

APPROVED  
**BUDGET**  
FISCAL YEAR 2023



The City Library  
THE SALT LAKE CITY PUBLIC LIBRARY SYSTEM



Ghost Scavenger Hunt Booklet



Digital Library



Memory Care Kits



Puzzle Exchange at the Sprague Branch



Seed Library at the Glendale Branch



Digital Navigators

## LOCATIONS

Main Library  
210 East 400 South  
801-524-8200

Day-Riverside Branch  
1575 West 1000 North  
801-594-8632

Sprague Branch  
2131 South 1100 East  
801-594-8640

Anderson-Foothill Branch  
1135 South 2100 East  
801-594-8611

Glendale Branch  
1375 South Concord  
801-594-8660

Sweet Branch  
455 F Street  
801-594-8651

Chapman Branch  
577 South 900 West  
801-594-8623

Marmalade Branch  
280 West 500 North  
801-594-8680

# CONTENTS

Locations .....	2
By the Numbers.....	4
Organizational Chart.....	5
Letter from the Interim Executive Director & Board President .....	6
Staffing Profile.....	8
General Fund Revenues.....	10
General Fund Expenditures .....	12
Personnel.....	14
Materials & Supplies.....	14
Buildings, Grounds, & Equipment.....	15
Services .....	15
Other Charges .....	16
Collections & Other Capital Outlays .....	16
Transfers, Grants, & Donations.....	16
Debt Service Fund Budget .....	17
Capital Project Fund Budget.....	18



Storytime at the Sprague Branch

# THE CITY LIBRARY IS A PLATFORM FOR COMMUNITY AND INDIVIDUAL TRANSFORMATION



## THE CITY LIBRARY BY THE NUMBERS 2021

**eBooks and Audiobooks Downloaded**  
785,000+

**New Cardholders Added**  
~14,700

**Circulation of Physical Materials**  
1.5 million +

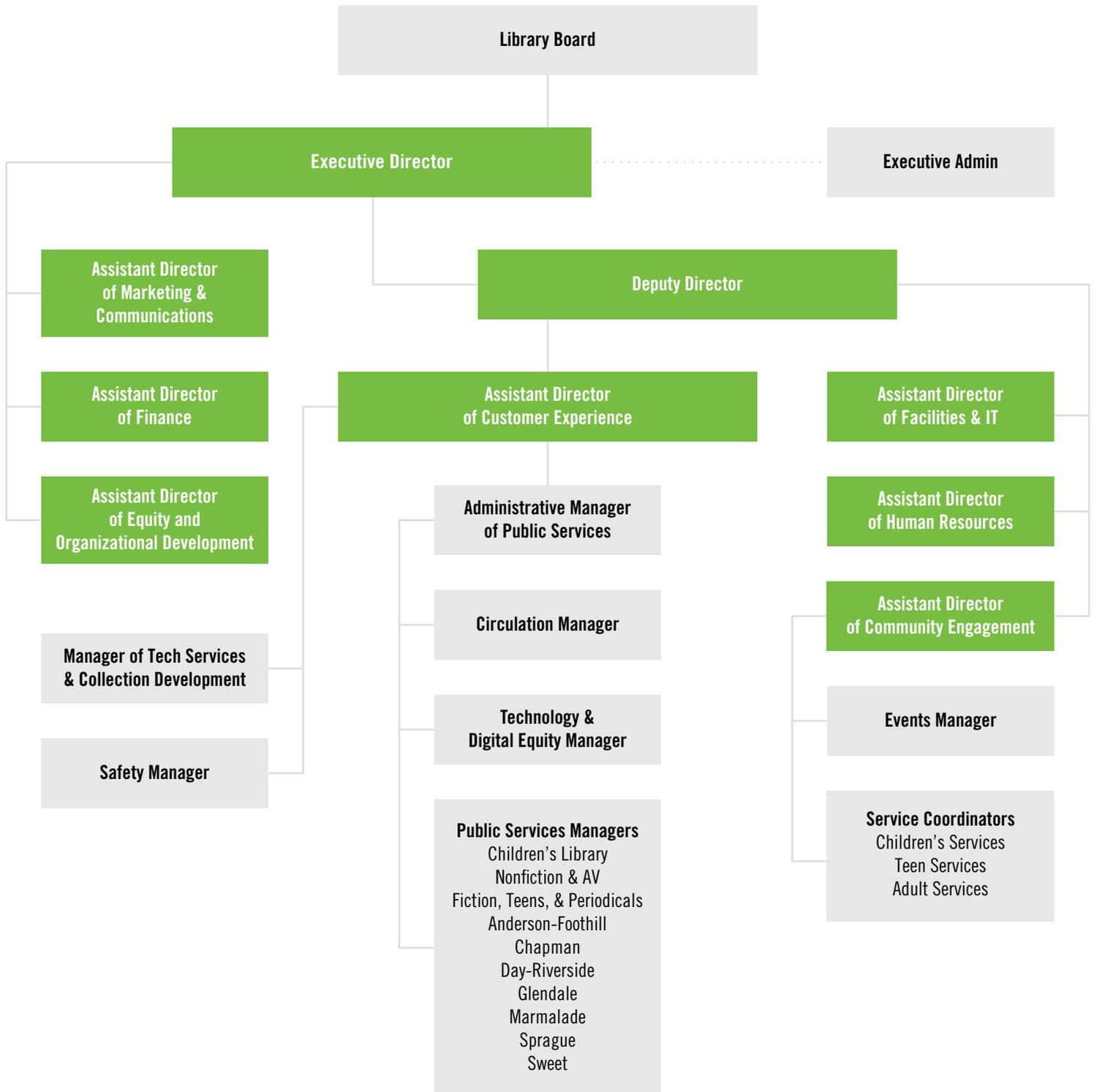
**People Visited The City Library's Website**  
455,000+

**Children's Books Circulated**  
650,000+

**Virtual Storytime Views**  
7,200+

**Movies Circulated**  
300,000+

# ORGANIZATIONAL CHART



## EXECUTIVE LEADERSHIP TEAM (ELT)

# A LETTER FROM THE INTERIM EXECUTIVE DIRECTOR & BOARD PRESIDENT

## APRIL 2022

Mayor Mendenhall, City Council Members, and Residents of Salt Lake City,

A new budget year is an opportunity to look at our organization and assess new and old needs. In preparation for the FY23 budget, The City Library focused on these three priorities: **Our Staff**, **Our Community**, and **Our Future**. We are excited about this proposed budget, the impact on our critical needs, and the range of proposals addressing our priorities.

### OUR STAFF:

Over the past two years, City Library staff have impressively weathered the pandemic and its impact. Through their creativity and adaptability, they have shown a deep commitment and dedication to library service. They have ensured that the Library continues to be a critical connection point for all ages. They provide thoughtful care to our patrons, whether in-person or online.

**It is the duty and responsibility of The City Library to compensate our staff fairly and equitably.** Along with many in the Salt Lake City community, library staff are feeling the increased pressure of finding affordable housing, the rising cost of living, and negotiating life during pandemic times. The FY23 budget includes a cost of living adjustment and a longevity increase, which acknowledges staff experience and prevents salary-compression issues. It also includes adjustments to some staff compensation based on a compensation study completed by Human Resources. These changes mainly impact staff in the support services of Safety and Custodial, along with our entry-level customer experience positions of Library Aide and Library Assistant. This budget also focuses on adding new positions that will provide overall organizational support in the areas of equity, human resources, and finance.

The requested increases to personnel reflect the ways we are addressing the growing demand on our services and facilities by the residents of Salt Lake. Our priority of being a great place to work is essential to recruitment and retention of employees who are committed to public service. These requested positions will allow us to continue to provide the high level of service that library customers expect of their City Library.



Reopening at the Sprague Branch



SLCPL Staff

### OUR COMMUNITY:

In December of 2021, Library Journal announced the list of Star Libraries for 2021. The Salt Lake City Public Library System has once again been awarded the prestigious **Five-Star Library** award, the highest honor on the list. Of 5,608 qualifying public library systems, only 85 were awarded five stars, and only one in the state of Utah. Library Journal's ratings are based on measurable statistics: physical circulation, library visits, program attendance, public computer use, database access, Wi-Fi sessions, and electronic circulation (like eBooks and digital audiobooks). This honor demonstrates how much the community relies upon and values their City Library system, and how we prioritize our commitment to our community.

Additionally, we are **adding positions that will directly impact our community**. The addition of a licensed clinical social worker will assist our most vulnerable and often marginalized communities. To support customer experience, we are exploring a new role of Assistant Manager at two of our busiest branches, with potential to expand these positions in future years at additional locations. We are expanding our accessibility and reach by adding hours to a current position in Marketing and Communications, which will improve the experience of our Spanish-speaking patrons.

## Two big community highlights from 2021:

On May 2, 2021, the Sugar House neighborhood celebrated the **grand reopening of the beloved Sprague Branch**, which many view as the heart of that community. Invited guests were enthusiastic to take a first glimpse of the newly renovated, reimagined branch. It was wonderful for staff to welcome local dignitaries, along with community members, into the latest version of the historic 1928 building. Reopening the Sprague Branch is just one happy and meaningful example of a community gathering during difficult and stressful times.

In September, we launched **two hours of free parking** at the Main Library's underground parking garage. Previously, free parking was limited to only 30 minutes. This change has been made possible with help from Salt Lake City Mayor Erin Mendenhall, the City Council, and the City's Parking Compliance Department. In just three months, over 5,000 visitors took advantage of free parking.

There is also funding in FY23's budget to ensure our Libraries are ready for a full return to pre-COVID usage and can safely support all of the ways our community members use their public library spaces. A highlight we have been early anticipating is the return to in-person programs, festivals, study groups, business meetings, and public performances after over two years!

## OUR FUTURE:

While the past two years have been a tumultuous time, The City Library is poised and ready to step into the future.

Throughout 2021, Library leadership have been reworking our **Mission Statement** and documenting our vision with a **Vision Statement**; these define who we are at our core and how we want to continue supporting our community.

### MISSION STATEMENT:

Your City Library: Building a foundation of equity, connection, and limitless possibilities.

### VISION STATEMENT:

We are active in our community and collaborate to address needs and realize aspirations. We connect people to information, resources, experiences, and each other. Our work sustains a vibrant Salt Lake City.

**The Master Facilities Plan (MFP)** was completed in early 2022. It was developed through community engagement workshops with both internal and external stakeholders. This plan addresses our physical spaces and future growth and how we can continue to support our community's aspirations, talents, and passions over the next ten years. It articulates how we will analyze and assess our current spaces to meet the community's wants and needs. It also maps a plan for expansion into Salt Lake's growing neighborhoods to provide access to the amenities, resources, and experiences that make Salt Lake City a wonderful place to live. The MFP indicates a gap in library service for the Ballpark neighborhood and this year's budget includes funding for a prototype Ballpark location.

The current budget requests solidify our commitment to equitably serving our community. Looking forward, FY23 will mark 125 years of the Salt Lake City Public Library System, along with the 20th anniversary of the opening of the Main Library. We are excited to welcome patrons back to in-person programming, explore expansion in Salt Lake City, and continue to be a Five-Star Library. We consider this the most opportune time to both reflect on our rich history, and look forward to our exciting future.

Please accept our deep appreciation for your continued support.

Sincerely,



Debbie Ehrman, Interim Executive Director

A handwritten signature in black ink that reads "Debbie Ehrman".



Adam Weinacker, Library Board President

A handwritten signature in black ink that reads "Adam Weinacker".

# STAFFING PROFILE

POSITION	FY22	FY23	DIFFERENCE
Accountant	1	1	—
Accounting Specialist	1	1	—
Administrative Assistant	0.475	0.475	—
Administrative Manager	4	1	-3
Assistant Director	4	7	3
Assistant Manager	0	4	4
Associate Librarian	21.9	21.425	-.475
Audio Visual Specialist	1	1	—
Branch Custodian	5.2	0	-5.2
Cataloger	1	1	—
Circulation Supervisor	2	2	—
Community Gardener Coordinator	0.45	0.45	—
Copy Editor & Public Relations	1	1	—
Creative Director	1	1	—
Custodial Manager	1	1	—
Custodial Supervisor	2	2	—
Custodian	11.5	18.7	7.2
Data Analyst	1	1	—
Delivery Driver	1	1	—
Deputy Director	1	1	—
Equity & Org Development Associate	0	1	1
Equity Coordinator	0	1	1
Event Associate	2	1.45	-0.55
Executive Administrative Assistant	1	1	—
Executive Director	1	1	—
Graphic Designer	1	1	—
Help Desk Tech	1	2	1
Human Resource Associate	3	3	—
Jr. Designer	0.475	1	0.525
Junior Project/Account Manager	0	0.475	0.475
Librarian	38.9	41.45	2.55
Library Aide	22.6	21.15	-1.45
Library Assistant	40.5	42.3	1.8
Licensed Clinical Social Worker	0	1	1
Literary Project Specialist	0	1	1
Logistics Coordinator	1	1	—
Maintenance Manager	1	1	—
Maintenance Technician	5	5	—
Maintenance Supervisor	1	1	—
Manager	14	14	—
Marketing & Comm Assistant	0.475	0	-0.475
Marketing & Comm Project Manager	1	1	—

The Library's overall staffing level from FY22 to FY23 reflects an increase of 18.3 FTE.

## EFFICIENT OPERATIONS

Includes pay equity for members of the ELT and the retitling of these Administrative Managers to Assistant Directors. Adding staff to support services departments including:

- Event Services
- Financial Services
- Human Resources
- Marketing & Communication
- Custodial Staff
- Safety Team

## COMMITMENT TO EQUITY AND ORGANIZATIONAL DEVELOPMENT

Adding an additional staff member to help support this department.

## COMMITMENT TO CUSTOMER SERVICE CAREER GROWTH

Adding four new Assistant Manager positions, including one for Ballpark.

## PHYSICAL PRESENCE IN BALLPARK

In addition to an Assistant Manager, adding a Librarian, Associate Librarian, and four part-time Library Assistants to staff an anticipated physical location in the Ballpark neighborhood 40 hours weekly.

# STAFFING

## PROFILE CONT.

POSITION	FY22	FY23	DIFFERENCE
Network & Systems Engineer	1	1	—
Passport Supervisor	1	1	—
Procurement & Contracts Manager	0	1	1
Safety Associate	6	8.9	2.9
Safety Manager	1	1	—
Safety Supervisor	0	2	2
Senior Network Support Technician	1	1	—
Senior Software Support Engineer	1	1	—
Service Coordinator	4	3	-1
Social Media Manager & Photographer	1	1	—
Staff Development Coordinator	1	1	—
Tech Services Specialists	2	2	—
Technology Assistant	2.25	2.25	—
Technology Associate	2.425	2.425	—
Technology Librarian	1	1	—
Technology Coordinator	1	1	—
Web Developer	1	1	—
<b>TOTAL</b>	<b>223.15</b>	<b>241.45</b>	<b>18.3</b>



Reopening at Main

# GENERAL FUND

## REVENUES

	FY21 Actual	FY22 Budget	FY23 Budget	FY23 to FY22 Difference	Percentage Change
<b>TAX REVENUES</b>					
Current Year Property Taxes	18,715,762	19,050,770	22,335,880	3,285,110	17.2%
Personal Property Taxes	2,321,836	1,928,450	1,800,655	(127,795)	-6.6%
Property Taxes – Pass Through	267,442	0	600,000	600,000	—
Delinquent Property Taxes	350,114	408,360	420,000	11,640	2.9%
Motor Vehicle Taxes	719,963	735,000	735,000	0	0.0%
Judgment Levy	108,946	83,555	100,000	16,445	19.7%
<b>SUBTOTAL</b>	<b>22,484,063</b>	<b>22,206,135</b>	<b>25,991,535</b>	<b>3,785,400</b>	<b>17.0%</b>
<b>INTERGOVERNMENTAL REVENUES</b>					
Grants – Federal	299,048	65,000	0	(65,000)	-100.0%
Reimbursements – E-Rate	35,501	35,000	35,000	0	0.0%
Grants – State	84,335	47,000	47,000	0	0.0%
RDA Rebate	1,054,028	1,110,000	1,000,000	(110,000)	-9.9%
<b>SUBTOTAL</b>	<b>1,472,912</b>	<b>1,257,000</b>	<b>1,082,000</b>	<b>(175,000)</b>	<b>-13.9%</b>
<b>CHARGES FOR SERVICES</b>					
Printer Revenues	(327)	10,000	15,000	5,000	50.0%
Passport Services	29,949	42,500	97,000	54,500	128.2%
Non-Resident Fees	4,130	4,000	14,000	10,000	250.0%
<b>SUBTOTAL</b>	<b>33,752</b>	<b>56,500</b>	<b>126,000</b>	<b>69,500</b>	<b>123.0%</b>
<b>CHARGES FOR LOST/DAMAGED ITEMS</b>					
Charges for Lost/Damaged Items	17,619	20,000	20,000	0	0.0%
<b>SUBTOTAL</b>	<b>17,619</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>	<b>0.0%</b>
<b>MISCELLANEOUS</b>					
Interest Earnings	61,289	80,000	80,000	0	0.0%
Rents – Facilities	2,215	5,000	15,000	10,000	200.0%
Rents – Commercial Space	17	10,000	28,000	18,000	180.0%
Sundry Revenues	46,048	15,600	26,000	10,400	66.7%
<b>SUBTOTAL</b>	<b>109,479</b>	<b>110,600</b>	<b>149,000</b>	<b>38,400</b>	<b>34.7%</b>
<b>CONTRIBUTIONS &amp; TRANSFERS</b>					
Donations	107,137	111,000	67,000	(44,000)	-39.6%
Fund Balance – Appropriated	0	787,525	1,163,350	375,825	47.7%
<b>SUBTOTAL</b>	<b>107,137</b>	<b>898,525</b>	<b>1,230,350</b>	<b>331,825</b>	<b>36.9%</b>
<b>TOTAL REVENUES</b>	<b>24,224,962</b>	<b>24,548,760</b>	<b>28,598,885</b>	<b>4,050,125</b>	<b>16.5%</b>

**GENERAL FUND REVENUE OVERVIEW**

Revenue categories have been budgeted based on historical trends, current year projections, and economic considerations. The following explanations compare the FY22 and FY23 budgets.

*This chart shows the estimated property tax amount for each \$100,000 of residential property value and each \$1,000,000 of commercial property value.*

**TAX REVENUES**

The Library's primary source of funding is property taxes. Current Year Property Tax revenue has been budgeted at the amount generated by the 2021 certified tax rate plus an estimated amount for new growth of \$375,000, and a proposed increase of just under \$2.782 million. The Library's 2021 property tax rate is 0.000649, which is 64.9 percent of the ceiling established by the Utah State statute. If the proposed tax rate increase is adopted the 2022 estimated tax rate would be .000735.

The Library is also required to budget for property tax revenues collected by Salt Lake County that are paid directly to other government entities without coming directly to the Library. An offsetting transfer from the Library equal to this revenue is reflected in the Payments to Other Governments. The amount of this transfer for FY23 is estimated at \$600,000.

	Tax Year 2017	Tax Year 2018	Tax Year 2019	Tax Year 2020	Tax Year 2021	Tax Year 2022 est.
Certified Tax Rate	.000830	.000757	.000741	.000680	.000649	.000735
Residential property	\$45.66	\$41.64	\$40.76	\$37.40	\$35.70	\$40.43
Commercial property	\$830.00	\$757.00	\$741.00	\$680.00	\$649.00	\$735.00

**INTERGOVERNMENTAL REVENUES**

The FY23 budget for Intergovernmental Revenues is lower because of a reduction in the projected reimbursement from the Redevelopment Agency and the absence of a federal grant received in FY22 that will not be received in FY23.

**CHARGES FOR SERVICES**

Revenues from Charges for Services is anticipated to increase as the Library opens up and offers the services that were being offered pre-pandemic.

**CHARGES FOR LOST/DAMAGED ITEMS**

Revenue from Charges for Lost/Damaged Items is anticipated to remain consistent with FY22.

**MISCELLANEOUS**

Miscellaneous revenue is budgeted to increase as the Library resumes the rental of meeting rooms and commercial space. These spaces were not rented out during the Covid pandemic.

**CONTRIBUTIONS & TRANSFERS**

The Friends of The City Library have committed to a \$60,000 donation for FY23, a reduction of \$40,000 from FY22. The FY23 budget proposes using \$1,163,350 of fund balance for one-time expenditures, such as establishing a Library presence in the Ballpark neighborhood, and other capital projects.



Front Desk at the Sprague Branch

# GENERAL FUND

## EXPENDITURES

	FY21 Actual	FY22 Budget	FY23 Budget	FY23 to FY22 Difference	Percentage Change
<b>PERSONNEL</b>					
Salaries & Wages – Regular	9,983,814	10,901,800	12,383,400	1,481,600	13.6%
Overtime – Regular	1,470	0	0	0	—
Salaries & Wages – Flex	111,268	150,085	204,995	54,910	36.6%
Social Security – Regular	741,255	835,100	948,600	113,500	13.6%
Social Security – Flex	8,502	11,570	15,685	4,115	35.6%
Employee Insurance	1,416,054	1,847,900	2,405,900	558,000	30.2%
Retiree Insurance	22,900	22,800	21,600	(1,200)	-5.3%
State Retirement	1,404,469	1,566,200	1,775,900	209,700	13.4%
Workers Compensation	32,974	34,350	42,420	8,070	23.5%
Unemployment Insurance	971	3,000	3,000	0	0.0%
Other Employee Benefits	48,875	54,130	111,125	56,995	105.3%
Employee Appreciation	6,952	11,960	12,960	1,000	8.4%
<b>SUBTOTAL</b>	<b>13,779,504</b>	<b>15,438,895</b>	<b>17,925,585</b>	<b>2,486,690</b>	<b>16.1%</b>
<b>MATERIALS &amp; SUPPLIES</b>					
Subscriptions & Memberships	26,740	39,640	35,715	(3,925)	-9.9%
Publicity	181,962	147,125	260,795	113,670	77.3%
Travel & Training	14,230	158,230	180,675	22,445	14.2%
Office Supplies & Expense	9,511	10,000	14,000	4,000	40.0%
Postage	14,034	23,500	25,500	2,000	8.5%
Special Department Supplies	282,884	408,840	408,480	(360)	-0.1%
Copier/Printer Paper	2,666	5,000	7,000	2,000	40.0%
Copier/Printer Toner	26,172	43,000	54,000	11,000	25.6%
<b>SUBTOTAL</b>	<b>558,199</b>	<b>835,335</b>	<b>986,165</b>	<b>150,830</b>	<b>18.1%</b>
<b>BUILDING, GROUNDS, &amp; EQUIPMENT</b>					
Fuel	7,769	8,000	12,000	4,000	50.0%
Maintenance – Equipment & Furniture	220,882	270,715	298,620	27,905	10.3%
Maintenance – Vehicles	12,000	10,000	12,000	2,000	20.0%
Maintenance – Buildings & Grounds	496,290	691,100	521,600	(169,500)	-24.5%
Utilities – Boiler Operations	47,854	75,000	75,000	0	0.0%
Utilities – Electricity	396,973	458,000	454,500	(3,500)	-.8%
Utilities – Natural Gas	74,791	90,500	94,000	3,500	3.9%
Utilities – City Services	95,897	110,600	92,700	(17,900)	-16.2%
Utilities – Garbage	34,758	35,380	36,795	1,415	4.0%
Utilities – Telecommunications	132,146	124,000	135,000	11,000	8.9%
<b>SUBTOTAL</b>	<b>1,519,360</b>	<b>1,873,295</b>	<b>1,732,215</b>	<b>(141,080)</b>	<b>-7.5%</b>

<b>GENERAL FUND EXPENDITURES</b> <i>Continued</i>	FY21 Actual	FY22 Budget	FY23 Projected	FY23 to FY22 Difference	Percentage Change
<b>SERVICES</b>					
Professional & Technical Services	207,870	197,750	170,200	(27,550)	-13.9%
Security Contracts	24,006	28,200	36,000	7,800	27.7%
Technology Contracts	341,991	314,145	453,330	139,185	44.3%
City Administrative Charges	24,153	35,500	35,500	0	0.0%
Cataloging Charges	97,092	102,000	102,000	0	0.0%
Staff Training & Development	27,230	37,500	50,000	12,500	33.3%
Programming	260,070	295,530	296,790	1,260	0.4%
Board Development	1,777	7,000	7,000	0	0.0%
Interlibrary Loans	112	1,000	500	(500)	-50.0%
<b>SUBTOTAL</b>	<b>984,301</b>	<b>1,018,625</b>	<b>1,151,320</b>	<b>132,695</b>	<b>13.0%</b>
<b>OTHER CHARGES</b>					
Insurance	338,873	381,810	396,400	14,590	3.8%
Rents	—	—	90,000	90,000	—
Sundry Expense	15,581	25,600	87,500	61,900	241.8%
Executive Discretion	2,236	10,000	15,000	5,000	50.0%
Staff Innovation	492	2,500	5,000	2,500	100.0%
<b>SUBTOTAL</b>	<b>357,182</b>	<b>419,910</b>	<b>593,900</b>	<b>173,990</b>	<b>41.4%</b>
<b>COLLECTIONS &amp; OTHER CAPITAL OUTLAYS</b>					
Buildings	39,922	0	142,000	142,000	—
Improvements	16,715	0	0	0	—
Furnishings	5,218	0	20,000	20,000	—
Print Materials	502,929	559,000	659,000	100,000	17.9%
Audio Materials	53,983	55,000	55,000	0	0.0%
Visual Materials	260,737	350,000	350,000	0	0.0%
Databases	201,011	235,000	235,000	0	0.0%
eBooks & Audio	811,278	690,000	690,000	0	0.0%
Newspapers & Magazines	73,294	100,000	100,000	0	0.0%
<b>SUBTOTAL</b>	<b>1,965,087</b>	<b>1,989,000</b>	<b>2,251,000</b>	<b>262,000</b>	<b>13.2%</b>
<b>TRANSFERS, GRANTS, &amp; DONATIONS</b>					
Transfer to Capital Project Fund	3,725,200	1,813,500	2,271,500	458,000	25.3%
Transfer to Debt Service Fund	1,033,258	1,039,700	1,035,200	(4,500)	-0.4%
Payments to Other Governments	267,442	0	600,000	600,000	—
Grants – Federal	192,702	65,000	0	(65,000)	-100.0%
Grants – State	57,573	47,000	47,000	0	0.0%
Donations	4,280	8,500	5,000	(3,500)	-41.2%
<b>SUBTOTAL</b>	<b>5,280,455</b>	<b>2,973,700</b>	<b>3,958,700</b>	<b>985,000</b>	<b>33.1%</b>
<b>TOTAL EXPENDITURES</b>	<b>24,444,088</b>	<b>24,548,760</b>	<b>28,598,885</b>	<b>4,050,125</b>	<b>16.5%</b>
<b>REVENUES OVER EXPENDITURES</b>	<b>(219,126)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>

# GENERAL FUND EXPENDITURES

## PERSONNEL

PERSONNEL	FY21 Actual	FY22 Budget	FY23 Budget	FY23 to FY22 Difference	Percentage Change
<b>SUBTOTAL</b>	<b>13,779,504</b>	<b>15,438,895</b>	<b>17,925,585</b>	<b>2,486,690</b>	<b>16.1%</b>

### PERSONNEL OVERVIEW

Personnel expenditures account for approximately 74 percent of the Library’s overall operating budget (General fund less Capital Outlays, Transfers to the Capital and Debt Service funds, and Payments to Other Governments). This percentage was 71 percent and 70 percent in FY21 and FY22, respectively.

The FY23 budget proposes implementation of a comprehensive salary survey, an additional 1 percent increase for salaries adjusted as part of the salary survey, and a 5 percent increase for positions not impacted by the salary survey. The 5 percent increase consists of a 3.5 percent cost of living adjustment and a 1.5 percent longevity adjustment.

The FY23 budget also proposes staffing with 4.8 new FTE employees a physical location in the Ballpark neighborhood.

The City Library will continue to offer a high deductible health plan and a contribution to each employee’s health savings account. The FY23 budget reflects a projected 5 percent increase in premiums. The Library covers 100 percent of employee coverage and 90 percent of employee plus dependent premiums. The Library’s contributions to health savings accounts are as follows: \$1,000 for single coverage and a proposed increase from \$1,500 to \$2,000 for employee plus dependent coverage.

*For details on the Library’s staffing, refer to the Staffing Profile on page 8.*

# GENERAL FUND EXPENDITURES

## MATERIALS & SUPPLIES

MATERIALS & SUPPLIES	FY21 Actual	FY22 Budget	FY23 Budget	FY23 to FY22 Difference	Percentage Change
<b>SUBTOTAL</b>	<b>558,199</b>	<b>835,335</b>	<b>986,165</b>	<b>150,830</b>	<b>18.1%</b>

### MATERIALS & SUPPLIES OVERVIEW

Funding for publicity, travel and training, and printing supplies are being restored to pre-pandemic levels to increase visibility and awareness of library services, provide opportunities for staff to attend conferences again, and adequately meet patron demand with the anticipated return to pre-pandemic services.

# GENERAL FUND EXPENDITURES

## BUILDINGS, GROUNDS, & EQUIPMENT

BUILDINGS, GROUNDS, & EQUIPMENT	FY21 Actual	FY22 Budget	FY23 Budget	FY23 to FY22 Difference	Percentage Change
<b>SUBTOTAL</b>	<b>1,519,360</b>	<b>1,873,295</b>	<b>1,732,215</b>	<b>(141,080)</b>	<b>-7.5%</b>

### BUILDINGS, GROUNDS, & EQUIPMENT OVERVIEW

This budget category is proposed to decrease because the contract for restroom attendants is being reallocated to personnel for the hiring of more custodial and safety staff. This shift will allow more oversight and better utilization of staff.

# GENERAL FUND EXPENDITURES

## SERVICES

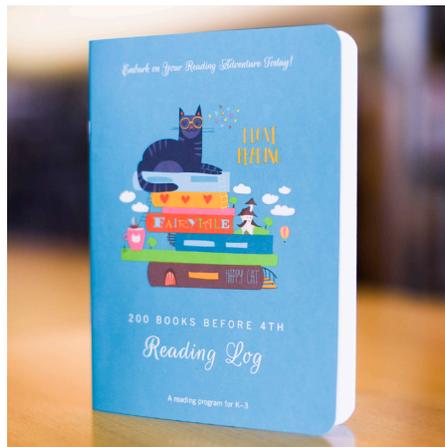
SERVICES	FY21 Actual	FY22 Budget	FY23 Budget	FY23 to FY22 Difference	Percentage Change
<b>SUBTOTAL</b>	<b>984,301</b>	<b>1,018,625</b>	<b>1,151,320</b>	<b>132,695</b>	<b>13.0%</b>

### SERVICES

Services are budgeted to increase due to the expansion and cost of technology hardware and software service contracts.



1,000 Books Before Kindergarten Log Book



200 Books Before 4th Log Book



100 Books Before Graduation Log Book

## GENERAL FUND EXPENDITURES

### OTHER CHARGES

OTHER CHARGES	FY21 Actual	FY22 Budget	FY23 Budget	FY23 to FY22 Difference	Percentage Change
<b>SUBTOTAL</b>	<b>357,182</b>	<b>419,910</b>	<b>593,900</b>	<b>173,990</b>	<b>41.4%</b>

#### OTHER CHARGES

Funding for the Library's 125th anniversary, staff identity based affinity group support, and resource closets containing basic items for unhoused populations are being proposed in this category. In addition, funding to rent space in the Ballpark neighborhood for a physical Library location has been included.

## GENERAL FUND EXPENDITURES

### COLLECTIONS & OTHER CAPITAL OUTLAYS

COLLECTIONS, & OTHER CAPITAL OUTLAYS	FY21 Actual	FY22 Budget	FY23 Budget	FY23 to FY22 Difference	Percentage Change
<b>SUBTOTAL</b>	<b>1,965,087</b>	<b>1,989,000</b>	<b>2,251,000</b>	<b>262,000</b>	<b>13.2%</b>

#### CAPITAL REPAIRS & REPLACEMENT

The FY23 increase in this category is associated with preparing a physical Library location in the Ballpark neighborhood, furnishing the space and acquiring a circulating collection for that location.

## GENERAL FUND EXPENDITURES

### TRANSFERS, GRANTS, & DONATIONS

TRANSFERS, GRANTS, & DONATIONS	FY21 Actual	FY22 Budget	FY23 Budget	FY23 to FY22 Difference	Percentage Change
<b>SUBTOTAL</b>	<b>5,280,455</b>	<b>2,973,700</b>	<b>3,958,700</b>	<b>985,000</b>	<b>33.1%</b>

#### TRANSFERS, GRANTS, & DONATIONS

The transfer to the Capital Projects fund consists of the annual transfer of \$1,500,000 for designated facilities and technology as well as \$771,500 for other capital projects. This category also includes a new line item, Payments to Other Governments, as an offset for property taxes collected by Salt Lake County and paid directly to other government entities without coming to the Library. The estimated amount of these payments for FY23 is \$600,000.

# DEBT SERVICE FUND BUDGET

REVENUES	FY21 Actual	FY22 Budget	FY23 Budget	FY23 to FY22 Difference	Percentage Change
Interest	933	0	0	0	—
Transfers	1,033,258	1,039,700	1,035,200	(4,500)	-0.4%
Donations	0	0	0	0	—
Fund Balance – Appropriated	0	0	3,500	3,500	—
<b>TOTAL REVENUES</b>	<b>1,034,191</b>	<b>1,039,700</b>	<b>1,038,700</b>	<b>(1,000)</b>	<b>-0.1%</b>

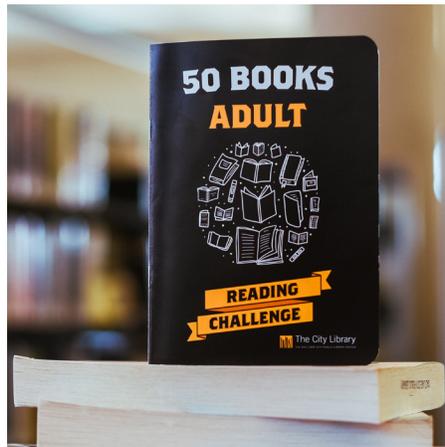
EXPENDITURES	FY21 Actual	FY22 Budget	FY23 Budget	FY23 to FY22 Difference	Percentage Change
Interest Payments	455,475	430,950	403,700	(27,250)	-6.3%
Principal Payments	575,000	600,000	630,000	30,000	5.0%
Administrative Fees	2,308	6,000	5,000	(1,000)	-16.7%
Fund Balance – Unappropriated	0	2,750	0	(2,750)	-100.0%
<b>TOTAL EXPENDITURES</b>	<b>1,032,783</b>	<b>1,039,700</b>	<b>1,038,700</b>	<b>(1,000)</b>	<b>-0.1%</b>
<b>REVENUES OVER EXPENDITURES</b>	<b>1,408</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>

## DEBT SERVICES OVERVIEW

Funds necessary to meet the lease payments on the Glendale and Marmalade branches are derived from a portion of the Library's certified tax rate designated for such. The designated revenues are deposited in the General fund. The amount needed to meet the lease payments is then transferred to the Debt Service fund. The Library is funding the lease payments one year ahead of schedule – the FY23 transfer will cover the payments for FY24.



Alt Press Fest Zines



50 Books Adult Reading Challenge Log Book



Telescope at Main

# CAPITAL PROJECT

## FUND BUDGET

REVENUES	FY21 Actual	FY22 Budget	FY23 Budget	FY23 to FY22 Difference	Percentage Change
Interest	31,244	40,000	35,000	(5,000)	-12.5%
Sundry Revenues	38,481	0	0	0	—
Transfer from General Fund	3,725,200	1,813,500	2,271,500	458,000	25.3%
Fund Balance – Appropriated	0	0	1,595,000	1,595,000	—
<b>TOTAL REVENUES</b>	<b>3,794,925</b>	<b>1,853,500</b>	<b>3,901,500</b>	<b>2,048,000</b>	<b>110.5%</b>

### REVENUES OVERVIEW

Funding for capital projects accounted for in the Capital Projects fund comes from three sources: a transfer from the General fund, interest earnings on the cash balance in the fund, and the Capital Projects fund fund balance. The fund balance is a result of unspent money accumulated from prior years. The transfer from the General fund to the Capital Projects fund includes the annual \$900,000 of designated facilities maintenance funds and \$500,000 of designated technology-related funds.



Super Summer Challenge 2021

<b>EXPENDITURES</b>	FY21 Actual	FY22 Budget	FY23 Budget	FY23 to FY22 Difference	Percentage Change
Cap Outlay – Buildings	2,411,642	838,000	2,350,000	1,512,000	180.4%
Cap Outlay – Improvements	41,087	107,500	69,500	(38,000)	-35.3%
Cap Outlay – Equipment	86,412	20,000	162,000	142,000	710.0%
Cap Outlay – Furnishings	63,317	104,000	137,000	33,000	31.7%
Cap Outlay – Technology	500,060	720,950	1,183,000	462,050	64.1%
Cap Outlay – Foothill Branch Restricted	10,122	5,500	0	(5,500)	-100.0%
Grants	0	0	0	0	—
Transfers	0	0	0	0	—
Fund Balance – Unappropriated	0	57,550	0	(57,550)	-100.0%
<b>TOTAL EXPENDITURES</b>	<b>3,112,640</b>	<b>1,853,500</b>	<b>3,901,500</b>	<b>2,048,000</b>	<b>110.5%</b>
<b>REVENUES OVER EXPENDITURES</b>	<b>682,285</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>

## EXPENDITURES OVERVIEW

Budgeted capital projects are unique from year to year based on needs and requests.

The following is a list of some of the proposed capital projects for FY23:

- Landmark signs at branch locations
- Bilingual signage in westside branches
- Children’s active spaces
- Sensory inclusive spaces
- Additional funding for the roof replacement at Main
- Urban room east doors
- HVAC system upgrades
- Parking lot repairs and enhanced lighting at the Anderson-Foothill Branch
- Exterior lighting at the Marmalade Branch
- Computers and server equipment
- Security system enhancements
- Network infrastructure upgrades
- Self check replacements
- Firewall
- HRIS software



Checking Out Books at the Sprague Branch



Friends of The City Library

**Anderson-Foothill&  
Chapman&  
Day-Riverside&  
Glendale&  
Main&  
Marmalade&  
Sprague&  
Sweet.**