



Lewis & Clark Library

FY2025 Final Budget

Adopted August 20, 2024

Library Board of Trustees

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TO: Lewis and Clark County Board of County Commissioners
Mayor and City of Helena Commissioners

FROM: John Finn, Director
Lewis & Clark Library

DATE: August 20, 2024

SUBJ: Fiscal Year 2025 Budget

On behalf of the Lewis & Clark Library Board of Trustees and staff, it is my pleasure to present the Library's Fiscal Year (FY) 2025 Budget. This budget was approved by the Board of Trustees at their August 20, 2024 regular meeting.

Reading, books, and lifelong learning continues to be the focus for the Lewis & Clark Library. Additionally, the role of the library as an accessible community gathering space, a center of discovery and community for all ages will again be a high priority for all of the communities we serve. This FY25 Budget reflects the Library's continued commitment to provide quality educational, informational, cultural and recreational services to the people of Lewis & Clark County. The Library Director and Board believe this document is evidence of the Library's commitment to being a good steward of public funds.

Fiscal Year (FY) 2024 has been a year of growth and planning at the Library. Implementation and assessment of those plans, as well as additional planning will continue in FY25. Activities this year will include continued work on the Strategic Plan as well as an in-service dedicated to Core Values.

In an effort to attract and retain dedicated and qualified employees, the Library adjusted the pay matrix, paying special attention to entry and lower graded positions, effective July 1, 2023. Through the year, it became evident this matrix needed to be adjusted further. Through this budget, the Board approved the adjustment in addition to a 3.5% COLA increase. The Library is anticipating a handful of new hires in FY25, in particular a full-time Human Resources professional. With the adjustment to the pay matrix, the COLA increase and additional staff expectations, the personnel budget has increased 14.9%, making total personnel expenses to be 74% of the Library's overall budget.

Lewis & Clark Library continues to provide outstanding outreach services to all residents of Lewis & Clark County. Dedicated staff offer programs and materials to all ages – from birth through preschool, elementary school, tweens, teens, adults and older adults. These services are offered in person, online and virtually. The bookmobile provides the much needed outreach to long-term care and assisted living facilities in the community as well as various schools and other out-lying communities within the County.

The Library has been awarded its 18th annual NEA grant for The Big Read. This year's program kicks off on October 1 and will take place all month long. The title for this year's Big Read is Cold Millions by Jess Walter.

The Library remodel project of 2020 has helped strengthen our bond with the constituents that we serve. Lewis & Clark Library will continue to be the community's Living Room. We continue to plan for new and expanded spaces as we move into the next fiscal year. Specifically, our East Helena Branch Library is in desperate need of a new location to better serve the growth that community is experiencing. Our efforts, started in FY24, will continue until we find a suitable location.

In FY24, the Board of Trustees approved a transfer of funds to the Depreciation Reserve Fund (DPR) of \$1,334,638.53. With this approved transfer, the DPR fund balance on July 1, 2024 was \$2,470,518. The Library continues to budget annually for the transfer of funds to the DPR account. This budget reflects a \$25,000 transfer in FY25.

In addition to this budget, the Library will make an annual payment of approximately \$164,000 to the Montana Board of Investments for repayment the \$2 Million InterCap Loan for the completion of the Library's 2020 remodel project. Due to conservative spending of Library staff in FY24, an additional principle payment of \$250,000 was approved by the Board at the August 2024 regular meeting. It is anticipated an additional principle payment will be made for FY25 as well.

As always, the Lewis & Clark Library is very thankful for the support of the Lewis & Clark Library Foundation. The Library Foundation has done great work supporting the library and community this past year. There are currently fifteen dedicated and hard-working Foundation Board members. In FY25, the Foundation has earmarked more than \$150,000 in support to library programs, print materials, and wish list fulfillment.

Your Lewis & Clark Library looks forward to continuing our tradition of providing new and innovative programs and services in our new building in Helena, our branches in Augusta, East Helena and Lincoln and through our bookmobile and bike.

A handwritten signature in blue ink, appearing to be 'J. E. T.', is located at the bottom left of the page.

**LEWIS & CLARK LIBRARY
FY 2025 BUDGET OVERVIEW**

The Fiscal Year 2025 Budget reflects the Library's continued efforts to provide quality educational, informational, cultural and recreational services to the communities we serve.

Overall, the personnel services, maintenance and operations, materials budgets, and transfer to reserve fund have increased by 5.9% over FY 2024.

REVENUE

- Base and continuing mill levy projections are based on conservative estimates provided by the County Finance office in February.
- The State Aid Per Capita line item sees a revenue projection of \$32,000 This is based on the passing of HB 91 in the 2023 legislative session, which increased per capita funding from .40 to .50 per capita.
- Anticipated increase in interest income in FY 25 due to market stabilization
- Grant revenue projections include submission of grant proposal for the eighteenth annual The Big Read event.

PERSONNEL SERVICES

- The Library does anticipate a handful of new hires in FY 25, including a full time Human Resources professional. The Board approved COLA increase of 3.5% per hour per employee, plus adjustments to our pay matrix for entry level and lower grade positions, the personnel services budget is set to increase by 14.5%.
- Budgeted \$56,000 for possible retirements.

MAINTENANCE AND OPERATIONS

- Automobile maintenance and repairs reflect recommended formula for M&O for Bookmobile based on research and professional recommendations.
- Programming budgets see a modest 5% increase for each department.
- Contracted services include parking fees for Library staff.
- Postage and delivery charges include a small grassroots library courier effort at \$60 per week in addition to extensive use of postal services. Efforts are being made to grow this service statewide and eventually regionally.
- Systems upgrade, maintenance and repair budget in FY 25 will see an increase for a fiber internet project.

- The materials budget, which includes print, online and processing costs will see nominal growth.

CAPITAL OUTLAY - OPERATIONS

- Budgeted \$20,000 for third year of a \$2 Million Montana Board of Investments INTERCAP Loan for the completion of the remodel project. The Board hopes to pay more towards the loan.
- Budgeted \$25,000 transfer of funds to Library Depreciation Reserve account.

CAPITAL OUTLAY - DEPRECIATION RESERVE FUNDS

- The Library plans to continue build the DPR back up to help us plan for future capital projects, including a bookmobile replacement and a new branch facility at East Helena. We will undertake an HVAC project, replacing aging chiller units on the North Side of the Main Library building. The depreciation funds are in place to complete that project.

BOARD

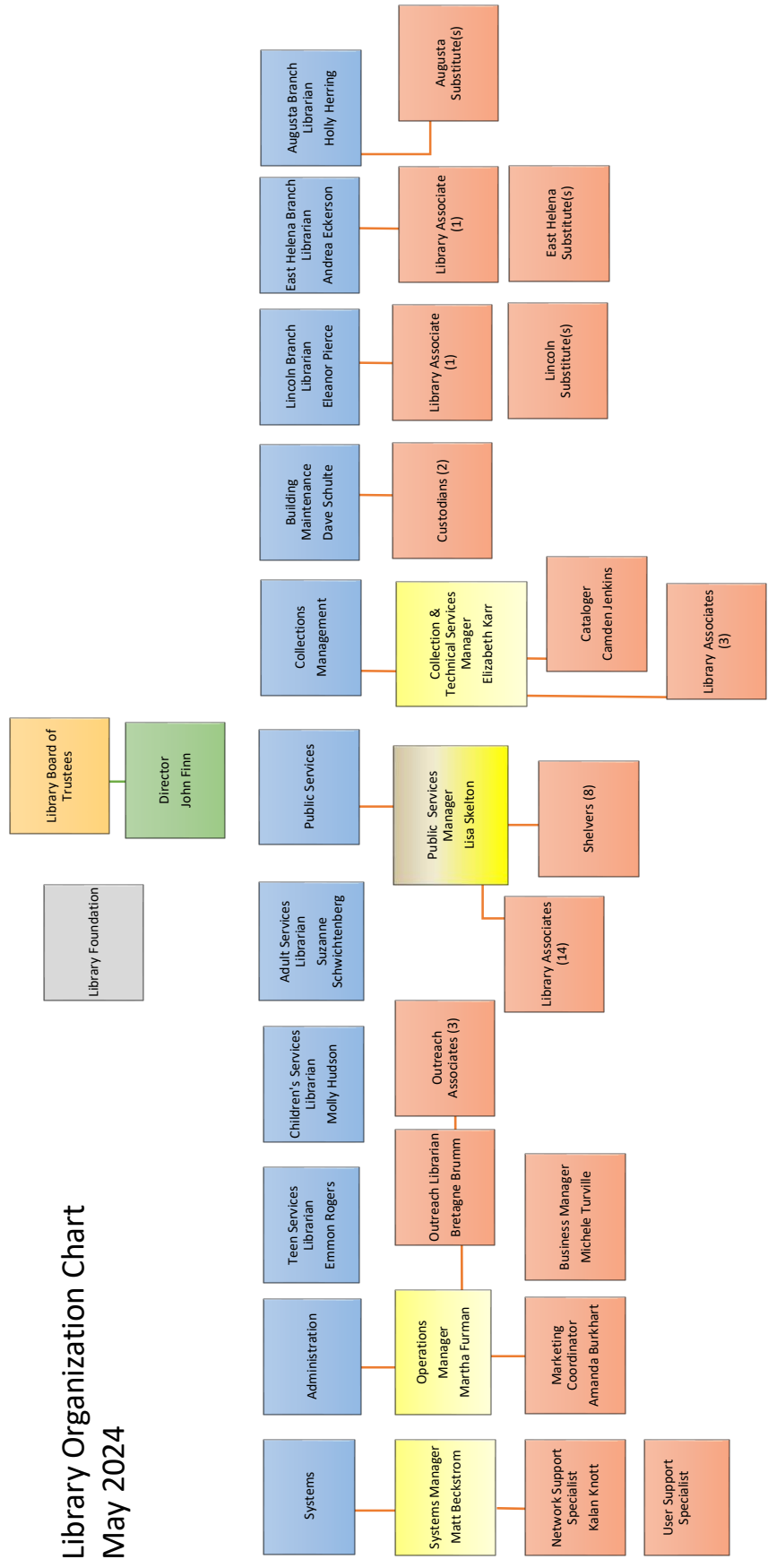
Lewis & Clark Library Board of Trustees

Fiscal Year 2025

| | |
|-----------------------|-------------------|
| Chair (City) | Marci Lewandowski |
| Vice Chair (County) | Helen Fandrich |
| Trustee (City) | Niki Whearty |
| Trustee (City/County) | Judy Meadows |
| Trustee (County) | Ron Waterman |

STAFF

Library Organization Chart May 2024



BUDGET



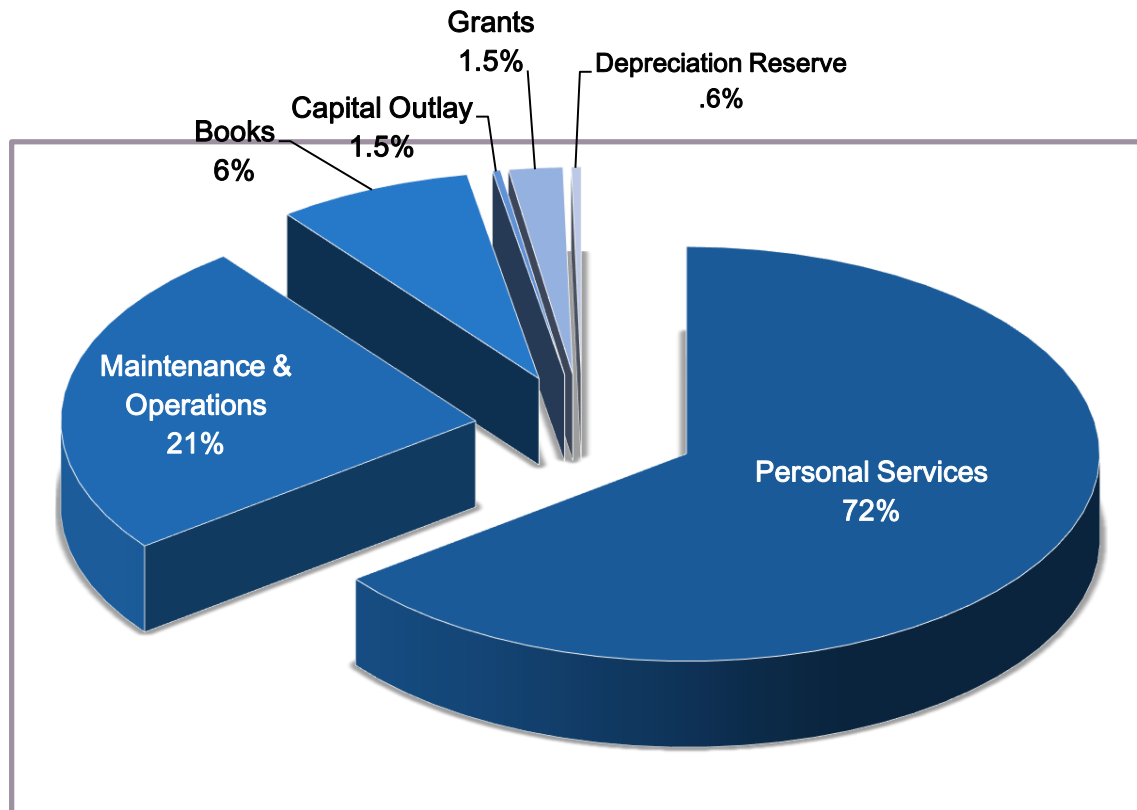
**LEWIS & CLARK LIBRARY
FY25 BUDGET
ADOPTED AUGUST 20, 2024
BOARD OF DIRECTORS REGULAR MEETING
EAST HELENA BRANCH LIBRARY**

| | FY25 Budget | FY24 Budget | FY24 Actual |
|--|------------------------|------------------------|------------------------|
| Local Government Income | | | |
| Continuing Mill Levy | \$ 2,665,000.00 | \$ 2,570,000.00 | \$ 3,267,148.84 |
| County Contribution | \$ 1,267,000.00 | \$ 1,220,000.00 | \$ 1,584,114.58 |
| Entitlement Funds | \$ 524,150.00 | \$ 474,434.00 | \$ 527,378.40 |
| Interest Income | \$ 125,000.00 | \$ 15,000.00 | \$ 173,980.82 |
| BVF Grant | \$ 2,000.00 | \$ 2,021.00 | - |
| State Aid Percapita/Geographic | \$ 32,000.00 | \$ 32,904.00 | \$ 34,817.43 |
| Total Local Government Income | \$ 4,615,150.00 | \$ 4,314,359.00 | \$ 5,587,440.07 |
| Library Generated Income | | | |
| Books Lost | \$ 5,000.00 | \$ 5,000.00 | \$ 4,418.19 |
| Damage Charges | \$ 800.00 | \$ 700.00 | \$ 9,461.59 |
| Donations | \$ 100.00 | \$ 1,000.00 | \$ 686.94 |
| Items Sold | \$ 750.00 | \$ 500.00 | \$ 860.17 |
| Miscellaneous Income | \$ | \$ 1,000.00 | - |
| Photocopy Income | \$ 8,000.00 | \$ 7,000.00 | \$ 9,617.26 |
| Rental Income | \$ 4,200.00 | \$ 3,600.00 | \$ 4,200.00 |
| Refunds & Reimbursements | \$ 250.00 | \$ 250.00 | \$ 27,508.00 |
| Other Library Generated Income | \$ 1,050.00 | \$ 25.00 | - |
| Total Library Generated Income | \$ 20,150.00 | \$ 19,075.00 | \$ 56,752.15 |
| Total Operating Income | \$ 4,635,300.00 | \$ 4,333,434.00 | \$ 5,644,192.22 |
| Foundation Income | | | |
| Foundation - Contributions | \$ 83,000.00 | \$ 54,750.00 | \$ 53,594.00 |
| Foundation - Boone Trust | \$ 75,000.00 | \$ 75,000.00 | \$ 75,000.00 |
| Foundation - Thayer Trust | \$ 12,000.00 | \$ | \$ 1,447.13 |
| Total Foundation Income | \$ 170,000.00 | \$ 129,750.00 | \$ 130,041.13 |
| Grants & Bequests - Income | | | |
| Total Grant Income | \$ 30,500.00 | \$ 36,000.00 | \$ 30,000.00 |
| Total Foundation & Grant Income | \$ 200,500.00 | \$ 165,750.00 | \$ 160,041.13 |
| Total Income | \$ 4,835,800.00 | \$ 4,499,184.00 | \$ 5,804,233.35 |
| Wages & Salaries | | | |
| Administration | \$ 500,000.00 | \$ 648,588.00 | \$ 486,092.35 |
| Anticipated Retirements | \$ 56,000.00 | \$ 56,000.00 | - |
| Branch Services | \$ 450,000.00 | \$ 367,813.00 | \$ 374,027.85 |
| Technical/Collection Services | \$ 475,000.00 | \$ 276,988.00 | \$ 262,926.57 |
| Programming | \$ 243,900.00 | \$ 269,294.00 | \$ 227,077.50 |
| Public Services | \$ 685,000.00 | \$ 647,550.00 | \$ 583,222.14 |
| Systems | \$ 230,700.00 | \$ - | \$ 206,631.79 |
| Total Wages | \$ 2,640,600.00 | \$ 2,266,233.00 | \$ 2,139,978.20 |
| Benefits | | | |
| Health Insurance | \$ 355,000.00 | \$ 360,030.00 | \$ 353,408.00 |
| Dental Insurance | \$ 21,000.00 | \$ 17,467.00 | \$ 18,326.80 |
| Vision Insurance | \$ 4,100.00 | \$ 2,600.00 | \$ 3,520.89 |
| HSA | \$ 22,500.00 | \$ 10,000.00 | \$ 12,832.50 |
| FSA Administration | \$ 600.00 | | |
| FICA/Medicare | \$ 200,000.00 | \$ 176,582.00 | \$ 158,759.49 |
| Workers' Compensation | \$ 23,000.00 | \$ 42,000.00 | - |
| Unemployment Ins. | \$ 6,000.00 | \$ 6,000.00 | \$ 2,809.02 |

| | | | | | | |
|--|-----------|---------------------|-----------|---------------------|-----------|---------------------|
| PERS Expense | \$ | 240,000.00 | \$ | 205,614.00 | \$ | 196,719.21 |
| Parking | \$ | 35,000.00 | \$ | - | | |
| Other Benefits | | | \$ | 4,980.00 | \$ | 2,151.51 |
| Total Benefits | \$ | 907,200.00 | \$ | 825,273.00 | \$ | 748,527.42 |
| Total Personnel Expenses | \$ | 3,547,800.00 | \$ | 3,091,506.00 | \$ | 2,888,505.62 |
| Continuing Education | | | | | | |
| Lodging | \$ | 12,000.00 | \$ | 10,500.00 | \$ | 15,203.26 |
| Meals | \$ | 3,500.00 | \$ | 4,500.00 | \$ | 8,326.53 |
| Registration | \$ | 9,000.00 | \$ | 8,000.00 | \$ | 14,377.97 |
| Transportation/Travel | \$ | 9,000.00 | \$ | 7,000.00 | \$ | 10,005.77 |
| Mileage Reimbursements | \$ | 2,500.00 | \$ | 3,000.00 | \$ | 2,199.10 |
| Meetings | \$ | 5,000.00 | | | | |
| Total Continuing Education | \$ | 41,000.00 | \$ | 33,000.00 | \$ | 50,112.63 |
| Programming Services | | | | | | |
| Adult Services Programming | \$ | 33,000.00 | \$ | 31,100.00 | \$ | 29,680.53 |
| Advertising & Publicity | \$ | 36,750.00 | \$ | 35,000.00 | \$ | 55,196.39 |
| Augusta Programming | \$ | 1,575.00 | \$ | 1,175.00 | \$ | 1,223.05 |
| Bookmobile Programming | \$ | 3,150.00 | \$ | 3,000.00 | \$ | 4,052.99 |
| Collaborative Programming | \$ | 2,625.00 | \$ | 2,500.00 | \$ | 2,285.31 |
| Collection Fee | \$ | 750.00 | \$ | 1,800.00 | \$ | 572.52 |
| Director Outreach | \$ | 3,000.00 | \$ | 2,500.00 | \$ | 4,049.50 |
| East Helena Programming | \$ | 1,575.00 | \$ | 1,175.00 | \$ | 1,250.20 |
| Lincoln Programming | \$ | 1,575.00 | \$ | 1,175.00 | \$ | 605.47 |
| Promotional Materials | \$ | 6,000.00 | \$ | 6,000.00 | \$ | 1,612.79 |
| Teen Services Programming | \$ | 14,300.00 | \$ | 13,600.00 | \$ | 11,498.99 |
| Youth Services Programming | \$ | 17,950.00 | \$ | 13,600.00 | \$ | 16,168.08 |
| Total Programming Services | \$ | 122,250.00 | \$ | 112,625.00 | \$ | 128,195.82 |
| Professional Services | | | | | | |
| Accounting | \$ | 15,000.00 | \$ | 10,000.00 | \$ | 31,455.85 |
| Consulting | \$ | 30,000.00 | \$ | 60,000.00 | \$ | 68,632.41 |
| Other Contracted Services | \$ | 5,000.00 | \$ | 36,000.00 | \$ | 19,754.29 |
| Interlibrary Loan Fees | \$ | 500.00 | \$ | 500.00 | \$ | 439.82 |
| Bank Service Charges | \$ | 2,300.00 | \$ | 2,300.00 | \$ | 6,631.06 |
| Refunds | \$ | 100.00 | \$ | 600.00 | \$ | 909.60 |
| Rent | \$ | 34,000.00 | \$ | 40,000.00 | \$ | 33,990.00 |
| Intercap Principal Payment | \$ | - | \$ | - | \$ | - |
| Intercap Interest Payment | \$ | 43,530.00 | | | \$ | 55,389.97 |
| Legal Notices & Recruitments | \$ | 2,000.00 | \$ | 1,500.00 | \$ | 8,136.73 |
| City Assessments | \$ | 7,500.00 | \$ | 7,800.00 | \$ | 6,909.04 |
| Insurance | \$ | 50,000.00 | \$ | 50,000.00 | \$ | 31,574.98 |
| Dues and Memberships | \$ | 4,500.00 | \$ | 4,000.00 | \$ | 5,942.40 |
| Total Professional Services | \$ | 194,430.00 | \$ | 212,700.00 | \$ | 269,766.15 |
| Write Off | | | | | | |
| Repairs & Upgrades | | | | | | |
| Building | \$ | 5,000.00 | \$ | 80,000.00 | \$ | 81,623.93 |
| Furniture | \$ | 5,000.00 | \$ | 8,000.00 | \$ | 2,904.52 |
| Systems | \$ | 160,000.00 | \$ | 160,180.00 | \$ | 146,732.64 |
| Total Repairs & Upgrades | \$ | 170,000.00 | \$ | 248,180.00 | \$ | 231,261.09 |
| Supplies & Outside Expenses | | | | | | |
| Computer | \$ | 30,000.00 | \$ | 11,500.00 | \$ | 29,214.08 |
| Janitorial | \$ | 6,000.00 | \$ | 12,000.00 | \$ | 9,324.04 |
| Office | \$ | 15,000.00 | \$ | 20,000.00 | \$ | 26,992.19 |
| Maintenance | \$ | 6,000.00 | \$ | - | \$ | - |
| Other | \$ | 1,000.00 | \$ | 7,500.00 | \$ | - |
| Photocopy Charges | \$ | 3,000.00 | \$ | 7,500.00 | \$ | 2,011.92 |
| Postage and Delivery | \$ | 10,000.00 | \$ | 24,000.00 | \$ | 14,234.88 |
| Freight | \$ | 3,500.00 | \$ | 500.00 | \$ | 3,158.10 |
| Miscellaneous | \$ | 100.00 | \$ | 4,500.00 | | |
| Total Supplies & Outside Expenses | \$ | 74,600.00 | \$ | 87,500.00 | \$ | 84,935.21 |

| | | | | | | |
|---|-----------|---------------------|-----------|---------------------|-----------|---------------------|
| Collections | | | | | | |
| FDN - Boone Trust | \$ | 75,000.00 | \$ | 75,000.00 | \$ | 75,016.03 |
| Adult | \$ | 63,000.00 | \$ | 62,000.00 | \$ | 67,071.22 |
| Juvenile | \$ | 31,500.00 | \$ | 30,000.00 | \$ | 29,433.92 |
| FDN - Thayer Trust | \$ | 12,000.00 | \$ | 12,000.00 | \$ | 1,850.87 |
| J Mid | \$ | 15,900.00 | \$ | - | | |
| Teen | \$ | 14,500.00 | \$ | 14,000.00 | \$ | 13,210.40 |
| Collection Management | \$ | 29,625.00 | \$ | 18,000.00 | \$ | 18,057.88 |
| Databases | \$ | 32,850.00 | \$ | 25,000.00 | \$ | 23,959.09 |
| Digital Library/Downloadable | \$ | 123,600.00 | \$ | 92,000.00 | \$ | 96,183.67 |
| Library of Things | \$ | 1,500.00 | \$ | 1,000.00 | \$ | 485.06 |
| Periodicals | \$ | 14,000.00 | \$ | 14,000.00 | \$ | 11,086.88 |
| Total Collections | \$ | 413,475.00 | \$ | 256,000.00 | \$ | 336,355.02 |
| Utilities | | | | | | |
| Telephone | \$ | 12,000.00 | \$ | 14,000.00 | \$ | 11,601.42 |
| Network/Data Lines | \$ | 25,000.00 | \$ | 25,000.00 | \$ | 28,217.36 |
| Gas and Electric | \$ | 60,000.00 | \$ | 68,000.00 | \$ | 54,940.98 |
| Water/Sewer/Sanitation | \$ | 9,000.00 | \$ | 15,000.00 | \$ | 8,184.69 |
| Total Utilities | \$ | 106,000.00 | \$ | 122,000.00 | \$ | 102,944.45 |
| Automobile Expense | | | | | | |
| Maintenance & Repair | \$ | 11,000.00 | \$ | 15,000.00 | \$ | 10,984.79 |
| Gas | \$ | 6,000.00 | \$ | 7,500.00 | \$ | 6,268.63 |
| Total Automobile Expense | \$ | 17,000.00 | \$ | 22,500.00 | \$ | 17,253.42 |
| Total Operating Expense | \$ | 4,686,555.00 | \$ | 4,186,011.00 | \$ | 4,109,329.41 |
| Estimates | | | | | | |
| Foudation & Grant Expense | | | | | | |
| Grants and Bequests Expenditure | \$ | 30,500.00 | \$ | 36,000.00 | \$ | 27,460.48 |
| Foundation Contribution Expense | \$ | 83,000.00 | \$ | 141,750.00 | \$ | 48,098.82 |
| Total Foundation & Grant Expenses | \$ | 113,500.00 | \$ | 177,750.00 | \$ | 75,559.30 |
| Capital Outlay | | | | | | |
| Facilities Projects | \$ | 175,000.00 | \$ | 50,000.00 | \$ | 11,174.00 |
| Other Capital Projects | \$ | - | \$ | 45,000.00 | \$ | 23,532.11 |
| Total Capital Outlay | \$ | 175,000.00 | \$ | 95,000.00 | \$ | 34,706.11 |
| Total Expenses | \$ | 4,975,055.00 | \$ | 4,458,761.00 | \$ | 4,219,594.82 |
| Depreciation Reserve (Fund Balance)* | | | | | | |
| Depreciation Reserve | \$ | 175,000.00 | | | | |
| Total Depreciation Reserve | \$ | 175,000.00 | | | | |
| Total Revenue + Fund Balance Over/(Under) Expenses | \$ | 35,745.00 | \$ | 40,423.00 | \$ | 1,584,638.53 |

Lewis & Clark Library Fiscal Year 2025 Final Library Budget



HOURS



**Lewis & Clark Library
120 S. Last Chance Gulch
Helena, MT 59601
406-447-1690**

Hours

| | |
|------------------|----------------|
| Sunday | 1-5 pm |
| Monday | 10-8 pm |
| Tuesday | 10-8 pm |
| Wednesday | 10-8 pm |
| Thursday | 10-8 pm |
| Friday | 10-8 pm |
| Saturday | 1-5 pm |



Augusta Branch Library
PO Box 387
Augusta, MT 59410
(406)562-3348

Hours

| | |
|-----------|-----------|
| Sunday | 1-5 p.m. |
| Monday | 3-7 p.m. |
| Tuesday | 10-5 p.m. |
| Wednesday | 10-5 p.m. |
| Thursday | 10-5 p.m. |
| Friday | Closed |
| Saturday | Closed |

East Helena Branch Library
PO Box 1398
16 East Main
East Helena, MT 59635
(406)227-5750

Hours

| | |
|-----------|-----------|
| Sunday | Closed |
| Monday | 10-6 p.m. |
| Tuesday | 10-6 p.m. |
| Wednesday | 10-6 p.m. |
| Thursday | 1-5 p.m. |
| Friday | 10-5 p.m. |
| Saturday | 10-1 p.m. |



Lincoln Branch Library
PO Box 309
Lincoln, MT 59639
(406)362-4300

Hours

| | |
|-----------|-----------|
| Sunday | Closed |
| Monday | 2-7 p.m. |
| Tuesday | 2-7 p.m. |
| Wednesday | 2-7 p.m. |
| Thursday | 11-4 p.m. |
| Friday | 11-4 p.m. |
| Saturday | 11-4 p.m. |

