



Board of Trustees
Kathy Little — President
Melanie Lara — Vice President
Jana Brassfield — Secretary
Amanda Morgan — Trustee
Chantal Cedillo — Trustee

Regular Board Meeting Agenda

June 14, 2023
5:00 p.m.
Conference Room

Americans with Disabilities Act Compliance: If you need special assistance to participate in this meeting, please contact the administration office at (951) 849-3192 at least 72 hours prior to the meeting.

Public Requests for Documents: The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to the Administration who will arrange for the documents to be copied at a charge of 10¢ per page. Request forms are available at the District Administration offices.

1. **Call to Order, Pledge of Allegiance, Roll Call**

2. **Adoption of Agenda**

3. **Public Comment**

Individuals may address the Board regarding any item of Library District business on or not on the agenda. Comments are limited to 5 minutes per person. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. Please complete the "Request to Address the Board" card by filling out your name and the specific item you wish to address.

4. **Consent Calendar**

All Consent Calendar items will be acted upon a single action of the Board unless otherwise requested by an individual Board Member for separate consideration.

Recommended Action: The Board of Trustees hereby approves the items below:

- 4.1 Minutes of the Regular Board meeting – May 10, 2023
- 4.2 Minutes of the Budget Committee meeting – May 26, 2023

5. **Consideration of Items Removed from the Consent Calendar**

6. **Friends Report**

7. **Finance Report**

8. **District Director's Report**

9. **Board Reports and Comments**

Board members are encouraged to report on items of information not requiring comment or discussion to the entire body at this time. (Reference: The Ralph M. Brown Act)

10. Unfinished Business

10.1 Second Reading: Review, Approve, and Adopt FY 2023-2024 Budget

11. New Business

12. Last Minute Action Items

The Board may discuss an item, which was not previously placed on the agenda when the Board determines that there is a need for immediate action which cannot reasonably wait for the next regularly scheduled meeting. The determination must be made by two-thirds of the total Board or, if two-thirds of the Board is not present, by a unanimous vote of those remaining. (Reference: The Ralph M. Brown Act)

13. Agenda Items for Future Agendas

14. Next Regular Board Meeting

July 12, 2023

15. Adjournment



Board of Trustees

Kathy Little — President
Melanie Lara — Vice President
Jana Brassfield — Secretary
Amanda Morgan — Trustee
Chantal Cedillo — Trustee

MINUTES

REGULAR MEETING OF THE BOARD OF TRUSTEES

MAY 10, 2023 | 5:00 P.M. | Conference Room

**CALL TO ORDER,
PLEDGE OF
ALLEGIANCE, ROLL
CALL**

Board Vice President Lara called the Regular Meeting of the Banning Library District Board of Trustees to order on May 10, 2023 at 5:00 p.m.

Members Present: Kathy Little, Melanie Lara, Jana Brassfield, Amanda Morgan, and Chantal Cedillo.

Members Absent: None.

Staff Present: Kevin Lee, District Director; Fernando Morales, Library Manager; and Christian Tzintzun, Library Technician.

Guests: None.

**ADOPTION OF
AGENDA**

A motion was made by Brassfield and seconded by Morgan to approve and adopt the agenda for the May 10, 2023 Regular Meeting.

AYES: Lara, Brassfield, Morgan, Cedillo.

NOES: None.

ABSTAIN: None.

ABSENT: Little.

PUBLIC COMMENT

None.

CONSENT CALENDAR

A motion was made by Brassfield and seconded by Morgan to approve the Minutes for the March 8, 2023 Regular Meeting.

AYES: Lara, Brassfield, Morgan, Cedillo.

NOES: None.

ABSTAIN: None.

ABSENT: Little.

**CONSIDERATION OF
ITEMS REMOVED
FROM THE CONSENT
CALENDAR**

None.

FRIENDS REPORT

Gae Rusk gave a report on FOBL's activities. The Morongo Community Outreach awarded FOBL with \$3,500 for the summer reading program. The Meltzer event helped raise money. Rusk would like to work with the library to preserve history.

FINANCE REPORT

Lee submitted a written report. Nothing further to add.

DISTRICT DIRECTOR'S REPORT

Christian, Max and Toni will attend the CLA Conference at the beginning of June. Kevin and Fernando went to the A.L.I.C.E. training and said it was wonderful and they learned a lot. Fernando is training staff during staff meetings. Max attended the Dorothy Ramon Poetry event. The library had over fifty patrons participate in the Easter Egg Hunt. The first annual Arts and Crafts Fair was a success.

BOARD REPORTS AND COMMENTS

Little mentioned that people around town are talking more about the library. Lara would like to advertise library events in the newspaper. Brassfield asked if the library can pin advertisements on the Starbucks bulletin board.

UNFINISHED BUSINESS

10.1 Request for Quote for Non-Statutory Volunteer Coverage Update.

The insurance companies will not give the library a bid. The Board decided to go with a waiver.

NEW BUSINESS

11.1 Amendments to Policy No. 3070 Travel Reimbursement.

A motion was made by Brassfield and seconded by Lara to approve and adopt the amendments to Policy No. 3070.

AYES: Little, Lara, Brassfield, Morgan, Cedillo.

NOES: None.

ABSTAIN: None.

ABSENT: None.

11.2 Amendments to Policy No. 3090 Records Retention.

A motion was made by Lara and seconded by Morgan to approve and adopt the amendments to Policy No. 3090.

AYES: Little, Lara, Brassfield, Morgan, Cedillo.

NOES: None.

ABSTAIN: None.

ABSENT: None.

11.3 Amendments to Policy No. 5130 Bereavement Leave.

A motion was made by Brassfield and seconded by Lara to approve and adopt the amendments to Policy No. 5130.

AYES: Little, Lara, Brassfield, Morgan, Cedillo.

NOES: None.

ABSTAIN: None.

ABSENT: None.

11.4 Consideration of Approval to Add the New Federal Holiday "Juneteenth" to the District's Scheduled Holidays.

A motion was made by Brassfield and seconded by Lara to approve add the new federal holiday "Juneteenth" to the District's policy.

AYES: Little, Lara, Brassfield, Morgan, Cedillo.

NOES: None.

ABSTAIN: None.

ABSENT: None.

11.5 Amendments to Policy No. 5110 Holidays.

A motion was made by Lara and seconded by Brassfield to approve and adopt the amendments to Policy No. 5110.

AYES: Little, Lara, Brassfield, Morgan, Cedillo.

NOES: None.

ABSTAIN: None.

ABSENT: None.

11.6 First Reading; Discuss and Review Proposed FY 2023-2024 Budget.

The Board reviewed the proposed budget. There is a 7% COLA increase to match nearby Riverside County agencies and an overall 4% increase in expenditures due to inflation.

11.7 Appointment of Board members to Budget Committee.

Little appointed Cedillo and Morgan to the Budget Committee.

None.

**LAST MINUTE
AGENDA ITEMS**

CLOSED SESSION

13.1 Public Employee Performance Evaluation – District Director Pursuant to Government Code Section 54957.

The Board entered Closed Session at 5:49 p.m.

The Board resumed Regular Session at 5:57 p.m.

Little reported out that Lee shared information with the Board.

None.

**AGENDA ITEMS FOR
FUTURE AGENDAS**

**NEXT REGULAR
BOARD MEETING**

June 14, 2023 at 5:00 p.m.

ADJOURNMENT

Adjourned at 5:58 p.m.

Prepared by:

Christian Tzintzun, Library Technician

The foregoing minutes are approved by the
Board of Trustees on _____, 2023.

Jana Brassfield, Board Secretary.



Board of Trustees
Kathy Little — President
Melanie Lara — Vice President
Jana Brassfield — Secretary
Amanda Morgan — Trustee
Chantal Cedillo — Trustee

MINUTES
BUDGET COMMITTEE
MAY 10, 2023 | 5:00 P.M. | Conference Room

**CALL TO ORDER,
PLEDGE OF
ALLEGIANCE, ROLL
CALL**

Committee Chairperson Amanda Morgan called the Budget Committee Meeting of the Banning Library District Board of Trustees to order on May 26, 2023 at 5:11 p.m.

Members Present: Amanda Morgan and Chantal Cedillo.

Members Absent: None.

Staff Present: Kevin Lee, District Director and Christian Tzintzun, Library Technician.

Guests: Christy, CPA.

**ADOPTION OF
AGENDA**

The Committee adopted the agenda for the May 26, 2023 Budget Committee Meeting

NEW BUSINESS

11.1 Discuss and Review Proposed FY 2023-2024 Budget.

The Committee asked Christy questions they had over the Proposed Budget. Christy mentioned that the budget proposal is healthy. This proposal includes a 7% COLA increase and 4% inflation increase, along with other adjustments based on actuals.

ADJOURNMENT

Adjourned at 5:58 p.m.

Prepared by:

Christian Tzintzun, Library Technician

The foregoing minutes are approved by the
Board of Trustees on _____, 2023.

Amanda Morgan, Budget Committee
Chairperson.



Banning Library District
Budget to Actual (Unaudited)
General Fund

For the Period July 1, 2022 through April 30, 2023

	April 2023 YTD	FY 23 Budget	\$ Over (Under) Budget	YTD Target 83%
1 REVENUES				
2 Property Tax Revenue				
3 Property Tax Current Secured	\$ 687,488	\$ 950,600	\$ (263,112)	72%
4 Property Tax Current Unsecured	42,820	47,100	(4,280)	91%
5 Property Tax Prior Unsecured	1,192	-	1,192	N/A
6 Tax Current Supplemental	16,251	8,800	7,451	185%
7 Tax Prior Year Supplement	8,830	15,100	(6,270)	58%
8 Redevelopment Property Tax	48,422	67,100	(18,678)	72%
9 Homeowner Tax Relief	4,043	8,300	(4,257)	49%
10 Contractual Revenue	22,364	36,600	(14,236)	61%
11 Interest County Invested Funds	6,812	1,100	5,712	619%
12 Total Property Tax Revenues	838,223	1,134,700	(296,477)	74%
13 Local Revenues				
14 Service Sales	2,719	4,100	(1,381)	66%
15 Fines	132	300	(168)	44%
16 Rental Fees	-	1,000	(1,000)	0%
17 Donations	1,245	-	1,245	N/A
18 Interest - LAIF/Bank of Hemet	9,502	1,000	8,502	950%
12 Other Miscellaneous Revenue	10,877	-	10,877	N/A
19 Total Local Revenues	24,475	6,400	18,075	382%
21 TOTAL REVENUES	862,697	1,141,100	(278,403)	76%
22 EXPENSES				
23 Salaries & Benefits				
24 Regular Salaries	437,787	543,600	(105,813)	81%
25 Overtime	-	1,000	(1,000)	0%
26 Health Insurance	40,441	40,500	(59)	100%
27 Retirement	18,093	19,100	(1,007)	95%
28 Social Security	25,651	33,800	(8,149)	76%
29 Medicare	6,153	7,900	(1,747)	78%
30 Unemployment Insurance	3,007	4,500	(1,493)	67%
31 Total Salaries & Benefits	531,131	650,400	(119,269)	82%
32 Operational				
33 Automation - Equipment Leasing	18,998	20,200	(1,202)	94%
34 Equipment & Furniture	15,090	15,000	90	101%
35 Maintenance	16,261	17,700	(1,439)	92%
36 Website Maintenance	85	4,000	(3,915)	2%
37 Security	1,902	1,900	2	100%
38 Janitorial	1,946	2,000	(54)	97%
39 Adult Books	5,562	5,500	62	101%



Banning Library District Budget to Actual (Unaudited)

General Fund

For the Period July 1, 2022 through April 30, 2023

		April 2023 YTD	FY 23 Budget	\$ Over (Under) Budget	YTD Target 83%
40	Juvenile Books	4,532	10,000	(5,468)	45%
41	Youth Books	632	700	(68)	90%
42	Data Base	11,232	30,000	(18,768)	37%
43	Audio	2,554	2,100	454	122%
44	Periodicals	3,204	2,300	904	139%
45	DVD Videos	2,162	2,500	(338)	86%
46	Processing Books & Interlibrary Loans	-	5,000	(5,000)	0%
47	Program Expense	9,753	14,000	(4,247)	70%
48	Total Operational	93,915	132,900	(38,985)	71%
49	Administrative				
50	Office	16,601	23,600	(6,999)	70%
51	Insurance	17,045	19,800	(2,755)	86%
52	Tuition Reimbursement	3,612	15,800	(12,188)	23%
53	Advertising/Marketing	1,100	1,700	(600)	65%
54	Membership	5,706	5,700	6	100%
55	Recognition Events	3,298	2,000	1,298	165%
56	Travel/Training	37,596	29,200	8,396	129%
57	County Auditing & Accounting	21	-	21	N/A
58	Total Administrative	84,978	97,800	(12,822)	87%
59	Professional				
60	Accounting Services	34,673	41,000	(6,328)	85%
61	Legal Services	41,063	10,000	31,063	411%
62	Independent Audit	15,500	15,500	-	100%
63	Human Resource Services	8,141	12,000	(3,859)	68%
64	Payroll Processing Fees	2,034	2,600	(567)	78%
65	Total Professional	101,410	81,100	20,310	125%
66	Utilities				
67	Utilities	28,832	32,000	(3,168)	90%
68	Communications	6,159	10,100	(3,941)	61%
69	Total Utilities	34,991	42,100	(7,109)	83%
70	TOTAL EXPENSES BEFORE CAPITAL OUTLAY	846,425	1,004,300	(157,875)	84%
71	CAPITAL OUTLAY				
72	Building Improvements/Furniture	304,418	75,000	229,418	406%
73	TOTAL CAPITAL OUTLAY	304,418	75,000	229,418	406%
74	TOTAL EXPENSES	1,150,843	1,079,300	71,543	107%
75	NET INCOME / (LOSS)	\$ (288,145)	\$ 61,800	\$ (349,945)	



**Banning Library District
Budget to Actual (Unaudited)**

Grants

For the Period July 1, 2022 through April 30, 2023

	April 2023 YTD
1 REVENUES	
2 Grant Income	\$ 20,190
3 TOTAL REVENUES	20,190
4 EXPENSES	
5 Program Expense	7,937
6 Processing Books & ILL	9,440
7 TOTAL EXPENSES	17,378
8 REMAINING GRANT FUNDS	\$ 2,812



Banning Library District
Balance Sheet (Unaudited)
As of April 30, 2023

		<u>April 30, 2023</u>
1	ASSETS	
2	Checking/Savings	
3	County General Fund Cash	\$ 887,250
4	Local Agency Investment Fund (LAIF)	620,234
5	Bank of Hemet - Operating Account	449,264
6	Bank of Hemet - Money Market	83,851
7	Petty Cash	500
8	County Fair Market Value	(20,548)
9	Local Agency Investment Fund Fair Market Value (LAIF FMV)	(7,827)
10	Total Checking/Savings	<u>2,012,724</u>
11	Other Current Assets	
12	Prepaid Expenses	14,138
13	Miscellaneous Receivable	1,676
14	Total Other Current Assets	<u>15,814</u>
15	Fixed Assets	
16	Fixed Assets	1,331,087
17	Accumulated Depreciation	(671,214)
18	Construction in Progress	235,702
19	Total Fixed Assets	<u>895,575</u>
20	TOTAL ASSETS	<u><u>\$ 2,924,113</u></u>
21	LIABILITIES & FUND BALANCE	
22	Liabilities	
23	Accounts Payable	458
24	Credit Cards	4,331
25	Accrued Expenses	3,413
26	Payroll Liabilities	398
27	Year End Accrued Payroll	18,518
28	Vacation Payable	20,775
29	Total Liabilities	<u>47,891</u>
30	Fund Balance	2,876,221
31	TOTAL LIABILITIES & FUND BALANCE	<u><u>\$ 2,924,113</u></u>



Board of Trustees

Kathy Little — President
Melanie Lara — Vice President
Jana Brassfield — Secretary
Amanda Morgan — Trustee
Chantal Cedillo — Trustee

Director's Report

Meeting Date: June 14, 2023

By: Kevin Lee

-
- We will start our Summer Reading Program with a Summer Kickoff Festival on June 9th. Come join us for 2-hours of petting zoo and games from 10am to 12pm (there will be prizes!). There will be lunch and a ballet folklorio dance show as well at 1pm.
 - Summer Reading Program starts June 2nd and ends on July 14th. There will comedy shows, magicians, singings, and more! Summer Reading Program sponsored by Raising Cane's, Friends of the Banning Library, and In-N-Out burgers.
 - Book locker update: We are waiting for Vector's to order a part that is needed for the book locker. After this part arrives and is installed, the book locker will be delivered shortly. We will be wrapping the locker with a particular design.
 - The Friends of Banning Library is looking for a grant to install a second shed (right next to the current shed). This will give provide more space for books.
 - The Board of Trustee photos are in the Conference Room.
 - Fernando and I are OSHA 30 Hour Certificate DOL Card holders. Any safety issues can be addressed to either of us.
 - We are drafting our Volunteer Agreement form.
 - Incidents:
 - 5/6/2023 — An individual left a bunch of his or her trash by the Friend's shed.
 - 5/23/2023 — Two individuals damaged the wall that separates the library and the dental office.



21 W. Nicolet St.
Banning, CA 92220
(951) 849-3192 (tel.)
(951) 849-6355 (fax)
www.banninglibraryca.gov

STAFF REPORT

Meeting Date: *June 14th, 2023*

Prepared by: *Fernando Morales, Library Manager*

During May, the children's room had a total of 355 participants for our programs, an increase over last month.

- The Book Club had eight attendees, the book for this month was *The Reader* by Bernhard Schlink.
- The Banning Library District is preparing for the Summer Reading Program, Lunch at the Library events, and Storybook workshop.
- A Special Thank you to State Parks Inspector Nicholas Garduno for a presentation of the local State Parks and available resources.
- Congratulations to our March gift basket winner, Linda Rea.





21 W. Nicolet St.
Banning, CA 92220
(951) 849-3192 (tel.)
(951) 849-6355 (fax)
www.banninglibraryca.gov



- State Parks Speaker Event.

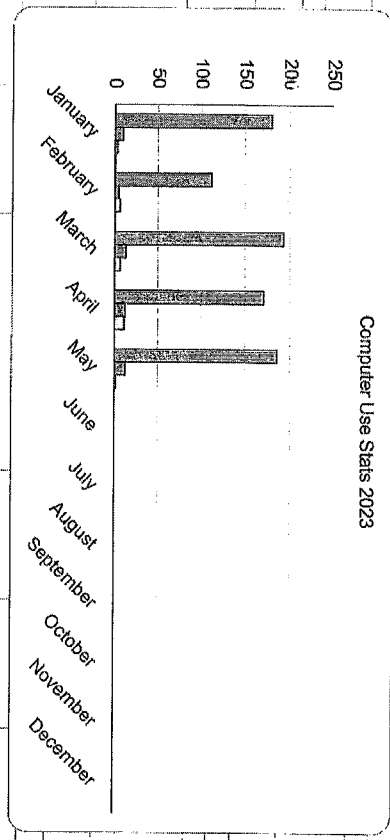


21 W. Nicolet St.
 Banning, CA 92220
 (951) 849-3192 (tel.)
 (951) 849-6355 (fax)
www.banninglibraryca.gov

Public Computer Use 2023

General	Teen Room	Childrens Room
January 179	9	3
February 142	4	6
March 193	13	6
April 171	12	11
May 186	12	2
June 0	0	0
July 0	0	0
August 0	0	0
September 0	0	0
October 0	0	0
November 0	0	0
December 0	0	0
Total	841	28

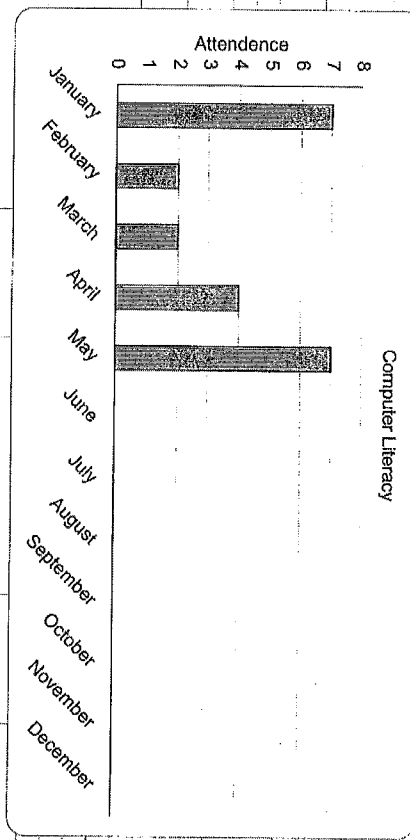
Prepared by Fernando Morales
 Board Meeting June 14th 2023



Computer Literacy

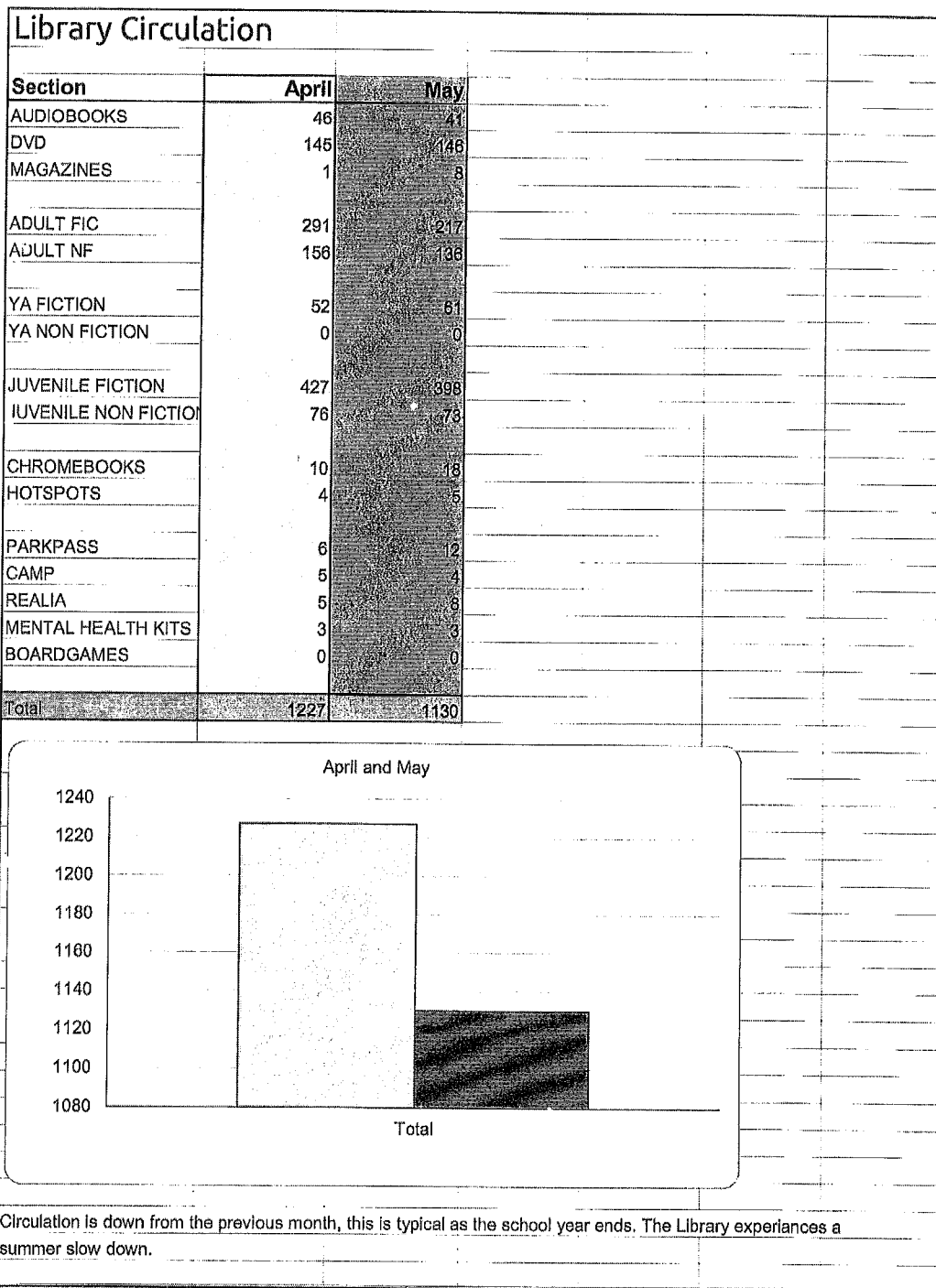
January	7
February	2
March	2
April	4
May	7
June	0
July	0
August	0
September	0
October	0
November	0
December	0
Total	22

Public computers usage averages about 184 patrons a month.



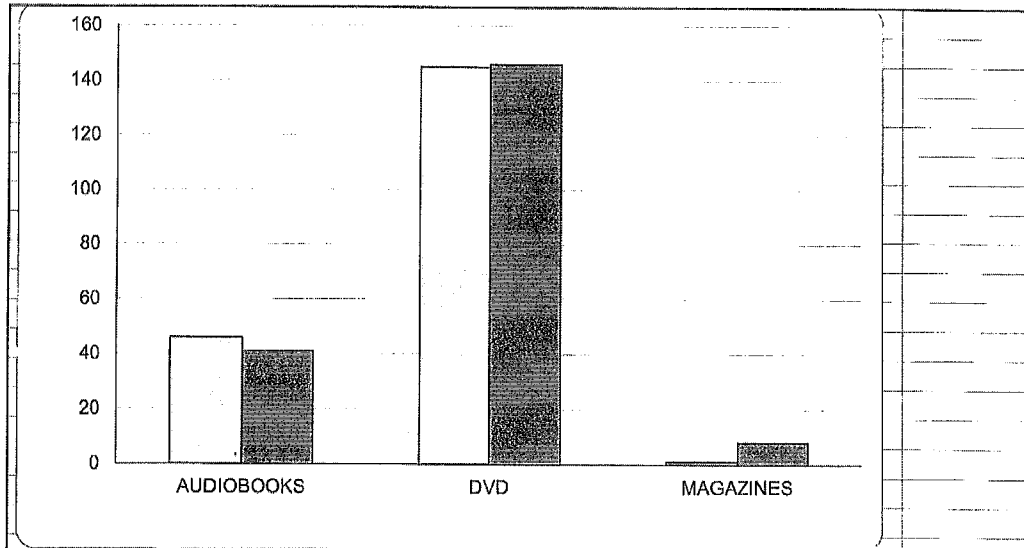


21 W. Nicolet St.
 Banning, CA 92220
 (951) 849-3192 (tel.)
 (951) 849-6355 (fax)
www.banninglibraryca.gov



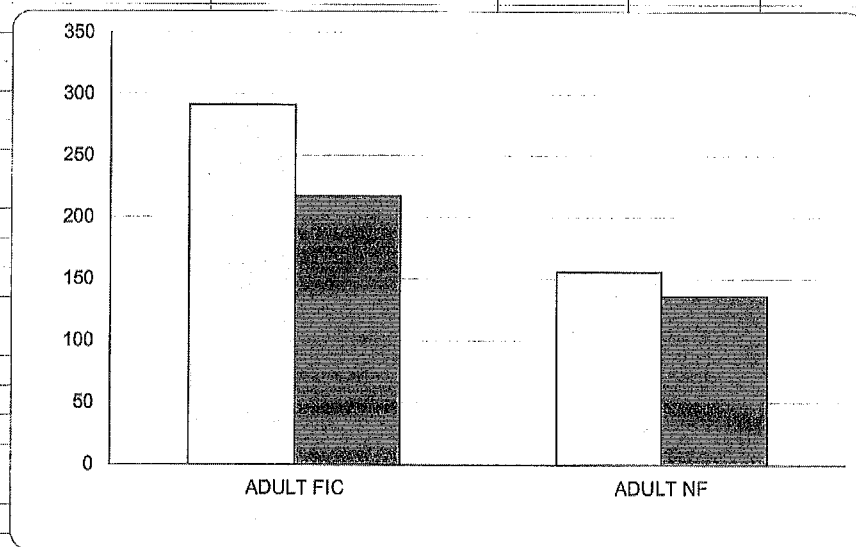


21 W. Nicolet St.
Banning, CA 92220
(951) 849-3192 (tel.)
(951) 849-6355 (fax)
www.banninglibraryca.gov



Audiobooks experienced a slight slow down.

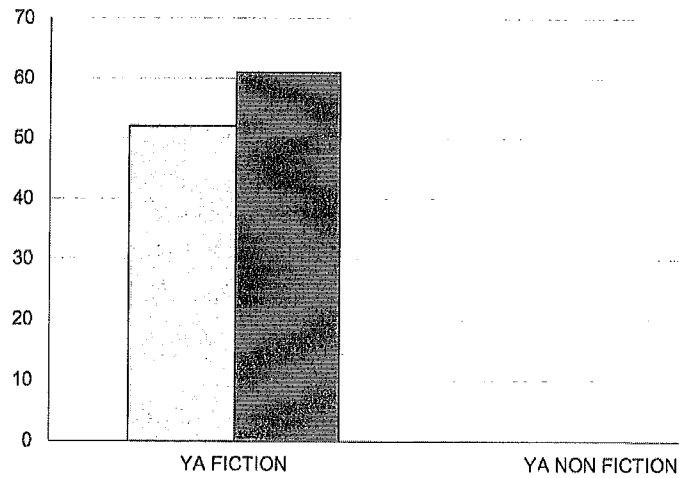
DVD had a slight increase, but seem to be hovering on average of 140 a month.



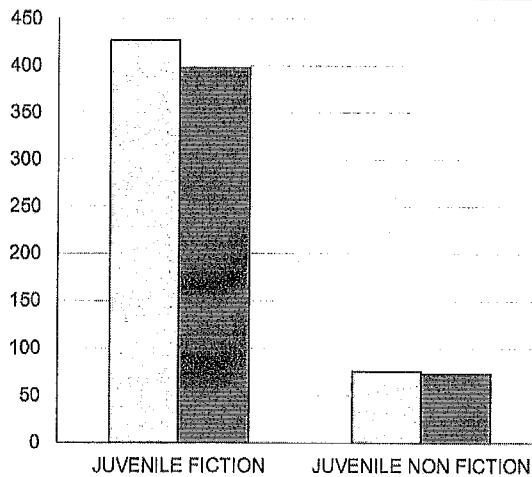
Adult Fiction and Non-Fiction are on the decrease as well, again this is typical for the summer slow down.



21 W. Nicolet St.
 Banning, CA 92220
 (951) 849-3192 (tel.)
 (951) 849-6355 (fax)
www.banninglibraryca.gov



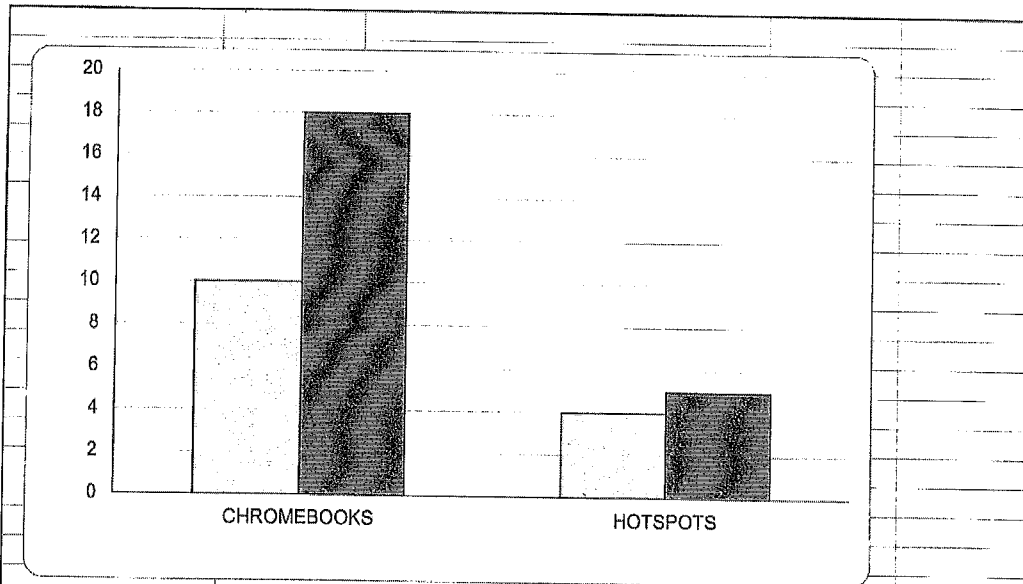
YA experienced an increase of circulation from last month.



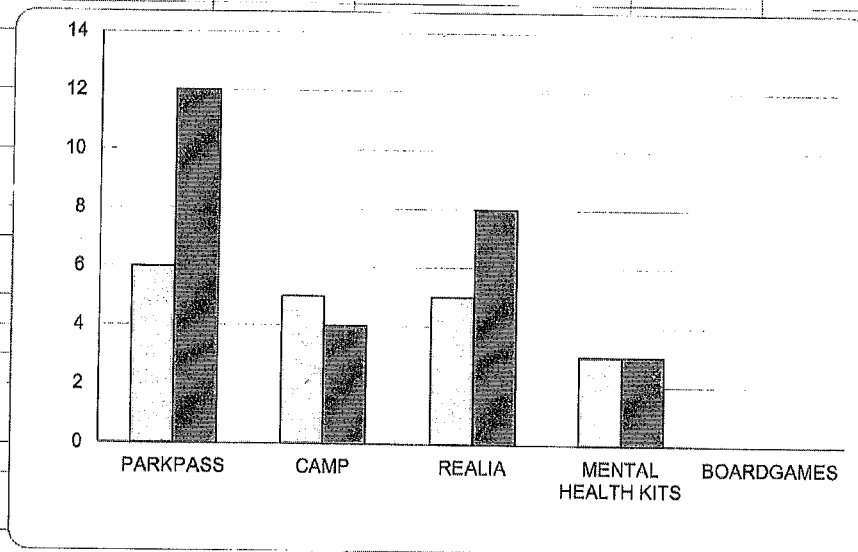
Children's books also experience a decrease in circulation.



21 W. Nicolet St.
Banning, CA 92220
(951) 849-3192 (tel.)
(951) 849-6355 (fax)
www.banninglibraryca.gov



The Chromebooks and Hotspots had a significant increase of check outs.



Thanks to better weather Parkpass circulation has increased.

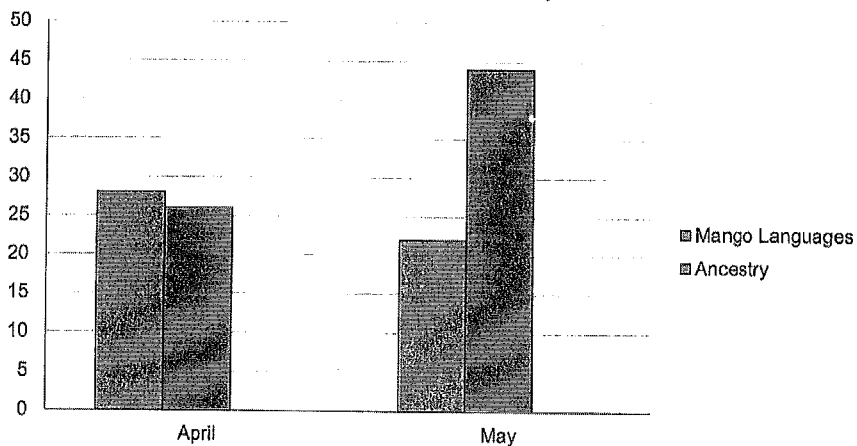


21 W. Nicolet St.
Banning, CA 92220
(951) 849-3192 (tel.)
(951) 849-6355 (fax)
www.banninglibraryca.gov

DATABASE STATS

	April	May
Mango Languages	28	22
Ancestry	26	44
	April	May
Enki	26	38
Overdrive	434	349
Hoopla	188	257
WorldBook	25	26
Tumblebooks	0	11
	April	May
LinkedInLearning	2	5
BrainFuse	1	8
JobsNow	0	0
VetNow	3	4
Skillshare	0	0
Getsetup	0	5

Mango Languages and Ancestry

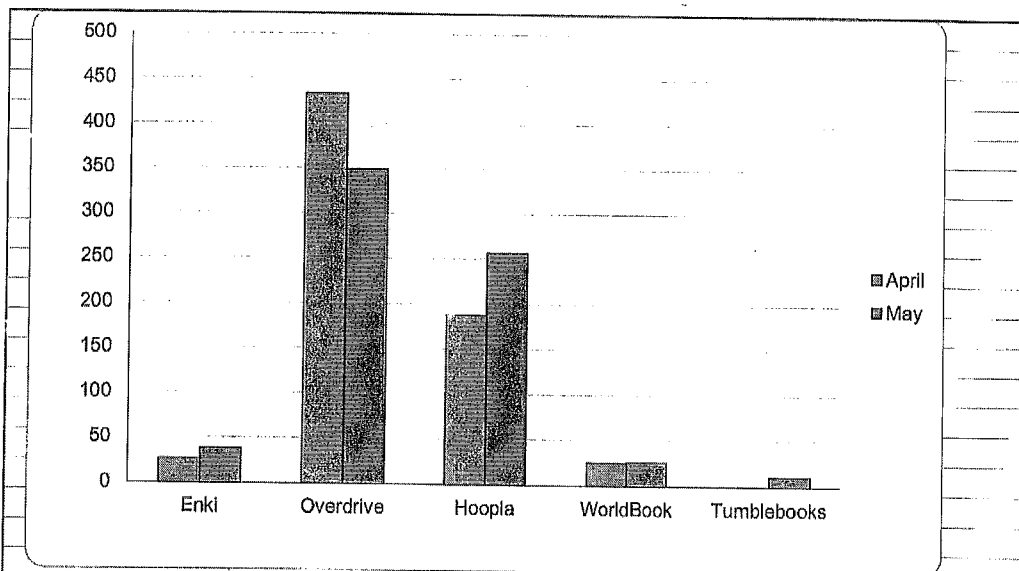


Mango Languages seems to be averaging out around 20 or so uses a month.

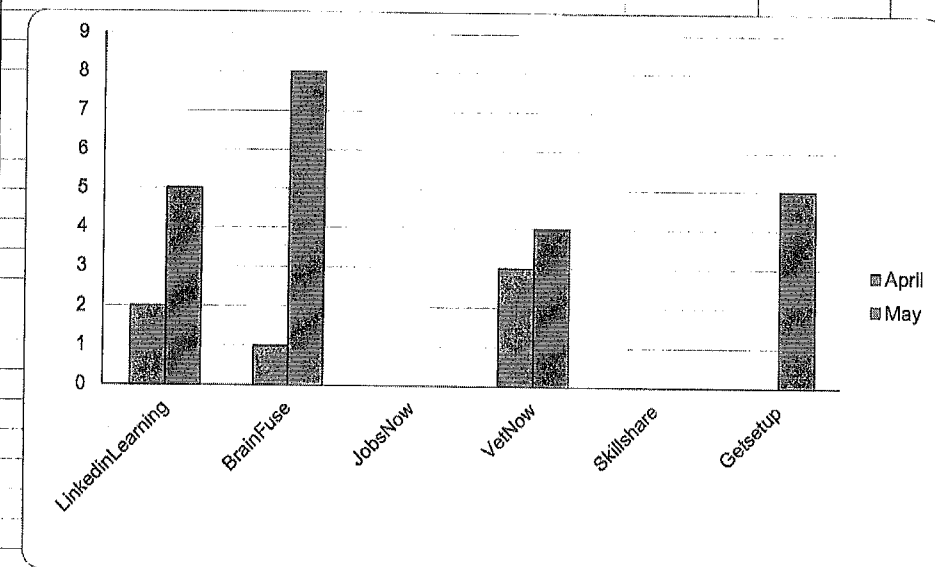
Ancestry had a uptick in use due to a few patrons working on their family tree.



21 W. Nicolet St.
 Banning, CA 92220
 (951) 849-3192 (tel.)
 (951) 849-6355 (fax)
www.banninglibraryca.gov



Overall Overdrive/Libby seem to be the most popular of our eBook services, with Hoopla coming in a close second. Enki while it offers more of an eBook selection still remains laptop or desktop friendly, and lack of tablet compatabilty. As summer comes, WorldBook and TumbleBook seem to decline as kids need less resources for homework.



There has been an increase in usage of the Career Pathway databases.



21 W. Nicolet St.
Banning, CA 92220
(951) 849-3192 (tel.)
(951) 849-6355 (fax)
www.banninglibraryca.gov



Board of Trustees
Kathy Little — President
Melanie Lara — Vice President
Jana Brassfield — Secretary
Amanda Morgan — Trustee
Chantal Cedillo — Trustee

STAFF REPORT

Meeting Date: June 14, 2023
Prepared By: Kevin Lee, District Director
Agenda Item: 11.6
Title: Second Reading: Review, Approve, and Adopt FY 2023-2024 Budget

RECOMMENDATION:

That the Board review, approve, and adopt the FY 2023-2024 budget

BACKGROUND/INFORMATION:

At the last regular board meeting, the Board reviewed and discussed the 2023-2024 budget proposal. The Board President also appointed two trustees to the Budget Committee to further review the budget Proposal.

If approved and adopted, the budget will include:

- 7% Cost of Living Adjustment (COLA) increase (this will start at the closest payroll period to July 1st)
- 4% Operations increase
- 4% Administrative increase
- 4% Utilities increase
- \$85,000 for Capital Outlay



BANNING LIBRARY DISTRICT

PROPOSED BUDGET

Fiscal Year 2023-24

	Adopted FY 22/23 Budget	Projected FY 22/23 Ending	Proposed FY 23/24 Budget
1 <u>REVENUE</u>			
2 County Revenues			
3 Property Tax Current Secured	\$ 950,600	\$ 1,001,000	\$ 1,021,000
4 Property Tax Current Unsecured	47,100	48,400	49,000
5 Tax Prior Year	15,100	3,100	15,100
6 Tax Current Supplemental	8,800	17,000	9,000
7 RDV Property Tax LMIH	67,100	88,400	90,200
8 Homeowner Tax Relief	8,300	8,300	8,500
9 Contractual Revenue	36,600	41,500	41,500
10 Interest County Invested Funds	1,100	5,900	6,000
11 Other Misc Revenue	-	6,800	-
12 Total County Revenues	1,134,700	1,220,400	1,240,300
13 Local Revenues			
14 Service Sales	4,100	2,400	4,100
15 Fines	300	300	300
16 Rental Fees	1,000	-	500
17 Interest - LAIF	1,000	6,500	6,600
18 Local Revenues	6,400	9,200	11,500
19 TOTAL REVENUE	1,141,100	1,229,600	1,251,800
20 <u>EXPENDITURES</u>			
21 Salaries and Benefits			
22 Regular Salaries	543,600	536,300	614,900
23 Overtime	1,000	-	1,000
24 Health Insurance	40,500	50,100	63,700
25 Retirement	19,100	20,500	26,700
26 Social Security	33,800	31,000	38,200
27 Medicare	7,900	7,300	8,900
28 Unemployment Insurance	4,500	5,000	5,000
29 Total Salaries & Benefits	650,400	650,200	758,400
30 Operations			
31 Automation-equipment leasing	20,200	27,500	28,600
32 Equipment and Furniture	15,000	15,400	16,000
33 Maintenance	17,700	30,200	25,000
34 Website Maintenance	4,000	100	4,200
35 Security	1,900	2,500	2,600
36 Janitorial	2,000	800	800
37 Adult Books	5,500	5,400	5,600
38 Juvenile Books	10,000	5,600	5,800
39 Youth Books	700	600	600



BANNING LIBRARY DISTRICT
PROPOSED BUDGET
 Fiscal Year 2023-24

	Adopted FY 22/23 Budget	Projected FY 22/23 Ending	Proposed FY 23/24 Budget
40 Data Base	30,000	12,900	13,400
41 Audio	2,100	5,300	5,500
42 Periodicals	2,300	2,900	3,000
43 DVD Videos	2,500	2,600	2,700
44 Processing Books & ILL	5,000	-	-
45 Program Expense	14,000	15,400	16,000
46 Total Operations	132,900	127,200	129,800
47 Administrative			
48 Office	23,600	18,700	23,600
49 Insurance	19,800	21,000	21,800
51 Tuition Reimbursement	15,800	3,600	10,000
52 Advertising/Marketing	1,700	2,300	2,400
53 Membership	5,700	6,200	6,400
54 Recognition Events	2,000	3,500	4,000
55 Travel/Training	29,200	44,300	48,000
57 Total Administrative	97,800	99,600	116,200
58 Professional			
59 Accounting Services	41,000	41,500	45,000
60 Legal Services	10,000	44,300	21,000
61 Independent Audit	15,500	15,500	16,100
62 HR Services	12,000	6,100	6,300
63 Payroll Processing Fees	2,600	1,900	2,000
64 Total Professional	81,100	109,300	90,400
65 Utilities			
66 Utilities	32,000	34,800	38,300
67 Communications	10,100	7,400	7,700
68 Total Utilities	42,100	42,200	46,000
69 TOTAL EXPENDITURES	1,004,300	1,028,500	1,140,800
70 CAPITAL OUTLAY			
71 Building Improvements	75,000	299,600	85,000
72 TOTAL CAPITAL OUTLAY	75,000	299,600	85,000
73 TOTAL ANNUAL BUDGET	1,079,300	1,328,100	1,225,800
74 NET INCOME/(LOSS)	\$ 61,800	\$ (98,500)	\$ 26,000

Projected Beginning Cash	\$ 1,747,000
Projected Ending Cash	\$ 1,773,000
Reserve (50% Budget Exp.)	\$ 570,400
(Under)/Over Reserve Policy	\$ 1,202,600