

# Charlevoix Public Library

## Fiscal Year 2023-2024 Budget



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## Operating Budget Narrative

### Services & Programs

- **Programming:** As the library continues to strive to be an educational and cultural anchor within the community and as usage of physical materials continues to decline, the library continues to shift focus and funding to programming. These efforts include continuing already existent popular series while adding additional interesting educational and entertaining programming.
- **Outreach:** A focus of the next fiscal year will include analyzing and undertaking opportunities to take library services out of the facility. This will include expenditure on staff resources and potentially material resources.
- **Digital Materials:** Usage of digital materials now accounts for 30% of all library materials usage. Unfortunately, these materials cost distinctly more than physical materials and thus necessitate continued greater allocation of funds.

### Facility & Campus

- **HVAC Rooftop Units:** The library began and paid for the initial steps to replace eight of the nine aging rooftop, HVAC, air handling units in the 2022-2023 fiscal year. This project will be completed in the 2023-2024 fiscal year and will require significant expenditure.
- **Community Meeting Room Furniture Replacement:** Continued popular use of the Community Meeting Rooms has resulted in the deterioration of the folding rectangular tables commonly used within the room. Replacing all of these tables is a priority.
- **Roof Analysis:** The library has begun working with an architect to analyze remaining lifespan of our facility's roof and to help determine time frame and next steps for the roof.
- **Technology:** Contracted technology maintenance costs as well as replacement of aging technology continues to be a rising and prioritized cost.

### Staff Team

- Personnel costs rose in reflection to rising inflation and cost of living. Additionally, the library added an additional full time position and saw changes in personnel within full time positions both of which affected the cost of benefits.

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Operating Budget 2023-2024. Final Version.

Revenues		Budget 22-23	Projected	Amendment	Final Budget	23-24 Request	Change from Previous
1	Tax Revenue	\$1,023,330	\$965,750	-\$58,000	\$965,330	\$1,014,731	-1%
2	Delinquent Taxes	\$0	\$53,540	\$53,000	\$53,000	\$56,776	
3	Earnings on Investments	\$15,000	\$20,300	\$5,000	\$20,300	\$14,000	-7%
4	Local Income	\$54,250	\$67,955	\$13,000	\$67,250	\$55,050	1%
5	Donations	\$58,400	\$60,020	\$0	\$58,400	\$63,400	9%
6	Penal Fines	\$27,000	\$74,690	\$47,000	\$74,000	\$27,000	0%
7	State Aid	\$9,300	\$9,750	\$0	\$9,300	\$9,750	5%
8	Grant	\$4,500	\$8,250	\$3,500	\$8,000	\$6,500	44%
<b>Total Revenue</b>		\$1,191,780	\$1,260,255		\$1,255,580	\$1,247,207	5%

Expense		Budget 22-23	Projected	Amendment	Final Budget	23-24 Request	% Change From Previous Budget
1	Salaries	\$574,311	\$564,010	\$0	\$574,311	\$590,326	3%
2	Fringe Benefits	\$117,659	\$119,770	\$5,000	\$122,659	\$134,670	14%
3	Contractual Services	\$131,584	\$144,540	\$16,500	\$148,084	\$134,044	2%
4	Capital Outlay	\$3,500	\$7,000	\$4,000	\$7,500	\$3,500	
5	Occupancy	\$134,780	\$142,610	\$10,000	\$144,780	\$143,780	7%
6	Supplies & Materials	\$118,460	\$112,900	\$0	\$118,460	\$120,860	2%
7	Other Operating Expense	\$103,444	\$113,665	\$12,000	\$115,444	\$102,389	-1%
8	Transfer to Capital Improvement	\$450,000	\$450,000	\$0	\$450,000	\$85,000	
<b>Total Expense</b>		\$1,633,738	\$1,654,495		\$1,681,238	\$1,314,569	-20%
<b>Revenue vs. Expense</b>		-\$441,958	-\$394,240		-\$425,658	-\$67,362	-85%
<b>Rev vs. Exp W/Out Transfer</b>		\$8,042	\$55,760		\$24,342	\$17,638	

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Line # in Public Budget	Account Number	Revenues	Budget 22-23	Projected End of 22-23	Budget 23-24	23/24 vs. Projected
	4100	Earning on Invest/Deposits				
3	4106	Vanguard Earnings	15,000	20,300	14,000	-31%
	4102	Interest on Debt Retirement	100	2,970	1,500	-49%
		<b>Total Earnings Inv./Deposits</b>	<b>15,100</b>	<b>23,270</b>	<b>15,500</b>	<b>-33%</b>
	4110	Property Taxes				
1	4111	Current Taxes - Oper.	1,023,000	965,420	1,014,381	5%
	4112	Current Taxes - Debt	525,730	519,290	472,970	-9%
2	4113	Delinquent Taxes Oper.	-	53,540	56,776	6%
	4114	Delinquent Taxes Debt.	-	29,600	19,700	
1	4117	PILOT Oper.	350	330	350	6%
	4118	PILOT Debt.	100	190	100	-47%
		<b>Total Property Taxes</b>	<b>1,549,180</b>	<b>1,568,370</b>	<b>1,564,277</b>	<b>0%</b>
	4120	Donations				
4	4121	FOL - Book Sale	25,000	22,920	25,000	9%
5	4123	Magazine Adoptions	800	2,200	800	-64%
	4127	DDA Debt	12,400	12,400	12,400	0%
5	4128	DDA Operating	17,600	17,600	17,600	0%
5	4120	Other Donations	40,000	40,220	45,000	12%
		<b>Total Donations</b>	<b>95,800</b>	<b>95,340</b>	<b>100,800</b>	<b>6%</b>
	4130	Grant Income				
4	4131	FOL	12,000	10,490	10,000	-5%
8	4130	Other Grant (Coop or other)	4500	8,250	6,500	
		<b>Total Grant Income</b>	<b>16,500</b>	<b>18,740</b>	<b>16,500</b>	<b>-12%</b>
	4140	Fines & Fees	500	100	200	100%
	4141	Overdues	500	400	400	0%
	4142	Priviledge Fees	2,000	3,620	3,200	-12%
	4144	Room Reservation Fees	3,000	4,890	4,000	-18%

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	4146	Copy/Print Fees	4,000	4,140	3,800	-8%
4		Total Fines and Fees	10,000	13,150	11,600	-12%
4	4145	Banks Township	5,000	5,000	5,000	0%
6	4150	Penal Fines	27,000	74,690	27,000	-64%
7	4155	State Aide	9,300	9,750	9,750	0%
4	4160	Miscellaneous	250	925	250	-73%
4	4170	Reimbursements	2,000	15,470	3,200	-79%
<b>Total Revenue</b>			<b>1,730,130</b>	<b>1,824,705</b>	<b>1,753,877</b>	<b>-4%</b>
Operating Revenue (Total Less Debt Revenue)						
			<b>1,191,800</b>	<b>1,260,255</b>	<b>1,247,207</b>	<b>-1%</b>

Line # in Public Budget	Account Number	Expense	Budget 22-23	Projected	Budget 23-24	23/24 vs. Projected	Notes
	5100	Salaries					
	5101	Director	77,006	77,010	80,847	5%	
	5102	Full Time Staff	238,654	237,000	270,212	14%	
	5103	Part Time Staff Pay	258,651	250,000	239,268	-4%	
1		Salaries Total	574,311	564,010	590,326	5%	
	5200	Insurance Fringes					
2	5200	Insurance Cost	15,300	18,500	35,600	92%	
2	5203	H.S.A.	2,500	4,500	8,500	89%	
2	5204	Payment In Lieu of Insurance	24,500	20,800	9,800	-53%	
2		Insurance Fringes Total	42,300	43,800	53,900	23%	
2	5205	Retirement	27,693	27,100	32,404	20%	
2	5206	Workers Compensation	3,000	2,800	3,000	7%	
2	5208	Social Security	41,916	43,320	41,916	-3%	

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<b>2</b>	5209	Longevity/Bonus	2,750	2,750	3,450	25%
Personnel			691,970	681,030	724,996	6%
	5110	Contractual Services				
	5111	Payroll Mgt Service	6,500	5,600	6,000	7%
	5112	Legal Services	2,000	760	2,000	163%
	5113	Audit Services	8,000	8,200	8,500	4%
	5115	Computer	48,700	53,800	58,660	9%
	5116	Cleaning	56,884	66,680	56,884	-15%
	5117	Other Services	9,500	9,500	2,000	-79%
3		Total Contractual	131,584	144,540	134,044	-7%
	5130	Utilities				
	5131	Heating	24,000	28,500	29,000	2%
	5132	Electricity	26,000	26,450	27,000	2%
	5133	Water/Sewer	7,050	6,700	7,050	5%
	5134	Waste/Trash	2,000	2,720	3,000	10%
5		Total Utilities	59,050	64,370	66,050	3%
5	5135	Telephone	10,020	10,450	10,620	2%
5	5136	Internet	1,250	1,090	1,250	15%
	5140	Repairs & Maintenance				
	5141	Land and Building	40,160	43,000	40,160	-7%
	5142	Equipment	2,000	-	2,000	
	5143	Landscaping	13,000	13,000	13,000	0%
5		Total Repairs & Maintenance	55,160	56,000	55,160	-2%
	5150	Library Books				
	5151	Adult Books	22,600	19,000	21,600	14%
	5152	Processing	3,500	3,500	3,500	0%
	5155	Teen Books	3,500	2,500	2,500	0%
	5156	Youth Books	15,000	14,000	15,000	7%
6		Total Library Books	44,600	39,000	42,600	9%

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6	5160	Periodicals	7,000	7,900	7,000	-11%
	5161	Audio/Video (other)	850		850	
	5161A	Audio/Video Adult	5,000	5,500	5,000	-9%
	5161T	Audio/Video Teen	1,500	800	1,000	25%
	5161Y	Audio/Video Youth	3,500	2,200	2,800	27%
6		<u>Total Audio/Video</u>	<u>10,000</u>	<u>8,500</u>	<u>9,650</u>	<u>14%</u>
6	5162	Electronic Subscriptions	4,460	5,000	4,460	-11%
	5163	Downloadable Materials				
	5164	Youth (Overdrive)	2,500	3,000	4,000	33%
	5166	Teen (Overdrive)	2,500	2,000	2,500	25%
	5165	Adult (Overdrive)	6,000	10,000	8,000	-20%
	5164	Other Downloadable (Hoopla,	10,500	7,200	11,500	60%
6		<u>Total Downloadable Materials</u>	<u>21,500</u>	<u>22,200</u>	<u>26,000</u>	<u>17%</u>
	5170	Programming				
	5171	Adult Programming	18,000	23,000	19,000	-17%
	5173	Teen Programming	1,500	450	800	78%
	5174	Youth Programming	10,000	7,500	10,000	33%
7		<u>Total Programming</u>	<u>29,500</u>	<u>30,950</u>	<u>29,800</u>	<u>-4%</u>
	5180	Supplies (other)		900		
	5181	Office/Library Supplies	11,500	10,500	11,500	9%
	5182	Building Supplies	9,600	10,000	9,600	-4%
	5183	Programming Supplies (other)	250	500	250	-50%
	5183A	Adult Supplies	3,000	3,400	3,500	3%
	5183T	Teen Supplies	1,500	1,000	800	-20%
	5183Y	Youth Supplies	5,500	4,000	5,500	38%
6		<u>Total Supplies</u>	<u>30,900</u>	<u>30,300</u>	<u>31,150</u>	<u>3%</u>
4	5190	Equipment/Furniture	3,500	7,000	3,500	-50%

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5	5210	Property Insurance	9,300	10,500	10,700	2%
	5225	Friends of the Library Expense	50	0	50	
7	5235	Refund Taxes - Operating	300	115	300	161%
	5236	Refund Taxes - Debt	300	70	300	329%
7	5240	Travel & Training	7,600	7,000	7,600	9%
7	5245	Staff/Volunteer Expenses	1,000	1,500	1,500	0%
7	5250	Printing/Publicity	14,350	19,500	18,050	-8%
7	5255	Postage Delivery	4,775	4,500	4,775	6%
	5260	Dues & Fees				
	5261	Computer Expenses	25,737	21,000	20,627	-2%
	5260	Membership and Other	11,182	10,000	10,737	7%
7		<b>Total Dues &amp; Fees</b>	<b>36,919</b>	<b>31,000</b>	<b>31,364</b>	<b>1%</b>
7	5265	Reimbursable	8,000	18,500	8,000	-131%
7	5280	Miscellaneous Expenses	1,000	600	1,000	67%
	5300	Debt Service				
	5301	Bond Fees	1,400	1,500	1,500	0%
	5302	Bond Interest	25,200	25,150	6,700	-73%
	5305	Bond Principal	535,000	535,000	545,000	2%
		<b>Total Debt Service</b>	<b>561,600</b>	<b>561,650</b>	<b>553,200</b>	<b>-2%</b>
		Transfers Out to Capital Maint.	450,000	450,000	85,000	

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Total	Expense		2,195,638	2,193,165	1,867,769	-15%
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Total	Revenue		1,730,130	1,824,705	1,753,877	-4%
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<b>Revenue</b>						
<b>Over</b>						
<b>Expense</b>			(465,508)	(368,460)	(113,892)	-69%

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Total Exp. w/o Debt Exp.			1,633,738	1,631,515	1,314,569	<b>-19%</b>
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Charlevoix Public Library  
Operating Budget 2023-2024

Total Expense w/o Debt & Capital Transfer	1,183,738	1,181,515	1,229,569	4%
Total Revenue w/o Debt Revenue	1,191,800	1,289,855	1,266,907	-2%
<b>Actual Operating Revenue Over Expense w/o Debt and Transfer Incorporate d</b>	8,062	108,340	37,338	-66%

## **Budget Adoption Resolution for the 2023-2024 Library Budget**

WHEREAS, THE Charlevoix Public Library gave notice of the time and place when a public hearing would be held for the public concerning the Library Budget and Truth in Taxation and the public hearing was duly held pursuant to the notice and in conformity therewith;

THEREFORE, BE IT RESOLVED that the revenues and expenditures for the fiscal year commencing on July 1, 2023 and ending June 30, 2024 are hereby appropriated on a fund level basis (a detailed breakdown by activity level can be found in the Budget Document) as summarized by the following:

### **Library Operating Fund**

Revenue: \$1,247,207

Expense: \$1,314,569

### **Library Debt Service Fund**

Revenue: \$506,607

Expense: \$553,500

### **Capital Improvement Fund**

Revenue: \$92,500

Expense: \$293,800

BE IT FURTHER RESOLVED, that the Charlevoix Library Board does hereby levy a tax of 1.0446 mills to operate the library for the period of July 1, 2023 to June 30, 2024 on all real and eligible personal property in the Charlevoix Library District according to the valuation of the same, and;

BE IT FURTHER RESOLVED, that the Charlevoix Library Board does hereby levy a tax of .4930 mills for the period of July 1, 2023 to June 30, 2024 to meet the debt service requirements of the library.

## **Budget Amendment Resolution for the 2022-2023 Library Budget**

WHEREAS, The Charlevoix Public Library gave notice of the time and place when a public hearing would be held for the public concerning the amendment of Library Budget and the public hearing was duly held pursuant to the notice and in conformity therewith;

THEREFORE BE IT RESOLVED that the revenues and expenditures for the fiscal year commencing on July 1, 2022 and ending June 30, 2023 are hereby appropriated on a fund level basis (a detailed breakdown by activity level can be found in the Budget Document) as summarized by the following:

### **Library Operating Fund**

Budgeted Revenue: \$1,247,207      Amended Revenue:

Budgeted Expense: \$1,314,569      Amended Expense:

### **Library Debt Service Fund**

Budgeted Revenue: \$537,380      Amended Revenue: \$563,280

Budgeted Expense: \$561,900      Amended Expense: No Amendment

### **Capital Improvement Fund**

Budgeted Revenue: \$455,000      Amended Revenue: \$473,000

Budgeted Expense: \$501,000      Amended Expense: \$205,000

Capital Improvement Budget					
Item	Account #	22-23 Budget	Projected	23-24 Budget	Notes
<b>Projected Fund Balance Start of FY</b>		432,750	438,126	727,126	
<b>Income</b>					
Interest	401-665	5,000	23,100	7,500	
Fund Balance Transfer	401-699	450,000	450,000	85,000	
<b>Total Income</b>		455,000	473,100	92,500	
<b>Total Funds</b>		887,750	911,226	819,626	
<b>Expense</b>					
Professional & Contract Services	401-801	18,200	19,100	50,000	
Land & Building Repairs	401-930	454,500	150,000	197,500	
Land Improvements	401-974	3,000	4,500	2,800	
Furniture and Equipment	401-980	25,300	30,600	43,500	
<b>Total Expense</b>		501,000	204,200	293,800	
<b>Income less Expense</b>		<b>(46,000)</b>	<b>268,900</b>	<b>(201,300)</b>	
<b>End of Year Balance</b>		<b>386,750</b>	<b>707,026</b>	<b>525,826</b>	
Overall Notes					

Debt Service Budget						
Item	22-23 Budget	Projected	Amendment	Final Budget	23-24 Request	Notes
Fund Balance					75,780.00	
<b>Income</b>						
Interest on Income	100	3,000	2,900	3,000	1,500.00	
Current Taxes Debt	525,730	519,290	(7,000)	518,730	472,970.00	0.493 mills
Penalty/Delinquent Taxes Debt	150	29,600	29,000	29,150	19,700.00	
Pilot Taxes Debt	100	200	-	100	100.00	
DDA for Debt Payment	11,300	12,400	1,000	12,300	12,400.00	
<b>Total Debt Income</b>	<b>537,380</b>	<b>564,490</b>		<b>563,280</b>	<b>506,670.00</b>	
<b>Expense</b>						
Refund Taxes	300	70	-	300	300.00	
Bond Fees	1,400	1,500	-	1,400	1,500.00	
Bond Interest	25,200	25,200	-	25,200	6,700.00	
Bond Principal	535,000	535,000	-	535,000	545,000.00	
<b>Total Expense</b>	<b>561,900</b>	<b>561,770</b>		<b>561,900</b>	<b>553,500.00</b>	
<b>Income less Expense</b>	<b>(24,520)</b>	<b>2,720</b>			<b>(46,830.00)</b>	
<b>Remaining Fund Balance</b>					<b>28,950.00</b>	
Overall Notes						