

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
BUDGET COMMITTEE MINUTES
LIBBY BRANCH & ZOOM
THURSDAY, MAY 2, 2024**

Members Present: Barb Hvizdak, Laura Finley, Alyssa Ramirez (Director LCL)

Alyssa presented the FY25 Budget Planning Worksheet and FY25 Library Wage Worksheet (see attached).

Alyssa worked with Dallas to draft a preliminary wage budget. The commissioners approved a 1.5% COLA, which is accounted for. With Alyssa's resignation, the best way to plan for wages costs was to budget for Alyssa's 3 weeks of work in July plus her estimated vacation and sick payout separate from the new Library Director's salary.

Insurance premiums increased \$50/month for a single employee plan and \$140/month for a family plan. A single employee plan was budgeted for the new Library Director (Alyssa opted out of County insurance, so this created an additional increase to line 148).

Alyssa's payout, COLA, and insurance increase total \$23,000 above last year's budgeted personnel amount. The library is asking for additional funding to cover this increase. It cannot be assumed into the current library budget. Even wiping out the book budget (currently \$15,000) would not cover this increase.

For operating costs, the library board agreed to submit the budget to recover the \$17,000 lost to the FY24 budget. Alyssa noted that this year the Foundation agreed to take on a number of costs, like program expenses and children's books, due to receiving special grants. Often these are one-time grants and Alyssa is unsure if they will be available for next year.

The first budget meeting with the commissioners is scheduled for May 7 at 9:30am.

FY2024-2025 Budget Planning Worksheet

	FY19	FY20	FY21	FY22	FY23	FY24*	FY25*
110 Salaries and Wages	\$ 205,922.47	\$ 248,925.37	\$ 232,551.05	\$ 255,005.37	\$ 256,179.70	\$ 270,962.00	\$ 287,381.00
140 Employer Contributions	\$ 34,621.70	\$ 42,028.96	\$ 39,745.29	\$ 42,659.86	\$ 39,808.20	\$ 52,133.00	\$ 51,499.00
148 EBMS Insurance	\$ 28,786.34	\$ 31,252.41	\$ 20,109.33	\$ 19,696.25	\$ 33,870.38	\$ 63,426.00	\$ 70,934.00
210 Office Supplies and Materials	\$ 2,754.90	\$ 778.88	\$ 1,462.66	\$ 2,195.34	\$ 2,832.54	\$ 1,000.00	\$ 1,000.00
215 Technology Supplies and Materials	\$ 9,308.42	\$ 6,877.16	\$ 9,899.45	\$ 25,068.28	\$ 12,294.80	\$ 9,000.00	\$ 9,000.00
220 Operating Supplies	\$ 14,879.03	\$ 5,970.12	\$ 9,703.84	\$ 11,995.74	\$ 9,043.96	\$ 3,000.00	\$ 4,000.00
225 Recreation Supplies	\$ 1,349.22	\$ 1,398.26	\$ 1,029.05	\$ 3,035.56	\$ 3,332.29	\$ 1,000.00	\$ 2,000.00
228 Education Supplies	\$ 19,011.63	\$ 13,943.80	\$ 18,387.84	\$ 23,697.62	\$ 18,778.78	\$ 15,000.00	\$ 24,000.00
310 Communication and Transportation	\$ 4,112.88	\$ 1,937.61	\$ 2,141.57	\$ 3,428.78	\$ 3,101.71	\$ 1,000.00	\$ 2,000.00
330 Publicity, Subscription and Dues	\$ 15,153.29	\$ 20,540.94	\$ 20,262.87	\$ 20,129.78	\$ 14,066.51	\$ 15,000.00	\$ 19,000.00
340 Utilities Services	\$ 17,931.40	\$ 17,586.82	\$ 17,614.20	\$ 19,254.84	\$ 20,049.71	\$ 18,000.00	\$ 18,000.00
360 Repairs and Maintenance	\$ 7,221.70	\$ 14,506.93	\$ 16,099.21	\$ 26,749.27	\$ 15,167.08	\$ 16,000.00	\$ 16,000.00
370 Travel	\$ 3,650.92	\$ 2,487.35	\$ 2,017.31	\$ 4,008.82	\$ 6,830.82	\$ 4,000.00	\$ 5,000.00
380 Training Services	\$ 975.00	\$ 448.00	\$ 963.93	\$ 778.50	\$ 1,027.50	\$ 1,000.00	\$ 1,000.00
512 Insurance	\$ 5,731.00	\$ 7,605.00	\$ 5,625.00	\$ 5,348.00	\$ 4,718.77	\$ 5,000.00	\$ 5,000.00
820 Transfer to Library Depreciation							
940 Machinery & Equipment	\$ 5,750.00	\$ -				\$ 500.00	\$ 500.00
MISC		\$ 31,786.04	\$ 19,592.18		\$ 14,473.83	\$ 14,000.00	\$ 14,000.00
Total	\$ 377,159.90	\$ 448,073.65	\$ 417,204.78	\$ 463,052.01	\$ 455,576.58	\$ 490,021.00	\$ 530,314.00

*budgeted amounts/ not actual
as of 4/23/2024

2220 LIBRARY
2024-2025

Employee	Wage Grade	Step	Current Hourly Wage	Current Year Wages	Hours	COLA 1.50% COLA 1.50%	2024-2025 Total Base Wage	Hourly Wage	UNEMP. INS. 0.0055	WORKMAN'S COMP 0.0055	PERS 0.0917	FICA 0.0765	Total Employee Contributions	Total Wages
BROTHERS, MEGAN (15%)	6	6 months	\$ 17.65	\$ 5,506.80	312	\$ 82.60	\$ 5,589.40	\$ 17.91	\$ 30.74	\$ 30.74	\$ 512.55	\$ 427.59	\$ 1,001.62	\$ 6,591.02
DEANS, DUSTINA	7	5 years	\$ 18.82	\$ 39,145.60	2080	\$ 587.18	\$ 39,732.78	\$ 19.10	\$ 218.53	\$ 218.53	\$ 3,643.50	\$ 3,039.56	\$ 7,120.11	\$ 46,852.90
DILLER, ROGER(15%)	4	6 months	\$ 15.31	\$ 4,776.72	312	\$ 71.65	\$ 4,848.37	\$ 15.54	\$ 26.67	\$ 26.67	\$ 444.60	\$ 370.90	\$ 868.83	\$ 5,717.20
HEINTZ, BRITTANY (15%)	6	6 months	\$ 17.65	\$ 5,506.80	312	\$ 82.60	\$ 5,589.40	\$ 17.91	\$ 30.74	\$ 30.74	\$ 512.55	\$ 427.59	\$ 1,001.62	\$ 6,591.02
LARSEN, SIRI (80%)	8	6 months	\$ 20.69	\$ 34,428.16	1664	\$ 516.42	\$ 34,944.58	\$ 21.00	\$ 192.20	\$ 192.20	\$ 3,204.42	\$ 2,673.26	\$ 6,262.07	\$ 41,206.65
LIBRARY DIRECTOR	15	6 months	\$ 29.50	\$ 61,360.00	2080	\$ 920.40	\$ 62,280.40	\$ 29.94	\$ 342.54	\$ 342.54	\$ 5,711.11	\$ 4,764.45	\$ 11,160.65	\$ 73,441.05
MILLER, SHAREE (80%)	8	5 years	\$ 20.99	\$ 34,927.36	1664	\$ 523.91	\$ 35,451.27	\$ 21.30	\$ 194.98	\$ 194.98	\$ 3,250.88	\$ 2,712.02	\$ 6,352.87	\$ 41,804.14
MURPHY, KATHRYN	6	6 months	\$ 17.65	\$ 36,712.00	2080	\$ 550.68	\$ 37,262.68	\$ 17.91	\$ 204.94	\$ 204.94	\$ 3,416.99	\$ 2,850.60	\$ 6,677.47	\$ 43,940.15
RAMIREZ, ALYSSA (PAYOUT)	15	5 years	\$ 29.95	\$ 13,028.25	435	\$ 195.42	\$ 13,223.67	\$ 30.40	\$ 72.73	\$ 72.73	\$ 1,212.61	\$ 1,011.61	\$ 2,369.68	\$ 15,593.36
STEPHENSON, ADAM	6	6 months	\$ 17.65	\$ 36,712.00	2080	\$ 550.68	\$ 37,262.68	\$ 17.91	\$ 204.94	\$ 204.94	\$ 3,416.99	\$ 2,850.60	\$ 6,677.47	\$ 43,940.15
Overtime				\$ 300.00			\$ 300.00			\$ 1.65	\$ 27.51	\$ 22.95	\$ 53.76	\$ 353.76
4% Accrual				\$ 10,896.15			\$ 10,896.15			\$ 59.93	\$ 999.18	\$ 833.56	\$ 1,952.59	\$ 12,848.74
SUBTOTAL				\$ 283,299.84		\$ 4,081.56	\$ 287,381.39		\$ 1,580.60	\$ 1,580.60	\$ 26,352.87	\$ 21,984.68	\$ 51,498.75	\$ 338,860.14

Employee	Insurance	Rate	%	Total
BROTHERS, MEGAN (15%)	Ineligible			
DEANS, DUSTINA	Employee	\$ 730.44	100%	\$ 8,765.28
DILLER, ROGER(15%)	Ineligible			
HEINTZ, BRITTANY (15%)	Family	\$ 2,066.56	80%	\$ 19,838.98
LIBRARY DIRECTOR	Employee	\$ 730.44	100%	\$ 8,765.28
MILLER, SHAREE (80%)	Opt Out		80%	-
MURPHY, KATHRYN	Employee	\$ 730.44	100%	\$ 8,765.28
RAMIREZ, ALYSSA	Opt Out			
STEPHENSON, ADAM	Family	\$ 2,066.56	100%	\$ 24,798.72
Subtotal				\$ 70,933.54