

Lafayette Public Library
Fiscal Year 2023-2024 Proposed Budget (Nov. 1, 2023 - Oct 31, 2024)
For Board Meeting Action – May 15, 2023

Summary:

The proposed budget reflects the full operating costs of the owned facilities of the Main Library, the North Regional Library, the South Regional Library, the East Regional Library and the West Regional Library. It also includes costs associated with the small leased library branches in Duson and Milton. We also have operating costs for two libraries in LCG buildings (Chenier, Butler) and the leased Warehouse facility. No new capital is included in the budget.

Revenues: *Budgeted according to Library projections for FY 23/24 \$12,245,450 (estimated)*

This estimate is based on revenues from the two dedicated Library millages that will be assessed at the end of 2023 for the budget year beginning Nov. 1, 2023, as well as other revenue sources such as donations, fines, insurance proceeds, interest on investments, state revenue sharing, etc. These estimates are also subject to change based on LCG's Budgeting Department projections.

Please note: The current levy rates in FY22/23 are 2.91 and 1.97 for a total of 4.88 Mills. However, it is not correctly budgeted in the current FY22/23 budget. As the budget was not increased yet to match the approved levy amounts which occurred after budget adoption. This adjustment will occur later in the current fiscal year. The current budgeted amounts in FY22/23 are based on levy rates of 2.91 and 1.84 for a total of 4.75 Mills.

The proposed budget for FY23/24 reflect levy rates of 2.91 and 1.84 for a total of 4.75mills. The estimated revenues generated from these levy rates is subject to change as more information is released from the Assessor/LCG Budgeting Department. Proposed is the estimate for tax collections that Library staff projects based on current collection trends. These estimates may be more aggressive than what LCG's Budgeting department may calculate but should be within range. This estimate is also subject to change based on the levy amounts established later in the budget process when the Library Board of Control votes to recommend the levy amounts. The Parish Council will then vote on the levy amounts later in the year around August or September.

Revenue projections indicate an increase to the Interest on Investment earnings. Our investment accounts are currently performing very well due to market conditions.

Ad Valorem Taxes, State Revenue Sharing and Interest makes up 99% of our revenue stream. The other 1% consist of Fines, Printing, Xerox/Copy revenues, and donations. 97% of our donation funds come from the Friends of Lafayette Public Library and the Lafayette Public Library Foundation and reflect levels of giving of the current fiscal year for library programs/printing and book endowments.

Expenditures: proposing for FY 23/24 \$11,965,790 in Operations and Maintenance "O&M", \$0 in new Capital

Total Personnel Cost \$7,572,801 (63 % of O&M)

- a. The proposed budget does not include any raises to salaries for employees, however, LCG administration or council action may mandate a pay raise.
- b. The proposed budget removes the salaries & benefits of one (-1) Library Technical Assistant II - 1802-1 and adds one (1) Library Associate I – 1810-New in a reallocation of duties.
- c. In the scenario of a 2% raise, if proposed by LCG Administration or the Parish Council, an estimated \$140,000 would be added to the Personnel cost as reflected on Proforma No. 2.
- d. 50200 - Overtime – Substantial increase. This increase is to cover the Lafayette Police Department Security Services. A reduction offset occurred in 70907 – Contractual Services as the Sheriff Department no longer provides security Services.

Total Non-personnel Costs \$4,392,989 (37% of O&M)

- a. 50600 - Training of Personnel - Increased. The proposed budget accounts for sending employees to American Library Association Annual Conference or LibLearnX. We also budgeted for one employee to attend the annual COSUGI conference, and one employee to attend the annual Bookmobile conference and the Library Marketing Conference. Other training includes the annual LLA Conference, State Library Administrative trainings, and other workshops/webinars. This budget also includes tuition reimbursement for employees owed reimbursements. The increase is to better allow training of newer librarians and also to account for increased travel costs.
- b. 50800 – Uniforms – Status Quo. Annual replacement uniforms for maintenance staff and one outreach staff member.
- c. 60000 - Building Maintenance – Status Quo. Covers supplies, repair services, preventative maintenance services related to maintenance of our facilities.
- d. 63000 - Equipment Maintenance – Slight increase. Covers annual maintenance costs related to library equipment (RFID, SAM Comprise APMs, Web filtering, Digital Signage, etc.). Increase due to contract rates increasing.
- e. 65000 - Grounds Maintenance – Status Quo. Covers grass cutting via Geaux Mow Program and Landscape Maintenance per contract rates.
- f. 66000 - Janitorial Supplies & Services – Status Quo. Contract rates related to janitorial services and related supplies.
- g. 67000 - Utilities – Increase. (Electric, Water, Wastewater & Gas). Increase due to higher utility rates.
- h. 69120 - Rent – Status Quo. (Duson, Milton and Warehouse).
- i. 70000 - Dues & Licenses – Status Quo.
- j. 70123 - Other Insurance Premiums – Increased based on rate increases.
- k. 70123-0614 - Other Insurance Premiums Risk Management – Increased for budget purposes based on current trends in insurance industry. Will likely change and is established by LCG/Risk Management.
- l. 70200 - Postage/Shipping – Status Quo.
- m. 70315 - Printing & Binding Donations – Reduced as current budget includes carryover balances. Pays for printing of Booktalk. Donated by Friends of the Library.
- n. 70320 - Printing & Binding Educ/Rec/Cult – Status Quo. Pays for minor contracting of printing posters/pamphlets.

- o. 70400 – Publication & Recordation – Status Quo. This account pays for advertisements related to public bids and recordation related to contracts.
- p. 70500 - Telecommunications – Status Quo. This account pays for phone services.
- q. 70520 - Databases License Fees – Increased to account for Springshare Suite package costs. This account pays for our e-resources/databases. http://lafayettepubliclibrary.org/?page_id=40
- r. 70560 - Telecomm-WAN E-rate – Decreased. We budget the full cost of our Internet/WAN services since we typically do not have an official letter approving our E-rate discount at the time of budget submittal. We expect a 80% discount for 8 months of the fiscal year. Decrease due to lower monthly rates.
- s. 70700 - Tourism – Increased. This is our advertising budget. Currently paying for two billboards and several Facebook boosts. Increased to increase advertisements of library events and services.
- t. 70902 - Duplicating Expenses – Status Quo. – Covers the cost and maintenance of our rented copy machines.
- u. 70907 - Contractual Services – Reduced. Removed Sheriff Department Security Services. Added private security services for North Regional Library based on current need. This account pays for trash, pest control, courier, employee background checks, security and Integrated Library System “ILS” and system software, etc.
- v. 70917 - Contractual Services-Donations – Shows a reduction due to carryovers being included in the current budget. This is technically a Status Quo. This is Friend’s Donated funds for summer program performers.
- w. 70918 - Contractual Services Educ/Rec/Cultural – Status Quo. This budget pays for performers for programs throughout the year.
- x. 72100 - Equipment Rental – Status Quo.
- y. 72120 - Equipment Rental-Library materials – Status Quo. This pays for the Leased Book Plan for the Bookmobile and Libraries.
- z. 72220 – Audio/Visual Materials – Status Quo. This pays for DVD’s Blu-ray, music CDs, etc.
- aa. 72230 – Books – Status Quo.
- bb. 72240 - Library Materials/Donated – Status Quo. Not a decrease as carryovers are included in current budget. This pays for books with funding that was donated from patrons or the LPL Foundation.
- cc. 72250 - Periodicals – Status Quo. This pays for newspapers and magazines.
- dd. 72260 – Damaged Books – Inter Library Loan – Status Quo. This account is used to pay for books damaged under loan from other libraries.
- ee. 72600 - Transportation – Increased due to fuel costs, and repairs of the Bookmobile. This pays for employee mileage reimbursements, fuel for library vehicles and maintenance on library vehicles and trailers.
- ff. 72700 - Supplies & Materials – Status Quo. This pays for small office supplies, printer cartridges and paper for staff and public printers, small tools, 1st aid supplies, etc.
- gg. 72720 - Supplies & Materials – Donations – Status Quo. Not a decrease as carryovers are included in current budget. Donated funds from the Friends of LPL for programming supplies and donated funds from the LPL Foundation for Lafayette Reads book purchases.
- hh. 72725 - Supplies & Materials-Educ/Rec/Cultural – Status Quo. This budget is used to purchase supplies for programming, supplies for makerspace, supplies for instrument repairs, supplies for preprocessing of library materials.
- ii. 76120 – Bayouland – Status Quo. This is the annual consortium fee to be a Bayouland member.
- jj. 77140 – Reserve – This account is for emergencies.

LCG related items - Administrative fees, retirement, leave payments and costs for insurance (workers compensation, health, life, catastrophic damages) are finalized by LCG and will likely change once the budget process moves toward council adoption.

The Current O&M Budget for Fiscal Year 22/23 is \$11,614,108.

The Proposed O&M Budget for Fiscal Year 23/24 is \$11,965,790

Proposed O&M Budget increase of \$351,682 / 3%.

The major budget increases being proposed are associated with items we cannot control (utility rates, fuel and vehicle repair, health insurance rates, insurance premiums for owned facilities) accounting for ~\$300,000 / 84% of the increases.

Capital Funds (\$0)

No new capital funds have been requested in the Proposed Fiscal Year 23/24 Budget.

Revenues vs. Expenses

Estimated Budgeted Revenues \$12,245,450

Estimated Budgeted O&M Expenses \$11,965,790

Proposed Budget Surplus \$279,660

The budgeted surplus, excluding any capital expenses, is estimated at \$279,660 for FY 23/24.

However, this number will be lower or higher depending on the actual costs incurred related to O&M expenses, and timing of existing Capital Project expenses. Reference Proforma No. 1 & No. 2 for scenario projections.

Proforma No. 1 & No 2:

The Proforma documents presented provide a summary of prior year revenues and expenses and the effects on the Library fund balance.

These documents also provide a summary of the current budget and the projected actuals of the current fiscal year and the effects on the fund balance.

The purpose of these documents is to give the Board of Control and the public a snapshot of our financial picture and the effect to our fund balance while also providing a budget vs. estimated actual comparison.

These documents also provide estimated actuals in two different scenarios over several years.

Unknown factors to account for when reviewing these documents. Reassessment of properties occur in 2024. We are not sure if values will increase or decrease. The 2.91mill Library tax expires in 2027

In Scenario No. 1, the document does not include pay raises in the Proposed Budget for Fiscal Year 23/24, nor does it plug in the estimated added expenses at the estimated opening and operating a Northeast Library. This scenario assumes cuts elsewhere to operate a new facility. Refer to the notes of the Scenario 1 document for conditions/factors in projections.

In Scenario No. 2, the document assumes a 2 % raise in the Proposed Budget for Fiscal Year 23/24 and adds the estimated additional new expenses to operate a Northeast Library. Refer to the notes of the Scenario 2 document for conditions/factors in projections