



Park Ridge Public Library

Notice is hereby given that the following Committees of the Library Board will meet in the
First Floor Meeting Room of the Park Ridge Public Library
20 S. Prospect Avenue, Park Ridge, IL
On the date and time below

All meetings are open to the public according to the provisions of the Illinois Open Meetings Act. For additional information, or to request accommodations, please contact Library Administration.

LIBRARY COMMITTEE AGENDAS
BOARD OF TRUSTEES
Tuesday, July 8, 2025 – 7 p.m.
All committees are committees-of-the-whole unless noted

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT ON NON-AGENDA ITEMS

STAFF PRESENTATION: Anastasia Rachmaciej, Patron Services Manager

BUILDING & GROUNDS – Powers, Chair

1. Approve Minutes of June 10, 2025
2. Project updates
3. Other

PLANNING & OPERATIONS – Kiem & Renaldi, Co-Chairs

1. Approve Minutes of June 10, 2025
2. Task calendar review
3. Strategic Planning update
4. 25-27 LAN contract
5. Other

BUDGET & FINANCE – Rusk, Chair

1. Approve Minutes of February 11, 2025
2. FY26 Budget Goals – Preliminary discussion
3. Other

NO MEETINGS: COMMUNICATIONS & DEVELOPMENT, NOMINATING, PERSONNEL, RESOURCES

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Building and Grounds Committee of the Whole Meeting of the Board of Trustees

June 10, 2025 at 7:00 p.m.

Secretary DeFrank called the meeting to order at 7:00 p.m.

ROLL CALL

Trustees Present: Anita DeFrank, Michael Donahue, Alexandria Hanba, Danielle Powers, Gregg Rusk
Trustees Absent: Josh Kiem, Theresa Renaldi, David Somheil, Deepika Thiagarajan
Others Present: Joanna Bertucci, Library Director; Angela Berger, Library Staff
Louis Kaufman

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

APPROVAL OF MINUTES

Trustee Powers noted that the May 13, 2025 minutes did not properly reflect her attendance at the meeting and asked that the minutes be corrected to reflect that. Staff will make the noted correction.

Trustee Hanba made a

MOTION: to approve the minutes of the May 13, 2025 meeting, as amended

Trustee Donahue seconded the motion

Roll Call Vote: Yes: DeFrank, Donahue, Hanba, Powers, Rusk

Absent: Kiem, Renaldi, Somheil, Thiagarajan

Motion passed

PROJECT UPDATES

Director Bertucci reviewed the project status memo appearing on page 3 of the packet noting the status of building projects currently underway. Highlights include:

- Permits have been received from the City of Park Ridge for the HVAC project. Work on the project is expected to begin on June 16th with boiler removal and replacement. This is the least disruptive phase for patrons as the work is confined to the mechanical room.
- Asbestos abatement in the mechanical room was completed without issue on May 27th
- The Library's attorney is continuing to work with the firms involved in the Ice Melt System project to come to a resolution on the system's functioning.

OTHER

None

Meeting was adjourned at 7:05 p.m.



Memorandum

Memo Date: July 1, 2025
From: Joanna Bertucci, Library Director
John Priala, Facility Manager
Meeting Type: Building & Grounds Committee of the Whole
Meeting Date: July 8, 2025
Subject: Building Project Updates

Project	
HVAC Replacement Project	On Thursday, 6/19 the Library's boilers were disconnected and removed from the mechanical room. Delta Controls was onsite 7/2 and 7/3 to begin work on the controls for the new boiler system. Olmen will be onsite starting the week of 7/7 to begin the boiler and pump installation. We expect the new boilers to be in service by the end of August.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning and Operations Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room at the Library

June 10, 2025 at 7:00 p.m.

The meeting was called to order by Trustee Hanba at 7:06 p.m.

ROLL CALL

Trustees Present: Anita De Frank, Michael Donahue, Alexandra Hanba, Danielle Powers, Gregg Rusk

Trustees Absent: Josh Kiem, Theresa Renaldi, David Somheil, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, Library staff
Louis Kaufman

APPROVAL OF MINUTES

Trustee Hanba made a

MOTION: to approve the minutes of May 13, 2025

Trustee Donahue seconded the motion.

Roll Call Vote: Yes: DeFrank, Donahue, Hanba, Powers, Rusk

Absent: Kiem, Renaldi, Somheil, Thiagarajan

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Trustee Hanba reviewed tasks on the Board calendar for the month of June and Director Bertucci noted that the City of Park Ridge is in the process of soliciting applications for trustee appointments. As a result, appointment of new trustees will likely not be finalized until after the July Board meeting. She proposed moving the Nominating Committee meeting to August, after the new Board has been constituted.

NON RESIDENT LIBRARY CARD FEE

Director Bertucci reviewed the memo on page 7 of the packet which provides background information on the issuance of non-resident cards. As required by statute, each year the Board is required to review the fee for non-resident library cards. The calculation is prescribed by law and the Library uses the mathematical formula methodology. Using that formula, the fee effective July 1, 2025 is \$278.00.

Trustee Hanba made a

MOTION: to approve a Non-Resident library card fee of \$278 for qualified non-residents, effective July 1 2025

Trustee Powers seconded the motion.

Roll Call Vote: Yes: DeFrank, Donahue, Hanba, Powers, Rusk

Absent: Kiem, Renaldi, Somheil, Thiagarajan

Motion passed

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning and Operations Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room at the Library

June 10, 2025 at 7:00 p.m.

CCS AND OCLC ANNUAL FEES

The Library belongs to a 31 library consortium (CCS) that provides cost effective online circulation and cataloging services to member libraries. Each year, CCS adopts the fees assessed to member for the upcoming fiscal year based on CCS staff calculations. The Library's annual CCS fee for FY25-26 is \$57,526.25, a 1.86% increase over the current year. This year's modest increase is being driven by CCS integrating more robust data reporting software for more real time data analysis capabilities for member libraries.

With regard to OCLC fees, CCS estimates a 5% increase over last year's fees. The estimated fee will be adjusted to actual once the actual costs are received.

Trustee Hanba made a

MOTION: To approve annual CCS consortium membership fees of \$57,526.25 and OCLC membership fees not to exceed \$16,000 for July 2025 through June 2026

Trustee Powers seconded the motion.

Roll Call Vote: Yes: DeFrank, Donahue, Hanba, Powers, Rusk

Absent: Kiem, Renaldi, Somheil, Thiagarajan

Motion passed

STRATEGIC PLANNING UPDATE

Director Bertucci provided an update on the Strategic Planning Retreat Day held on June 2nd. Also reviewed were the next steps to be expected as the planning process moves forward. ReThinking Libraries (RTL) will deliver the first draft of the high level planning document by mid-July. Based on the results of the entire planning process, it is likely that plan goals will include technology goals, space goals and collection right sizing. Discussion ensued among the trustees with regard to the cost of implementing strategic plan initiatives and in quantifying goals. Additional updates will be shared with Board as timelines develop.

OTHER

None

Meeting closed at 7:47 pm

ADJOURNMENT

Trustee Rusk made a

MOTION: To adjourn the Committee of the Whole meetings

Trustee Powers seconded the motion

Voice Vote: All in favor

Motion passed

Meeting adjourned at 7:48 pm



BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FY25

JANUARY 2025

- ✓ Policy review
- ✓ Strategic Planning process begins

FEBRUARY 2025

- ✓ Budget carryforwards from FY24
- ✓ Statistical collection review and discussion

MARCH 2025

- ✓ Annual Library Certification due to State Library
- ✓ Receive FY Annual report (IPLAR)
- ✓ Library Award review and decision
- ✓ Policy review
- ✓ 3/18: Board/Director Strategic Plan Engagement session

APRIL 2025

- ✓ National Library Week 4/6-4/12
- ✓ Library Award Presented at 4/15 Board Meeting
- ✓ Receive FY24 Annual report (Marketing)
- ✓ Cyber security presentation – April COW Mtg.

MAY 2025

- ✓ Statement of Economic Interest due to Cook County
- ✓ FY24 audit field work
- ✓ Nominating committee appointments, 5/20
- ✓ Policy review

JUNE 2025

- ✓ Strategic Plan Retreat Day, 6/2
- ✓ Approve CCS and OCLC annual fees
- ✓ Approve Non-resident library card resolution

JULY 2025

- B&F check-in/levy forecast
- Discuss FY26 budget goals and levy forecast
- Annual trustee and staff anti-harassment training
- First draft of high level strategic plan

AUGUST 2025

- **Nominating Cttee. Meeting Tues. 8/12/2025 6 PM**
- Welcome new and reappointed trustees
- Election of officers
- Approve FY26 salary plan
- Review budget assumptions for City-provided services
- New Trustee orientation
- FY24 Audit presentation

SEPTEMBER 2025

- Board committee chairs assigned
- Review FY26 draft budget
- Approve 2025 Levy request
- Recognize former trustees
- Personnel Committee: Library Director Evaluation form

OCTOBER 2025

- *National Friends of the Library week*
- Approve FY26 Operating budget
- Per Capita Grant requirements assigned

NOVEMBER 2025

- City Council Budget Workshop
- Review Per Capita Grant requirements
- Approve 2026 Days Closed schedule
- Library Director annual review – closed session
- Semiannual closed session minutes review
- Policy review

DECEMBER 2025

- Approve Per Capita Grant request
- City Council Approves Budget & Levy
- Library Director annual review

Updated: June 20, 2025



Memorandum

Memo Date: July 1, 2025
From: Joanna Bertucci, Library Director
Meeting Type: Planning & Operations Committee of the Whole
Meeting Date: July 8, 2025
Action Requested: For information and discussion
Subject: Strategic Planning update

Timeline update

Since our 6/2 retreat, I have had some preliminary discussions with RTL on the direction of our overall plan. I anticipate receiving the first draft of the strategic plan the week of July 7. Library staff will review the draft and present it to the Board for discussion and feedback at the August 12 Committee of the Whole meeting. It is my hope that the final plan will be approved at the August 19 Board meeting.

Following approval, staff will collaborate with Rob Cullin and Janet Nelson of ReThinking Libraries (RTL) to develop a Year One work plan. Our marketing team will also create a one-page summary of the plan for public distribution.

Preliminary planning

As we begin planning for the FY26 budget, we are closely reviewing collection expenditures, as well as our data processing and computer materials budgets, to ensure they align with the evolving digital landscape. These efforts are driven by ongoing patron feedback about the availability of digital materials and reflect our commitment to using both physical and financial resources as effectively and strategically as possible.

I anticipate that Year One will involve extensive behind-the-scenes work on the adult physical and digital collections. This will include evaluating collection turnover rates to right-size our collections and potentially free up floor space for additional seating or flexible, mobile private workspaces.

In parallel, and based on feedback gathered throughout the strategic planning process and in discussions with Rob Cullin and Janet Nelson, I also anticipate that Year One of the plan will include the development and launch of a library app. This app would provide patrons with seamless access to the online catalog, event calendar, and all of the library's digital platforms—including Libby, Hoopla, Kanopy, and Beanstack—as well as offer a virtual library card barcode. I have begun researching pricing and potential service providers for this project.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees

Held in the first floor meeting room at the Library

February 11, 2025 at 7:00 p.m.

President Thiagarajan called the Committee of the Whole meeting to order at 7:00 p.m.

ROLL CALL

Trustees Present:

Anita De Frank, Michael Donahue, Alexandria Hanba, Josh Kiem, Danielle Powers, Theresa Renaldi, David Somheil, Deepika Thiagarajan

Trustees Absent: Gregg Rusk

Others Present: Joanna Bertucci, Library Director; Angela Berger, Joan Wrenn; Library Staff
Louis Kaufman

BUDGET & FINANCE

Trustee Somheil called the meeting to order at 7:01 p.m.

APPROVE MINUTES

Trustee Powers made a

MOTION: to approve the minutes of January 14, 2025

Trustee Somheil seconded the motion.

Roll Call Vote: Yes: De Frank, Donahue, Hanba, Kiem, Powers, Renaldi, Somheil, Thiagarajan

Absent: Rusk

Motion passed

FY24 – CAPITAL BUDGET CARRYFORWARDS

Annually in February, Library Administration reviews expenditure and budget lines related to prior year capital projects to determine which projects were not completed and/or have funds budgeted for the project still remaining. Funds allocated for these projects are then brought to the attention of the Budget and Finance Committee with a recommendation to carry forward those budget amounts into the new fiscal year. For FY24, there are two building improvement projects for which funds will be carried forward from FY24 to FY25. The total for these carryforwards is \$540,332.

A carryforward for funds for the PC replacement project in the amount of \$86,919 is also needed as this project scheduled for 2024 will now be completed in 2025.

President Thiagarajan made a

MOTION: To approve FY24 to FY25 Building Improvement carry forward in the amount of \$540,332 for the Ice Melt System and HVAC Project **AND** to approve FY24 to FY25 Computer Equipment carry forward in the amount of \$86,919 for the PC Replacement project

Vice President Renaldi seconded the motion.

Roll Call Vote: Yes: De Frank, Donahue, Hanba, Kiem, Powers, Renaldi, Somheil, Thiagarajan

Absent: Rusk

Motion passed

OTHER

None

Meeting adjourned at 7:04 p.m.

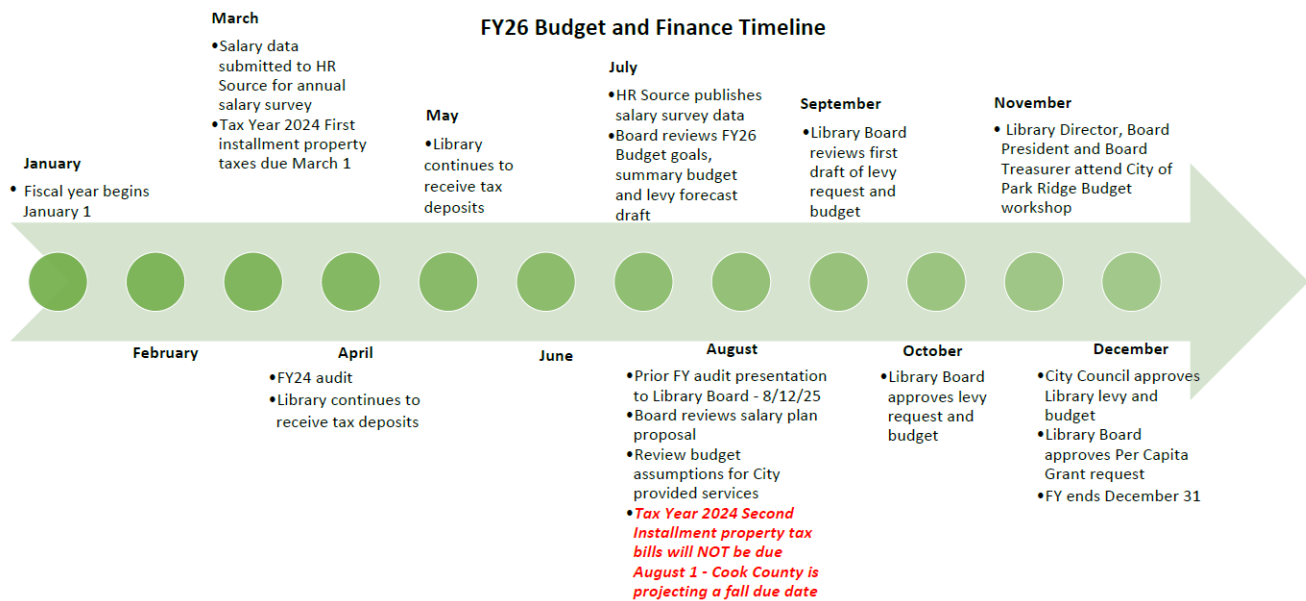


Memorandum

Memo Date: July 1, 2025
From: Joanna Bertucci, Library Director
 Joan Wrenn, Finance/HR Manager
Meeting Type: Budget & Finance Committee of the Whole
Meeting Date: July 8, 2025
Subject: Draft FY26 budget summary and goals - discussion

July 1 marks the kickoff of our annual budgeting process. Joan Wrenn, Finance/HR Manager, and I will be meeting with Treasurer Rusk on July 11 to have a thorough discussion of this forecast information, as he is not available to attend the July COW meeting. The Board’s discussion will start at the COW meeting and continue with Trustee Rusk at the July 15 Board meeting.

The Library works with the City of Park Ridge to adhere to the timeline below to ensure that the Library’s budget and levy request are approved ahead of the City Council’s Budget Workshops, typically scheduled in November.





Memorandum

Current cash flow

Audited fund balance as of December 31, 2024 \$3,998,640 = 10.7 months of operating reserves

Cash balance as of June 30, 2025¹ \$3,351,481.59 = 9.2 months of operating reserves

Estimated Fund Balance as of December 31, 2025 \$2,748,627 = 7 months of operating reserves

FY26 Budget Goals

1. Strategic Plan Year 1
 - a. *Develop and deploy a library APP*
 - b. *Right size adult physical and digital collections*
 - c. *Additional year 1 project?*
2. Using guidelines from the Illinois State Library to determine that collections and personnel budgets are in line with recommended budget allocations.
 - a. Personnel up to 60% salaries; up to 70% salaries and fringe benefits (FICA, IMRF, insurance)
 - b. Collections between 8-12%
3. Review data processing budget: includes IT subscriptions, LAN management, OCLC, and CCS fees. This year’s projection includes an increase for potential Library app development, maintenance, and a new online calendar system
4. Continue to use utilize excess reserves to fund capital improvements/HVAC project

FY26 draft budget estimates

Revenue: \$4,655,214

- 4% proposed levy increase

Operating Expense: \$4,984,000

- <1% increase in operations budget over FY25

Capital Expense: \$790,000

- \$50,000 Computer Equipment
- \$740,000 Building Repairs – earmarked for HVAC project

Salaries

The 2025 HR Source Salary Survey was released June 30. Based on its findings, the FY26 budget includes a 3.3% increase to support average staff raises of 4%, aligning with market trends. I’ll be finalizing the pay grade and scale updates in July and August.

HR SOURCE Salary Survey			PRPL Salary Budgets		
Year	Pay Increase Projections		Year	Budget	Increase over Prior Year
2021	2.60%		FY22	\$ 2,379,160	1.65%
2022	3.70%		FY23	\$ 2,453,800	3.14%
2023	4.13%		FY24	\$ 2,548,000	3.84%
2024	3.87%		FY25	\$ 2,648,000	3.5%
2025	3.3%		FY26	\$ 2,735,000	3.3%

¹ I do not anticipate a cash-flow issue in light of the delayed 2024-second installment property tax receipts.



Memorandum

FY25 Carry Forwards

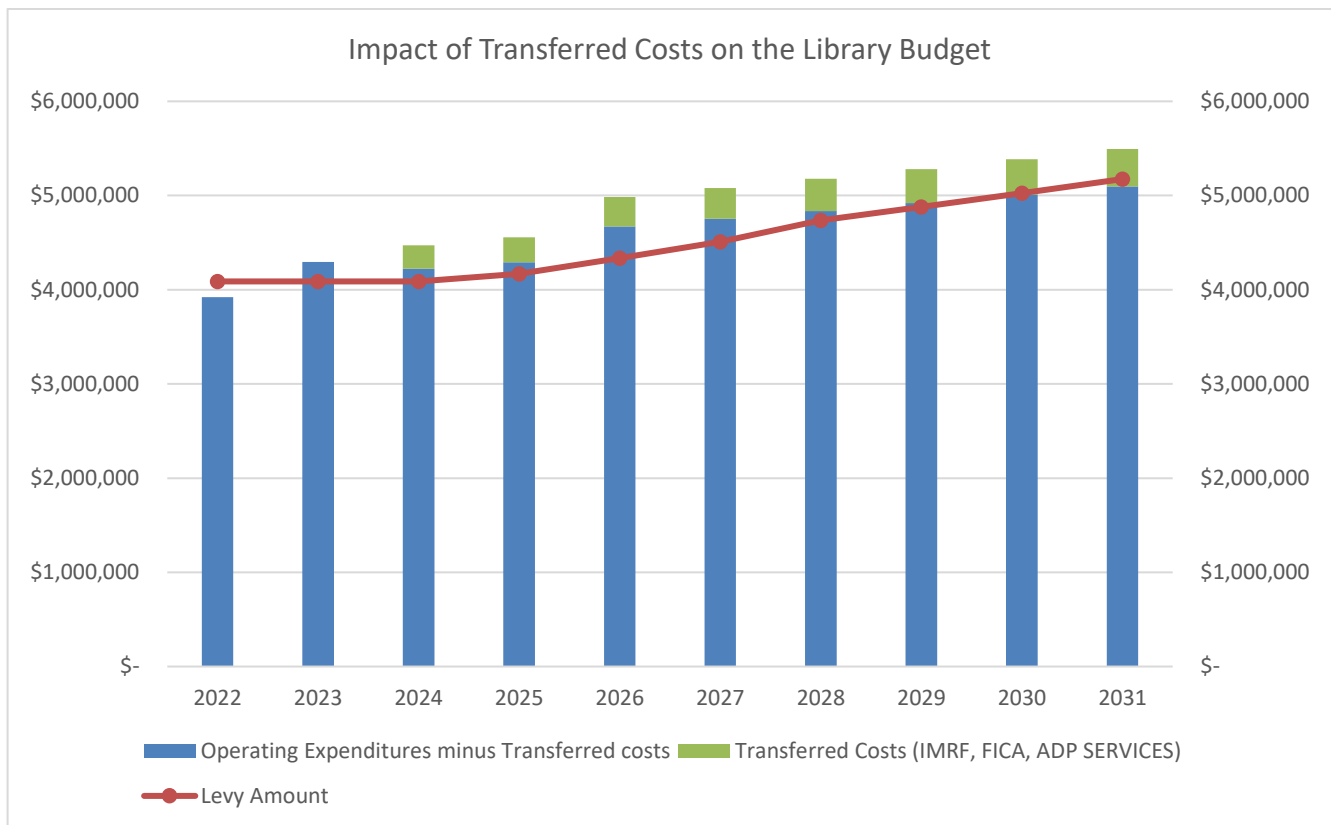
Carry forwards will be presented for Board approval in February 2026 and the budget will be amended; these costs are not included in the proposed budget.

- **Operating carry forwards:** None identified at this time.
- **Capital carry forwards:**

Computer Equipment	\$130,000	Defer PC replacement to 2026
Building Repairs	\$12,877	Ice Melt System
Building Repairs	Too soon to estimate	HVAC Project

2025 Levy

Last year, the Library Board approved a 2% levy increase after two years of flat funding. The FY26 draft budget currently includes a 4% placeholder increase, pending Board discussion on the long-term impact of transferred costs from the City to the Library.



- From FY22 to FY24, the levy amount remained flat at \$4,088,160, while total expenditures increased annually due to rising operating and transferred costs.
- Beginning in FY25, the levy amount increases each year to begin aligning with the Library’s growing financial obligations.
- Transferred costs (IMRF, FICA, ADP Services) are projected to increase by 5% annually, gradually consuming a larger share of the overall budget.



Memorandum

- The Library's core operating expenses (excluding transferred costs) are also expected to rise each year, contributing to long-term budget pressure.
- FY25 projections assume a 92% spend rate, reflecting cautious forecasting with several months remaining in the fiscal year.
- For FY26 through FY31, a 100% spend rate is assumed to provide a clearer long-term picture of financial trends and levy adequacy.
- The gap between expenditures and levy revenue narrows over time. The Library will continue to monitor projections based on actual spending and will take into account new or increased costs that may arise from implementation of the soon-to-be-approved strategic plan.

Next Steps

- Ms. Bertucci and Ms. Wrenn will meet with Treasurer Rusk on 7/11 to discuss the forecast – continued discussion at the 7/15 Board meeting.
- Ms. Bertucci will reach out to Alderperson Rapisand (Library Liaison) and City Manager Joe Gilmore to schedule a meeting to review the assumptions for city provided services to the Library and the levy forecast.
- Ms. Bertucci and Ms. Wrenn will continue to confirm contract and benefits costs for FY26
- In August, the Board will receive the FY26 salary plan
- In September, the Board will receive a detailed budget document and accompanying memo for further review and discussion.



Memorandum

Assumptions for City Provided Services – FY25²

- Administers and pays for Library insurance coverage for excess workers compensation, employee accident, public liability (all City boards and commissions), and excess liability and property insurance for the Library building and City parking lot adjacent to the Library
- Provides general banking for co-mingled funds in operating account only; provides check printing services and financial accounting software
- Provides general human resources support including maintenance of official personnel records of Library employees
- Administers employee benefits program including health, dental, vision, life insurance, 457 plans and employee assistance program
- Includes Library in City gas and electric utilities franchise agreements as well as any other benefits the City receives to the extent permitted by such franchises and applicable law
- Waives costs for water and sewer services
- Administers and pays for garbage removal
- Maintains City Commons (grounds surrounding Library building) including but not limited to: the drainage system, landscaping, fence and planters
- Provides snow removal services in City parking lot adjacent to the Library and public sidewalks including Library staff parking area
- Provides maintenance, gas and insurance for the Library van (replacement would be purchased by Library)

² Changes in service may need to be addressed with a budget transfer/amendment by one or both of the organizations involved.

Park Ridge Public Library
Consolidated YTD Revenue and Expenditures Comparison
Library Fund

PRELIMINARY DRAFT JULY 3, 2025

REVENUE ACCOUNTS	FY23 BUDGET	FY23 REVISED BUDGET	FY23 FINAL	FY23 ACTUALS TO BUDGET	FY24 Budget - OG	FY24 Budget - Revised	FY24 FINAL	% Spent	FY25 BUDGET - OG	FY25 BUDGET - Revised	FY25 Budget Actuals (6/30/2025)	FY25 Annualized	FY26 DRAFT
Property Taxes	\$ 4,302,661	\$ 4,088,161	\$ 4,001,404	98%	\$ 4,088,161	\$ 4,088,161	\$ 3,943,268	96%	\$ 4,169,924	\$ 4,169,924	\$ 2,177,858	\$ 4,003,127	\$ 4,336,721
Property Tax Prior	\$ 108,500	\$ -	\$ 49,396		\$ -	\$ -	\$ 25,653		\$ -	\$ -	\$ -	\$ -	\$ -
PPRT		\$ 214,500	\$ 190,644	89%	\$ 130,000	\$ 130,000	\$ 115,124	89%	\$ 139,252	\$ 139,252	\$ 34,896	\$ 69,791	\$ 100,000
State Grants		\$ 108,500	\$ 108,493	100%	\$ 58,493	\$ 58,493	\$ 58,889	101%	\$ 58,493	\$ 58,493	\$ -	\$ 58,493	\$ 58,493
Interest		\$ 1,000	\$ 133,404	13340%	\$ 50,000	\$ 50,000	\$ 128,030	256%	\$ 100,000	\$ 100,000	\$ 21,919	\$ 52,606	\$ 50,000
Other Receipts	\$ 137,000	\$ 136,000	\$ 338,771	249%	\$ 149,000	\$ 149,000	\$ 79,200	53%	\$ 109,000	\$ 109,000	\$ 34,828	\$ 82,037	\$ 110,000
TOTAL REVENUE	\$ 4,548,161	\$ 4,548,161	\$ 4,822,112	106%	\$ 4,475,654	\$ 4,475,654	\$ 4,350,164	97%	\$ 4,576,669	\$ 4,576,669	\$ 2,269,500	\$ 4,266,055	\$ 4,655,214

ACCOUNT #	OPERATING ACCOUNTS	FY23 BUDGET	FY23 REVISED BUDGET	FY23 FINAL	FY23 ACTUALS TO BUDGET	FY24 Budget - OG	FY24 Budget - Revised	FY24 ACTUALS FINAL	% Spent	FY25 BUDGET - OG	FY25 BUDGET - Revised	FY25 Budget Actuals (6/30/2025)	FY25 Annualized	FY26 DRAFT	% Change 25 Revised to 26 Draft
9100	Salaries	\$ 2,453,799	\$ 2,430,799	\$ 2,328,718	96%	\$ 2,546,525	\$ 2,542,033	\$ 2,481,483	98%	\$ 2,648,000	\$ 2,648,000	\$ 1,217,552	\$ 2,587,000	\$ 2,735,000	3.3%
9210	Employee Benefits	\$ 655,266	\$ 678,266	\$ 582,949	86%	\$ 716,648	\$ 716,648	\$ 623,616	87%	\$ 720,600	\$ 720,600	\$ 305,635	\$ 611,271	\$ 737,000	2.3%
9317	Data Processing	\$ 322,000	\$ 319,150	\$ 278,807	87%	\$ 273,300	\$ 286,800	\$ 260,951	91%	\$ 281,300	\$ 281,300	\$ 174,386	\$ 275,044	\$ 326,300	16.0%
9321	Building Maintenance	\$ 176,500	\$ 173,500	\$ 126,551	73%	\$ 164,500	\$ 164,500	\$ 109,298	66%	\$ 157,000	\$ 157,000	\$ 65,496	\$ 129,880	\$ 159,500	1.6%
9324	Membership, Recruiting, Training	\$ 29,000	\$ 29,000	\$ 22,601	78%	\$ 31,500	\$ 31,500	\$ 22,563	72%	\$ 33,000	\$ 33,000	\$ 12,448	\$ 24,616	\$ 33,000	0.0%
9351	Equipment Rental	\$ 27,000	\$ 27,000	\$ 21,514	80%	\$ 27,000	\$ 27,000	\$ 22,214	82%	\$ 27,000	\$ 27,000	\$ 11,276	\$ 22,719	\$ 26,200	-3.0%
9359	Consulting Services	\$ 20,000	\$ 15,000	\$ 2,595	17%	\$ 20,000	\$ 15,700	\$ 3,519	22%	\$ 30,000	\$ 30,000	\$ 21,141	\$ 30,000	\$ 20,000	-33.3%
9360	Public Relations	\$ 40,000	\$ 48,800	\$ 46,604	96%	\$ 45,000	\$ 46,400	\$ 45,889	99%	\$ 45,000	\$ 45,000	\$ 20,716	\$ 42,662	\$ 45,000	0.0%
9385	General Contractual	\$ 165,100	\$ 173,450	\$ 162,065	93%	\$ 179,800	\$ 203,800	\$ 172,112	84%	\$ 202,800	\$ 202,800	\$ 72,135	\$ 184,807	\$ 204,500	0.8%
9416	Audit	\$ 9,300	\$ 9,000	\$ 9,000	100%	\$ 9,500	\$ 10,300	\$ 10,300	100%	\$ 10,500	\$ 10,500	\$ 8,700	\$ 8,700	\$ 9,000	-14.3%
9425	General Counsel	\$ 25,000	\$ 23,500	\$ 14,140	60%	\$ 25,000	\$ 25,000	\$ 18,611	74%	\$ 25,000	\$ 25,000	\$ 2,941	\$ 15,000	\$ 25,000	0.0%
9510	Supplies	\$ 62,500	\$ 86,365	\$ 69,489	80%	\$ 120,500	\$ 112,900	\$ 91,549	81%	\$ 122,500	\$ 122,500	\$ 34,662	\$ 68,596	\$ 63,000	-48.6%
9511	Staff Appreciation	\$ 2,000	\$ 2,500	\$ 2,372	95%	\$ 2,500	\$ 4,000	\$ 3,856	96%	\$ 3,000	\$ 3,000	\$ 1,731	\$ 3,000	\$ 3,000	0.0%
9520	Computer Materials	\$ 30,000	\$ 39,710	\$ 34,982	88%	\$ 31,500	\$ 17,000	\$ 16,786	99%	\$ 33,500	\$ 33,500	\$ 11,655	\$ 20,000	\$ 20,000	-40.3%
9540	Library Resources	\$ 646,500	\$ 640,250	\$ 591,555	92%	\$ 636,800	\$ 644,500	\$ 587,157	91%	\$ 614,500	\$ 614,500	\$ 293,897	\$ 552,773	\$ 577,500	-6.0%
9493	Transfer Out	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
	Total Operating Budget	\$ 4,663,965	\$ 4,696,290	\$ 4,293,941	91%	\$ 4,830,073	\$ 4,848,081	\$ 4,469,904	92%	\$ 4,953,700	\$ 4,953,700	\$ 2,254,373	\$ 4,576,068	\$ 4,984,000	0.6%
Capital Budget Lines															
9901	Machinery and Equipment	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
9908	Computer Equipment	\$ 50,000	\$ 50,000	\$ 38,027	76%	\$ 195,000	\$ 195,000	\$ 108,080	55%	\$ 50,000	\$ 136,919	\$ 1,017	\$ 40,000	\$ 50,000	-63%
9963	Building Repairs	\$ 290,000	\$ 679,008	\$ 484,984	71%	\$ 500,000	\$ 722,200	\$ 153,691	21%	\$ 425,000	\$ 965,332	\$ 15,255	\$ 900,000	\$ 740,000	-23%
	Total Capital Projects Budget	\$ 340,000	\$ 729,008	\$ 523,011	72%	\$ 695,000	\$ 917,200	\$ 261,771	29%	\$ 475,000	\$ 1,102,251	\$ 16,272	\$ 940,000	\$ 790,000	-28%
	TOTAL EXPENDITURES	5,003,965	5,425,298	4,816,952	2	5,525,073	5,765,281	4,731,675	82%	\$ 5,428,700	\$ 6,055,951	\$ 2,270,645	\$ 5,516,068	\$ 5,774,000	-5%
	LIBRARY SURPLUS (DEFICIT)	\$ (455,805)	\$ (877,137)	\$ 5,159		\$ (1,049,419)	\$ (1,289,627)	\$ (381,511)		\$ (852,031)	\$ (1,479,282)	\$ (1,145)	\$ (1,250,013)	\$ (1,118,786)	-24%

7/3/2025

	FY23 Revised Budget	FY23 Actual	FY24 - Budget Revised	FY24 - Actuals	2% FY25 - Revised Budget	FY25 Annualized	4.0% FY26 - FORECAST	5.0% FY27 - FORECAST	5.0% FY28 - FORECAST	3% FY29 -FORECAST	3% FY30 - FORECAST	3% FY31 - FORECAST
Revenues							SP Year 1	SP Year 2	SP Year 3	SP Year 4	SP Year 5	
Property Taxes	\$ 4,088,161	\$ 4,001,404	\$ 4,088,161	\$ 3,943,268	\$ 4,169,924	\$ 4,003,127	\$ 4,336,721	\$ 4,553,557	\$ 4,781,235	\$ 4,924,672	\$ 5,072,412	\$ 5,224,585
Property Tax Prior	\$ -	\$ 49,396	\$ -	\$ 25,653	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PPRT	\$ 214,500	\$ 190,644	\$ 130,000	\$ 115,124	\$ 139,252	\$ 69,791	\$ 100,000	\$ 100,000	\$ 100,000	\$ 75,000	\$ 75,000	\$ 75,000
State Grants	\$ 108,500	\$ 108,493	\$ 58,493	\$ 58,889	\$ 58,493	\$ 58,493	\$ 58,493	\$ 58,855	\$ 58,855	\$ 58,855	\$ 58,855	\$ 58,855
Interest	\$ 1,000	\$ 133,404	\$ 50,000	\$ 128,030	\$ 100,000	\$ 52,606	\$ 50,000	\$ 80,000	\$ 80,000	\$ 75,000	\$ 75,000	\$ 75,000
Other Receipts	\$ 136,000	\$ 338,771	\$ 149,000	\$ 79,200	\$ 109,000	\$ 82,037	\$ 110,000	\$ 125,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
TOTAL REVENUE	\$ 4,548,161	\$ 4,822,112	\$ 4,475,654	\$ 4,350,164	\$ 4,576,669	\$ 4,266,055	\$ 4,655,214	\$ 4,917,412	\$ 5,220,090	\$ 5,333,527	\$ 5,481,267	\$ 5,633,440
Operating Expenditures												
Salaries	\$ 2,453,799	\$ 2,328,718	\$ 2,542,033	\$ 2,481,483	\$ 2,648,000	\$ 2,587,000	\$ 2,735,000	\$ 2,803,375	\$ 2,873,459	\$ 2,945,296	\$ 3,018,928	\$ 3,094,401
Employee Benefits	\$ 655,266	\$ 582,949	\$ 716,648	\$ 623,616	\$ 720,600	\$ 611,271	\$ 737,000	\$ 751,740	\$ 766,775	\$ 782,110	\$ 797,753	\$ 813,708
Data Processing	\$ 322,000	\$ 278,807	\$ 286,800	\$ 260,951	\$ 281,300	\$ 275,044	\$ 326,300	\$ 332,826	\$ 339,483	\$ 349,667	\$ 360,157	\$ 370,962
Building Maintenance	\$ 176,500	\$ 126,551	\$ 164,500	\$ 109,298	\$ 157,000	\$ 129,880	\$ 159,500	\$ 159,500	\$ 159,500	\$ 159,500	\$ 159,500	\$ 159,500
Membership, Recruiting and Training	\$ 29,000	\$ 22,601	\$ 31,500	\$ 22,563	\$ 33,000	\$ 24,616	\$ 33,000	\$ 33,330	\$ 33,663	\$ 34,000	\$ 34,340	\$ 34,683
Equipment Rental	\$ 27,000	\$ 21,514	\$ 27,000	\$ 22,214	\$ 27,000	\$ 22,719	\$ 26,200	\$ 26,462	\$ 26,727	\$ 26,994	\$ 27,264	\$ 27,536
Consulting	\$ 20,000	\$ 2,595	\$ 15,700	\$ 3,519	\$ 30,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Public Relations	\$ 40,000	\$ 46,604	\$ 46,400	\$ 45,889	\$ 45,000	\$ 42,662	\$ 45,000	\$ 45,450	\$ 45,905	\$ 46,364	\$ 46,827	\$ 47,295
General Contractual	\$ 165,100	\$ 162,065	\$ 203,800	\$ 172,112	\$ 202,800	\$ 184,807	\$ 204,500	\$ 208,590	\$ 212,762	\$ 217,017	\$ 221,357	\$ 225,785
Audit	\$ 9,300	\$ 9,000	\$ 10,300	\$ 10,300	\$ 10,500	\$ 8,700	\$ 9,000	\$ 9,400	\$ 9,800	\$ 10,200	\$ 10,400	\$ 10,600
General Counsel	\$ 25,000	\$ 14,140	\$ 25,000	\$ 18,611	\$ 25,000	\$ 15,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Supplies	\$ 85,115	\$ 69,489	\$ 112,900	\$ 91,549	\$ 122,500	\$ 68,596	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000
Staff Appreciation	\$ 2,000	\$ 2,372	\$ 4,000	\$ 3,856	\$ 3,000	\$ 3,000	\$ 3,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Computer Materials	\$ 39,710	\$ 34,982	\$ 17,000	\$ 16,786	\$ 33,500	\$ 20,000	\$ 20,000	\$ 20,400	\$ 20,808	\$ 21,432	\$ 22,075	\$ 22,737
Library Resources	\$ 646,500	\$ 591,555	\$ 644,500	\$ 587,157	\$ 614,500	\$ 552,773	\$ 577,500	\$ 577,500	\$ 577,500	\$ 577,500	\$ 577,500	\$ 577,500
Total Operating	\$ 4,696,290	\$ 4,293,941	\$ 4,848,081	\$ 4,469,904	\$ 4,953,700	\$ 4,576,068	\$ 4,984,000	\$ 5,079,073	\$ 5,176,881	\$ 5,280,580	\$ 5,386,601	\$ 5,495,208
Capital Expenditures												
Machinery and Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Equipment	\$ 50,000	\$ 38,027	\$ 195,000	\$ 108,080	\$ 136,919	\$ 40,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000
Building Repairs	\$ 679,008	\$ 484,984	\$ 722,200	\$ 153,691	\$ 965,332	\$ 900,000	\$ 740,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Total Capital	\$ 729,008	\$ 523,011	\$ 917,200	\$ 261,771	\$ 1,102,251	\$ 940,000	\$ 790,000	\$ 100,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000
TOTAL EXPENDITURES	\$ 5,425,298	\$ 4,816,952	\$ 5,765,281	\$ 4,731,675	\$ 6,055,951	\$ 5,516,068	\$ 5,774,000	\$ 5,179,073	\$ 5,326,881	\$ 5,380,580	\$ 5,486,601	\$ 5,595,208
Unrestricted Balance Projections												
Beginning Unrestricted Balance (as of December 31)	\$ 4,375,239	\$ 4,375,239	\$ 4,380,393	\$ 4,380,393	\$ 3,998,640	\$ 3,998,640	\$ 2,748,627	\$ 1,629,841	\$ 1,368,180	\$ 1,261,390	\$ 1,214,337	\$ 1,209,003
Excess Budgeted (Deficit)	\$ (877,137)	\$ 5,159	\$ (1,289,627)	\$ (381,511)	\$ (1,479,282)	\$ (1,250,013)	\$ (1,118,786)	\$ (261,661)	\$ (106,791)	\$ (47,053)	\$ (5,334)	\$ 38,232
Ending Unrestricted Balance	\$ 3,498,102	\$ 4,380,393	\$ 3,090,766	\$ 3,998,640	\$ 2,519,358	\$ 2,748,627	\$ 1,629,841	\$ 1,368,180	\$ 1,261,390	\$ 1,214,337	\$ 1,209,003	\$ 1,247,235
Average monthly operating expenses	\$ 391,358	\$ 357,828	\$ 404,007	\$ 372,492	\$ 412,808	\$ 381,339	\$ 415,333	\$ 423,256	\$ 431,407	\$ 440,048	\$ 448,883	\$ 457,934
# of months of operating expenses	\$ 9	\$ 12	\$ 8	\$ 10.7	\$ 6.1	\$ 7.2	\$ 4	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3
Minimum Fund Balance Requirements	\$ 2,348,145	\$ 2,146,971	\$ 2,424,041	\$ 2,234,952	\$ 2,476,850	\$ 2,288,034	\$ 2,492,000	\$ 2,539,537	\$ 2,588,440	\$ 2,640,290	\$ 2,693,301	\$ 2,747,604
Operating Expenditures/Budget		91.4%		92.2%		92.4%						

7/1/2025 - Assumes 93% FY25 budget spend; Assumes 100% spend FY26-31

HVAC Project

\$ 1,700,000

	FY23 Revised Budget	FY23 Actual	FY24 - Budget Revised	FY24 - Actuals	2% FY25 - Revised Budget	FY25 Annualized	4.0% FY26 - FORECAST	5.0% FY27 - FORECAST	5.0% FY28 - FORECAST	0% FY29 - FORECAST	0% FY30 - FORECAST	0% FY31 - FORECAST
							SP Year 1	SP Year 2	SP Year 3	SP Year 4	SP Year 5	
Revenues												
Property Taxes	\$ 4,088,161	\$ 4,001,404	\$ 4,088,161	\$ 3,943,268	\$ 4,169,924	\$ 4,003,127	\$ 4,336,721	\$ 4,553,557	\$ 4,781,235	\$ 4,781,235	\$ 4,781,235	\$ 4,781,235
Property Tax Prior	\$ -	\$ 49,396	\$ -	\$ 25,653	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PPRT	\$ 214,500	\$ 190,644	\$ 130,000	\$ 115,124	\$ 139,252	\$ 69,791	\$ 100,000	\$ 100,000	\$ 100,000	\$ 75,000	\$ 75,000	\$ 75,000
State Grants	\$ 108,500	\$ 108,493	\$ 58,493	\$ 58,889	\$ 58,493	\$ 58,493	\$ 58,493	\$ 58,855	\$ 58,855	\$ 58,855	\$ 58,855	\$ 58,855
Interest	\$ 1,000	\$ 133,404	\$ 50,000	\$ 128,030	\$ 100,000	\$ 52,606	\$ 50,000	\$ 80,000	\$ 80,000	\$ 75,000	\$ 75,000	\$ 75,000
Other Receipts	\$ 136,000	\$ 338,771	\$ 149,000	\$ 79,200	\$ 109,000	\$ 82,037	\$ 110,000	\$ 125,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
TOTAL REVENUE	\$ 4,548,161	\$ 4,822,112	\$ 4,475,654	\$ 4,350,164	\$ 4,576,669	\$ 4,266,055	\$ 4,655,214	\$ 4,917,412	\$ 5,220,090	\$ 5,190,090	\$ 5,190,090	\$ 5,190,090
Operating Expenditures												
Salaries	\$ 2,453,799	\$ 2,328,718	\$ 2,542,033	\$ 2,481,483	\$ 2,648,000	\$ 2,587,000	\$ 2,735,000	\$ 2,803,375	\$ 2,873,459	\$ 2,945,296	\$ 3,018,928	\$ 3,094,401
Employee Benefits	\$ 655,266	\$ 582,949	\$ 716,648	\$ 623,616	\$ 720,600	\$ 611,271	\$ 737,000	\$ 751,740	\$ 766,775	\$ 782,110	\$ 797,753	\$ 813,708
Data Processing	\$ 322,000	\$ 278,807	\$ 286,800	\$ 260,951	\$ 281,300	\$ 275,044	\$ 326,300	\$ 332,826	\$ 339,483	\$ 349,667	\$ 360,157	\$ 370,962
Building Maintenance	\$ 176,500	\$ 126,551	\$ 164,500	\$ 109,298	\$ 157,000	\$ 129,880	\$ 159,500	\$ 159,500	\$ 159,500	\$ 159,500	\$ 159,500	\$ 159,500
Membership, Recruiting and Training	\$ 29,000	\$ 22,601	\$ 31,500	\$ 22,563	\$ 33,000	\$ 24,616	\$ 33,000	\$ 33,330	\$ 33,663	\$ 34,000	\$ 34,340	\$ 34,683
Equipment Rental	\$ 27,000	\$ 21,514	\$ 27,000	\$ 22,214	\$ 27,000	\$ 22,719	\$ 26,200	\$ 26,462	\$ 26,727	\$ 26,994	\$ 27,264	\$ 27,536
Consulting	\$ 20,000	\$ 2,595	\$ 15,700	\$ 3,519	\$ 30,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Public Relations	\$ 40,000	\$ 46,604	\$ 46,400	\$ 45,889	\$ 45,000	\$ 42,662	\$ 45,000	\$ 45,450	\$ 45,905	\$ 46,364	\$ 46,827	\$ 47,295
General Contractual	\$ 165,100	\$ 162,065	\$ 203,800	\$ 172,112	\$ 202,800	\$ 184,807	\$ 204,500	\$ 208,590	\$ 212,762	\$ 217,017	\$ 221,357	\$ 225,785
Audit	\$ 9,300	\$ 9,000	\$ 10,300	\$ 10,300	\$ 10,500	\$ 8,700	\$ 9,000	\$ 9,400	\$ 9,800	\$ 10,200	\$ 10,400	\$ 10,600
General Counsel	\$ 25,000	\$ 14,140	\$ 25,000	\$ 18,611	\$ 25,000	\$ 15,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Supplies	\$ 85,115	\$ 69,489	\$ 112,900	\$ 91,549	\$ 122,500	\$ 68,596	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000
Staff Appreciation	\$ 2,000	\$ 2,372	\$ 4,000	\$ 3,856	\$ 3,000	\$ 3,000	\$ 3,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Computer Materials	\$ 39,710	\$ 34,982	\$ 17,000	\$ 16,786	\$ 33,500	\$ 20,000	\$ 20,000	\$ 20,400	\$ 20,808	\$ 21,432	\$ 22,075	\$ 22,737
Library Resources	\$ 646,500	\$ 591,555	\$ 644,500	\$ 587,157	\$ 614,500	\$ 552,773	\$ 577,500	\$ 577,500	\$ 577,500	\$ 577,500	\$ 577,500	\$ 577,500
Total Operating	\$ 4,696,290	\$ 4,293,941	\$ 4,848,081	\$ 4,469,904	\$ 4,953,700	\$ 4,576,068	\$ 4,635,120	\$ 4,723,538	\$ 4,762,730	\$ 4,858,133	\$ 4,955,673	\$ 5,055,591
Capital Expenditures												
Machinery and Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Equipment	\$ 50,000	\$ 38,027	\$ 195,000	\$ 108,080	\$ 136,919	\$ 40,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000
Building Repairs	\$ 679,008	\$ 484,984	\$ 722,200	\$ 153,691	\$ 965,332	\$ 900,000	\$ 740,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Total Capital	\$ 729,008	\$ 523,011	\$ 917,200	\$ 261,771	\$ 1,102,251	\$ 940,000	\$ 790,000	\$ 100,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000
TOTAL EXPENDITURES	\$ 5,425,298	\$ 4,816,952	\$ 5,765,281	\$ 4,731,675	\$ 6,055,951	\$ 5,516,068	\$ 5,425,120	\$ 4,823,538	\$ 4,912,730	\$ 4,958,133	\$ 5,055,673	\$ 5,155,591
Unrestricted Balance Projections												
Beginning Unrestricted Balance (as of December 31)	\$ 4,375,239	\$ 4,375,239	\$ 4,380,393	\$ 4,380,393	\$ 3,998,640	\$ 3,998,640	\$ 2,748,627	\$ 1,978,721	\$ 2,072,596	\$ 2,379,955	\$ 2,611,912	\$ 2,746,329
Excess Budgeted (Deficit)	\$ (877,137)	\$ 5,159	\$ (1,289,627)	\$ (381,511)	\$ (1,479,282)	\$ (1,250,013)	\$ (769,906)	\$ 93,874	\$ 307,360	\$ 231,957	\$ 134,417	\$ 34,499
Ending Unrestricted Balance	\$ 3,498,102	\$ 4,380,393	\$ 3,090,766	\$ 3,998,640	\$ 2,519,358	\$ 2,748,627	\$ 1,978,721	\$ 2,072,596	\$ 2,379,955	\$ 2,611,912	\$ 2,746,329	\$ 2,780,828
Average monthly operating expenses	\$ 391,358	\$ 357,828	\$ 404,007	\$ 372,492	\$ 412,808	\$ 381,339	\$ 386,260	\$ 393,628	\$ 396,894	\$ 404,844	\$ 412,973	\$ 421,299
# of months of operating expenses	\$ 9	\$ 12	\$ 8	\$ 10.7	\$ 6.1	\$ 7.2	\$ 5.1	\$ 5.3	\$ 6.0	\$ 6.5	\$ 6.7	\$ 6.6
Minimum Fund Balance Requirements	\$ 2,348,145	\$ 2,146,971	\$ 2,424,041	\$ 2,234,952	\$ 2,476,850	\$ 2,288,034	\$ 2,317,560	\$ 2,361,769	\$ 2,381,365	\$ 2,429,067	\$ 2,477,837	\$ 2,527,796
Operating Expenditures/Budget		91%		92%		92%						

7/1/2025 - Assumes 93% spend FY26-FY31

HVAC Project \$ 1,700,000