



## MEMORANDUM

DATE: February 1, 2023  
SUBJECT: 2023-24 LIBRARY BUDGET AND TRUST FUND BUDGET-ADDITIONAL ITEMS  
TO: Library Board of Trustees  
FROM: Jeannie Kays, Director of Library Services

---

The 2023-24 Library Budget and Trust Fund Budget Ad Hoc Subcommittee, Treasurer Al Jones and Trustee Juanita Garner met with Library Director Jeannie Kays and make the following recommendations:

### Library Trust Funds:

1. Zero out Travel, Training and Dues account.
2. Zero out Materials and Supplies account.
3. Create a new account, Library Renovation, and transfer \$1,000,000 into that account.
4. Allocate \$10,000 for the Trust Fund Books account from the Kropitzer Trust Account.
5. Allocate an additional \$10,000 for Library Books from the Future Library Projects account.
6. Set aside \$81,987.25 for the Future Library Projects account to be saved for future projects.
7. Allocate \$500,000 for Library Foundation support
8. Balance all total Trust Fund line items to match the Trust Fund Balance.

### Main Library Funds:

1. Request a new position: Administrative Secretary, \$141,124 annually
2. Request new office setup (furniture, computer, chair) for new position and unfilled but funded Librarian-Archivist position \$10,000
3. Dedicate \$25,000 annually for Palm Springs Speaks speaker series, and hold funds in Materials and Supplies account for library.
4. Request \$10 million for non-grant-funded renovations at the Main Library

### Welwood Murray Memorial Library

1. No budgetary changes at this time.

MAIN LIBRARY										
Organization	Object	Account Description	2024 Draft Department Budget	2023 Department Budget	2022 Projected Actuals	2022 Original Budget	2022 Revised Budget	2022 Actuals	2021 Revised Budget	2021 Actuals
1004000	40000	Salaries Full Time	\$1,222,320.00	\$1,222,320.00	\$1,093,091.85	\$1,086,091.85	\$1,100,241.85	\$1,041,718.26	\$934,642.33	\$907,585.20
1004000	40002	Salaries Overtime	\$5,000.00	\$1,768.00	\$0.00	\$0.00	\$2,500.00	\$39.09	\$422.45	\$422.45
1004000	40008	Ex Salary Offset	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$15,891.12)	\$0.00
1004000	40010	Leave Payoffs	\$16,272.00	\$16,272.00	\$0.00	\$0.00	\$20,574.98	\$32,165.77	\$0.00	\$15,738.56
1004000	40020	Fringe Benefits	\$341,066.00	\$341,066.00	\$303,525.00	\$303,525.00	\$303,525.00	\$191,628.17	\$248,625.00	\$196,684.78
1004000	40045	Medical Insurance Withdrawal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,075.00	\$0.00	\$2,325.00
1004000	40050	RHS Health Benefit	\$18,300.00	\$18,300.00	\$13,800.00	\$13,800.00	\$13,800.00	\$11,637.50	\$11,700.00	\$11,387.50
1004000	40055	PERS Retirement Cost	\$460,815.00	\$460,815.00	\$390,993.06	\$390,993.06	\$390,993.06	\$362,929.28	\$335,067.24	\$324,271.16
1004000	40060	PERS - POB	\$38,028.00	\$38,028.00	\$36,645.00	\$36,645.00	\$36,645.00	\$36,645.00	\$36,600.00	\$36,600.00
1004000	40065	Workers' Compensation	\$55,742.00	\$55,742.00	\$53,461.00	\$53,461.00	\$53,461.00	\$53,461.00	\$61,700.00	\$61,700.00
1004000	40095	Medicare Insurance	\$17,723.00	\$17,723.00	\$15,748.33	\$15,748.33	\$15,748.33	\$15,781.40	\$13,495.91	\$13,891.75
1004000	40100	Retiree Health Benefit	\$136,617.00	\$136,617.00	\$127,029.00	\$127,029.00	\$127,029.00	\$127,029.00	\$112,200.00	\$112,200.00
1004000	40105	Contractual Services	\$37,000.00	\$37,000.00	\$115,710.18	\$32,000.00	\$115,710.18	\$73,242.62	\$77,400.00	\$30,107.88
1004000	50005	Training Travel and Dues	\$14,000.00	\$14,000.00	\$3,675.00	\$3,675.00	\$3,675.00	\$2,651.00	\$3,300.00	\$1,312.00
1004000	50030	Gas and Lubrications	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$3,436.12	\$5,000.00	\$3,644.51
1004000	50031	Communications	\$28,400.00	\$28,400.00	\$16,600.00	\$16,600.00	\$16,600.00	\$6,625.48	\$12,000.00	\$4,748.44
1004000	50035	Materials and Supplies	\$434,225.00	\$399,225.00	\$264,675.00	\$264,675.00	\$265,403.00	\$241,246.00	\$225,442.01	\$193,168.83
1004000	50055	Insurance	\$121,454.00	\$121,454.00	\$122,956.00	\$122,956.00	\$122,956.00	\$122,956.00	\$73,200.00	\$73,200.00
1004000	50105	Repairs and Maint General	\$95,900.00	\$95,900.00	\$88,200.00	\$88,200.00	\$88,200.00	\$82,686.82	\$104,150.00	\$101,388.91
1004000	50120	Facilities Maintenance Service	\$183,378.00	\$183,378.00	\$140,007.00	\$140,007.00	\$140,007.00	\$140,006.88	\$116,600.00	\$116,600.00
1004000	50126	Grants	\$0.00	\$16,213.80	\$0.00	\$0.00	\$16,213.80	\$15,843.90	\$13,751.70	\$3,786.20
1004000	50135	Administrative Benefits	\$13,282.44	\$13,282.44	\$12,649.95	\$12,649.95	\$12,649.95	\$12,649.96	\$11,600.00	\$11,600.00
1004000	50140	Printing	\$20,000.00	\$18,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$1,947.59	\$5,500.00	\$191.20
1004000	50145	Advertising	\$10,475.00	\$8,900.00	\$8,900.00	\$8,900.00	\$8,900.00	\$6,064.50	\$3,400.00	\$1,428.00
1004000	50200	Friends of the Library	\$0.00	\$0.00	\$0.00	\$0.00	\$26,847.42	\$26,847.42	\$0.00	\$1,833.50
		<b>TOTALS</b>	<b>\$3,274,997.44</b>	<b>\$3,249,404.24</b>	<b>\$2,823,666.37</b>	<b>\$2,732,956.19</b>	<b>\$2,897,680.57</b>	<b>\$2,615,313.76</b>	<b>\$2,389,905.52</b>	<b>\$2,225,815.87</b>
WELWOOD MURRAY MEMORIAL LIBRARY										
Organization	Object	Account Description	2024 Draft Department Budget	2023 Department Budget	2022 Projected Actuals	2022 Original Budget	2022 Revised Budget	2022 Actuals	2021 Revised Budget	2021 Actuals
1004005	40105	Contractual Services	\$107,177.00	\$107,177.00	\$85,800.00	\$85,800.00	\$85,800.00	\$96,511.40	\$85,800.00	\$63.62
1004005	50015	Electricity	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$22,694.37	\$30,000.00	\$19,869.22
1004005	50020	Water	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$914.68	\$2,500.00	\$1,032.32
1004005	50030	Gas and Lubrications	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00
1004005	50031	Communications	\$16,000.00	\$16,000.00	\$16,000.00	\$16,000.00	\$16,000.00	\$1,659.67	\$0.00	\$0.00
1004005	50038	Welwood Operations	\$30,025.00	\$30,025.00	\$30,025.00	\$16,225.00	\$30,025.00	\$20,239.59	\$0.00	\$0.00
		<b>TOTALS</b>	<b>\$190,702.00</b>	<b>\$190,702.00</b>	<b>\$169,325.00</b>	<b>\$155,525.00</b>	<b>\$169,325.00</b>	<b>\$142,019.71</b>	<b>\$123,300.00</b>	<b>\$20,965.16</b>
LIBRARY GRAND TOTALS										
Organization	Object	Account Description	2024 Draft Department Budget	2023 Department Budget	2022 Projected Actuals	2022 Original Budget	2022 Revised Budget	2022 Actuals	2021 Revised Budget	2021 Actuals
1004000		<b>MAIN LIBRARY</b>	<b>\$3,274,997.44</b>	<b>\$3,249,404.24</b>	<b>\$2,823,666.37</b>	<b>\$2,732,956.19</b>	<b>\$2,897,680.57</b>	<b>\$2,615,313.76</b>	<b>\$2,389,905.52</b>	<b>\$2,225,815.87</b>
1004005		<b>WELWOOD</b>	<b>\$190,702.00</b>	<b>\$190,702.00</b>	<b>\$169,325.00</b>	<b>\$155,525.00</b>	<b>\$169,325.00</b>	<b>\$142,019.71</b>	<b>\$123,300.00</b>	<b>\$20,965.16</b>
		<b>GRAND TOTAL</b>	<b>\$3,465,699.44</b>	<b>\$3,440,106.24</b>	<b>\$2,992,991.37</b>	<b>\$2,888,481.19</b>	<b>\$3,067,005.57</b>	<b>\$2,757,333.47</b>	<b>\$2,513,205.52</b>	<b>\$2,246,781.03</b>

<b>LIBRARY TRUST FUND</b>										
<b>Organization</b>	<b>Object</b>	<b>Account Description</b>	<b>2024 Draft Department Budget</b>	<b>2023 Department Budget</b>	<b>2022 Projected Actuals</b>	<b>2022 Original Budget</b>	<b>2022 Revised Budget</b>	<b>2022 Actuals</b>	<b>2021 Revised Budget</b>	<b>2021 Actuals</b>
1514010	50005	Training Travel and Dues	\$0.00	\$3,750.00	\$0.00	\$0.00	\$3,750.00	\$0.00	\$3,750.00	\$0.00
1514010	50035	Materials and Supplies	\$0.00	\$52.81	\$0.00	\$0.00	\$52.81	\$0.00	\$52.81	\$0.00
1514010	50200	Friends of the Library	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1514010	50201	Future Library Projects	\$81,987.25	\$1,521,971.09	\$0.00	\$0.00	\$1,521,970.59	\$0.00	\$1,536,895.59	\$0.00
1514010	50202	Trust Fund Books	\$20,000.00	\$84,157.17	\$0.00	\$0.00	\$64,157.17	\$36,276.65	\$53,282.22	\$39,125.05
1514010	50203	Kropitzer Trust Donation	\$176,665.74	\$186,665.74	\$0.00	\$0.00	\$196,665.74	\$0.00	\$206,665.74	\$0.00
1514010	50204	Welwood Patio	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$147,308.36	\$134,546.22
1514010	50205	Library Foundation	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1514010	50206	Strategic Planning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1514010	50207	PR Library Campaign	\$0.00	\$5,263.46	\$0.00	\$0.00	\$5,263.46	\$5,000.00	\$8,263.46	\$3,000.00
1514010	50208	Trust Fund Furniture	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TBD	Library Renovation	\$1,000,000.00							
		<b>TRUST FUND TOTALS</b>	<b>\$1,778,652.99</b>	<b>\$1,801,860.27</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,791,859.77</b>	<b>\$41,276.65</b>	<b>\$1,956,218.18</b>	<b>\$176,671.27</b>