00	\$ 960,580.00	\$ 1,062,681.00
<b>EXPENDITURES</b>						
<b>Operating Expenses</b>						
<b>Building Expenses</b>						
Fire Alarm Monitoring	\$ 540.00	\$ 540.00	\$ 940.00	\$ 1,200.00	\$ 720.00	\$ 990.00
Building Maintenance	\$ 10,110.77	\$ 1,389.93	\$ 3,819.00	\$ 5,000.00	\$ 174.00	\$ 1,000.00
Carpet Cleaning	\$ 2,038.00	\$ 2,208.00	\$ 2,346.00	\$ 3,600.00	\$ 1,104.00	\$ 150.00

Upper San Juan Library District 2025 Proposed Budget

	2021 Actuals	2022 Actuals	2023 Actuals	2024 Adopted	2024 June 30	2025 Proposed
Janitorial	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00	\$ 15,840.00	\$ 7,200.00	\$ 15,840.00
Landscape/Grounds Maintenance	\$ 118.13	\$ 333.73	\$ 101.00	\$ 500.00	\$ 380.00	\$ 500.00
Snow Removal	\$ 4,471.21	\$ 4,795.00	\$ 5,613.00	\$ 10,000.00	\$ 2,283.00	\$ 8,000.00
Trash	\$ 1,824.70	\$ 1,446.66	\$ 1,457.00	\$ 2,000.00	\$ 747.00	\$ 1,550.00
Utilities						
Electricity	\$ 6,445.33	\$ 8,115.65	\$ 7,228.00	\$ 8,500.00	\$ 3,274.00	\$ 7,500.00
Gas	\$ 310.30	\$ 333.87	\$ 319.00	\$ 350.00	\$ 126.00	\$ 320.00
Geothermal	\$ 800.80	\$ 996.20	\$ 2,431.00	\$ 3,430.00	\$ 2,695.00	\$ 3,500.00
Water & Sewer	\$ 3,544.97	\$ 3,914.61	\$ 3,893.00	\$ 4,500.00	\$ 1,586.00	\$ 4,000.00
<i>Total Utilities</i>	\$ 11,101.40	\$ 13,360.33	\$ 13,871.00	\$ 16,780.00	\$ 7,681.00	\$ 15,320.00
Window Cleaning	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	\$ -
<i>Total Building Expenses</i>	\$ 45,104.21	\$ 38,473.65	\$ 42,547.00	\$ 55,420.00	\$ 20,289.00	\$ 43,350.00
<b>Library Office Expenses</b>						
Accounting & Budgeting	\$ 7,903.50	\$ 5,458.26	\$ 4,057.00	\$ 6,000.00	\$ 1,712.00	\$ 7,525.00
Auditing/Tax Return	\$ 8,600.00	\$ 1,000.00	\$ 14,000.00	\$ 1,500.00	\$ 1,000.00	\$ 15,500.00
Collection & Credit Card Fees	\$ 96.72	\$ 124.51	\$ 110.00	\$ 100.00	\$ 55.00	\$ 100.00
Equipment/Furniture/Fixtures < \$500	\$ 263.51	\$ -	\$ 1,551.00	\$ 1,000.00	\$ 97.00	\$ 500.00
Equipment Maint & Parts	\$ 1,155.14	\$ 1,618.52	\$ 295.00	\$ 1,000.00	\$ 432.00	\$ 500.00
Insurance - Bonding Insurance	\$ 365.00	\$ 365.00	\$ 365.00	\$ 365.00	\$ -	\$ 365.00
Insurance - Errors & Omissions	\$ 2,156.00	\$ 2,206.00	\$ 2,256.00	\$ 2,256.00	\$ -	\$ 2,700.00
Insurance - Liability/Contents/Bldg.	\$ 4,919.00	\$ 5,415.00	\$ 6,462.00	\$ 7,750.00	\$ -	\$ 8,800.00
Internet/ISP	\$ 3,145.25	\$ 3,162.00	\$ 3,271.00	\$ 3,300.00	\$ 1,689.00	\$ 3,300.00
Item Repair Expenses					\$ -	\$ -
Legal Services	\$ -	\$ -	\$ 462.00	\$ 2,000.00	\$ -	\$ 1,000.00
Maintenance Agmts & Licenses						
Hardware Maint Agmts (Copier)	\$ 4,080.43	\$ 4,185.36	\$ 3,833.00	\$ 5,000.00	\$ 1,250.00	\$ 4,500.00
Software Licenses	\$ 4,967.97	\$ 5,056.64	\$ 5,000.00	\$ 6,000.00	\$ 5,038.00	\$ 9,240.00
<i>Total Maintenance Agreements</i>	\$ 9,048.40	\$ 9,242.00	\$ 8,833.00	\$ 11,000.00	\$ 6,288.00	\$ 13,740.00
Office Supplies	\$ 3,450.47	\$ 6,948.24	\$ 6,262.00	\$ 6,000.00	\$ 2,460.00	\$ 5,000.00
Postage/PO Box	\$ 574.61	\$ 727.34	\$ 949.00	\$ 800.00	\$ 198.00	\$ 700.00
Sales Tax Expense	\$ 211.54	\$ -	\$ -	\$ 250.00	\$ 138.00	\$ 300.00
Storage	\$ 1,900.00	\$ 1,140.00	\$ 1,175.00	\$ 1,500.00	\$ 665.00	\$ 1,300.00

Upper San Juan Library District 2025 Proposed Budget

	2021 Actuals	2022 Actuals	2023 Actuals	2024 Adopted	2024 June 30	2025 Proposed
Telephone	\$ 2,906.56	\$ 1,717.33	\$ 2,838.00	\$ 2,800.00	\$ 1,087.00	\$ 2,700.00
<i>Total Library Office Expenses</i>	\$ 46,695.70	\$ 39,124.20	\$ 52,886.00	\$ 47,621.00	\$ 15,821.00	\$ 64,030.00
<b>Outside Contractors</b>						
IT Consulting			\$ 1,100.00	\$ 2,000.00	\$ -	\$ 15,000.00
Independent Contractors				\$ 3,000.00	\$ -	\$ 1,000.00
<i>Total Outside Contractors</i>		\$ -	\$ 1,100.00	\$ 5,000.00	\$ -	\$ 16,000.00
<b>Programs</b>						
Children's Programs	\$ 1,196.72	\$ 1,429.66	\$ 4,078.00	\$ 2,000.00	\$ 407.00	\$ 2,500.00
Teen Programs	\$ 639.90	\$ 570.10	\$ 865.00	\$ 1,000.00	\$ 1,427.00	\$ 1,500.00
Adult Programs (all)	\$ 967.96	\$ 3,377.85	\$ 3,243.00	\$ 3,000.00	\$ 2,493.00	\$ 4,000.00
<i>Adult Svcs Lib \$2500</i>						
<i>PALS \$750</i>						
<i>ESL \$750</i>						
Summer Reading	\$ 1,157.40	\$ 1,111.61	\$ 2,188.00	\$ 2,200.00	\$ 1,289.00	\$ 2,000.00
<i>Total Programs</i>	\$ <b>3,961.98</b>	\$ 6,489.22	\$ 10,374.00	\$ 8,200.00	\$ 5,616.00	\$ 10,000.00
<b>Public Relations</b>						
Outreach/Marketing/PR	\$ 1,164.00	\$ 1,276.10	\$ 2,592.00	\$ 2,200.00	\$ 1,993.00	\$ 2,000.00
Flowers	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -
Volunteers & Staff	\$ 768.14	\$ 1,141.91	\$ 960.00	\$ 2,500.00	\$ 682.00	\$ 1,000.00
V&S Background Checks		\$ 1,280.00	\$ 810.00	\$ 1,000.00	\$ 195.00	\$ 300.00
<i>Total Public Relations</i>	\$ <b>1,932.14</b>	\$ 3,698.01	\$ 4,362.00	\$ 5,800.00	\$ 2,870.00	\$ 3,300.00
<b>Public Use Materials</b>						
Courier Service (ILL)	\$ 5,974.12	\$ 6,883.04	\$ 6,899.00	\$ 7,500.00	\$ -	\$ 7,154.00
Electronic Databases	\$ 12,434.76	\$ 10,140.73	\$ 12,424.00	\$ 18,000.00	\$ 6,101.00	\$ 18,000.00
Lost Item Expenses		\$ 6.74	\$ 65.00		\$ -	\$ 50.00
Non-Print Material						
Audio Books -- adults & youth	\$ 6,562.65	\$ 6,832.30	\$ 6,824.00	\$ 7,000.00	\$ 3,597.00	\$ 8,000.00
DVD -- adults & youth	\$ 2,140.14	\$ 2,535.44	\$ 2,461.00	\$ 2,750.00	\$ 1,262.00	\$ 4,000.00
Downloadable Audio/E-Books/Magazines	\$ 10,000.00	\$ 10,148.93	\$ 12,062.00	\$ 15,000.00	\$ 14,024.00	\$ 15,000.00

Upper San Juan Library District 2025 Proposed Budget

	2021 Actuals	2022 Actuals	2023 Actuals	2024 Adopted	2024 June 30	2025 Proposed
Music	\$ -	\$ -	\$ 17.00	\$ 100.00	\$ -	
<i>Total Non-Print Material</i>	<b>\$ 18,702.79</b>	\$ 19,516.67	\$ 21,364.00	\$ 24,850.00	\$ 18,883.00	\$ 52,204.00
Print Material						
Books	\$ 22,569.82	\$ 20,857.22	\$ 21,038.00	\$ 23,000.00	\$ 10,255.00	\$ 45,800.00
Subscriptions	\$ 2,044.79	\$ 2,457.02	\$ 1,699.00	\$ 2,000.00	\$ 1,779.00	\$ 2,200.00
<i>Total Print Material</i>	<b>\$ 24,614.61</b>	\$ 23,314.24	\$ 22,737.00	\$ 25,000.00	\$ 12,034.00	\$ 48,000.00
<i>Total Public Use Materials</i>	\$ 61,726.28	\$ 59,861.42	\$ 63,489.00	\$ 75,350.00	\$ 37,018.00	\$ 100,204.00
<b>Staff Education</b>						
Conferences/Workshops	\$ 175.00	\$ 300.00	\$ 620.00	\$ 1,500.00	\$ 200.00	\$ 1,500.00
Membership	\$ 801.00	\$ 4,658.74	\$ 5,465.00	\$ 6,000.00	\$ 919.00	\$ 6,000.00
Travel	\$ 83.32	\$ 756.11	\$ 1,395.00	\$ 3,500.00	\$ 19.00	\$ 3,600.00
<i>Total Staff Education</i>	<b>\$ 1,059.32</b>	<b>\$ 5,714.85</b>	<b>\$ 7,480.00</b>	\$ 11,000.00	<b>\$ 1,138.00</b>	\$ 11,100.00
<b>Total Operating Expenses</b>	\$ 160,479.63	\$ 153,361.35	\$ 181,138.00	\$ 208,391.00	\$ 81,614.00	\$ 247,984.00
<b>CAPITAL OUTLAY</b>						
Furniture/Fixtures/Equipment > \$500	\$ -		\$ 601.00	\$ 1,000.00	\$ -	\$ 500.00
Landscaping (Improvements)				\$ 2,000.00	\$ -	\$ -
Master Plan Expenses				\$ 50,000.00	\$ -	\$200,000
Microfilm Digitization	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
Technology > \$500						
IT Equipment - New	\$ 2,316.00		\$ -	\$ 1,500.00	\$ -	\$ 20,500.00
Phone System					\$ -	\$ -
Software - New	\$ 180.00	\$ -	\$ 72.00	\$ 1,000.00	\$ -	\$ 1,285.00
Technology > \$500 - Other			\$ 941.00	\$ 1,000.00	\$ -	\$ 11,400.00
<b>Total Capital Outlay</b>	\$ 2,496.00	\$ -	\$ 1,614.00	\$ 57,000.00	\$ -	\$ 234,185.00
<b>FIXED EXPENSES</b>						
Treasure's Fee (3% Property Tax Revenue)	\$ 15,696.39	\$ 17,254.08	\$ 18,057.00	\$ 28,500.00	\$ 24,890.00	\$ 29,565.93
<b>Total Fixed Expenses</b>	\$ 15,696.39	\$ 17,254.08	\$ 18,057.00	\$ 28,500.00	\$ 24,890.00	\$ 29,565.93
<b>BENEFITS AND PERSONNEL</b>						
<b>Benefits</b>						

Upper San Juan Library District 2025 Proposed Budget

	2021 Actuals	2022 Actuals	2023 Actuals	2024 Adopted	2024 June 30	2025 Proposed
Insurance Allowance	\$ 30,000.00	\$ 29,250.00	\$ 28,835.00	\$ 30,000.00	\$ 14,000.00	\$ 30,000.00
Social Security - 6.2	\$ 19,973.42	\$ 19,745.27	\$ 21,323.00	\$ 22,050.00	\$ 10,649.00	\$ 24,336.61
Medicare - 1.45	\$ 4,670.44	\$ 4,617.85	\$ 4,987.00	\$ 5,160.00	\$ 2,491.00	\$ 5,691.63
Retirement	\$ 9,736.33	\$ 8,607.55	\$ 7,519.00	\$ 11,200.00	\$ 4,188.00	\$ 11,648.00
Retirement Forfeitures					\$ -	
State Unemployment 0.3% (to 0.2% in	\$ 966.45	\$ 636.94	\$ 688.00	\$ 720.00	\$ 344.00	\$ 1,177.58
Workman's Comp 0.3%	\$ 626.00	\$ 590.00	\$ 1,057.00	\$ 1,065.00	\$ -	\$ 1,177.58
Employee Assistance Program	\$ 3,520.85	\$ 3,250.85	\$ 3,521.00	\$ 3,600.00	\$ 3,521.00	\$ 3,521.00
<i>Total Benefits</i>	\$ 69,493.49	\$ 66,698.46	\$ 67,930.00	\$ 73,795.00	\$ 35,193.00	\$ 77,552.40
<b>Personnel</b>						
Accrued Vacation Special Audit	\$ 164.16					
Regular Salaries	\$ 292,151.68	\$ 289,596.18	\$ 254,950.00	\$ 325,000.00	\$ 157,515.00	\$ 392,526.00
Substitute	\$ 195.00	\$ 126.00	\$ 1,485.00	\$ 3,000.00	\$ 250.00	\$ 3,000.00
End of year incentive pay				\$ 30,000.00	\$ -	\$ 4,500.00
<i>Total Personnel</i>						
<b>Total Benefits and Personnel</b>	\$ 362,004.33	\$ 356,420.64	\$ 324,365.00	\$ 431,795.00	\$ 192,958.00	\$ 477,578.40
<b>Total Expenditures</b>	\$ 540,676.35	\$ 527,036.07	\$ 585,927.00	\$ 725,686.00	\$ 300,600.00	\$ 989,313.33
Net change in fund balance	\$ 84,295.11	\$ 146,654.79	\$ 156,694.00	\$ 276,701.00		\$ 73,367.68
Emergency Reserve (Tabor)						\$ (29,679.40)
Net transfer to Capital Reserve						\$ 43,688.28
Capital Fund Balance beginning of year				\$ 845,656.00		\$ 1,122,357.00
Capital Fund Balance end of year				\$ 1,122,357.00		\$ 1,195,724.68