

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES BUDGET WORKSHOP
TUESDAY, JULY 22, 2025**

Members Present: Allen Bone, Maggie Newman, Valerie Rogers, George Simpson, Brooke Wegner

Others Present: Abbi Dooley, Mallory Witham

The workshop began at 6:55 p.m.

BUDGET WORKSHOP: Abbi sent out the preliminary expenditure and revenue budgets for FY2026 prior to the workshop. The Board had further discussions on the topics listed below:

- Wages include a budget for a third Barista Library Assistant and the Administrative Assistant. Social Security COLA for 2025 was about 2% which is already figured into the stepped wage increases, therefore no changes to the scale are recommended.
- The budget for Interlibrary Loan Postage was increased. The cost to mail a package library rate is approximately \$4.50. The majority of the mailings are on loans rather than requests to borrow from other libraries, therefore raising the ILL request fee will not help to offset this by much.
- Audiobooks are becoming less popular as newer vehicles no longer have CD players and digital is preferred. The Library will purchase additional titles this year using the Advantage Plan on Libby for digital audiobooks. Few to no physical audiobooks will be purchased going forward.
- DVDs continue to circulate very well, therefore purchases will continue on those.
- The Partners shipping costs have increased significantly due to a reduction in special funding from the MSL and a change in courier company with higher rates.
- The legal services budget was discussed and will be increased based on information from the library attorney.
- Calendaring software will be revisited with the hope to utilize Microsoft for this rather than purchasing a standalone product. The Library will have to pay for MS365 Premium going forward, as Tech Soup no longer has a free offer from Microsoft.
- There is budget and hopes of fundraising from the Foundation for outside holds pickup lockers. These fall under the library's mission statement – visioning for our future, and help to work toward the goal of better including those living in the district but outside of Polson.
- Fund 2755 is a restricted fund meaning the monies have been designated for particular items, programs or services and must be spent as designated.
- Fund 2756 is the other revenue fund and includes the Costco rebates which are used for staff appreciation.
- The hot spot program is being evaluated. The cost per circulation is about \$15 and the monthly fees are being paid with the GPCF Trust Grant. The staff will brainstorm ideas for how to make the hot spot program more advantageous to the entire community, watching to be sure there are more than just a handful of people using the program.
- Converting the permanent voted levy to dollars was discussed. Abbi will work with the Finance Director at the County to recalculate the mills after the values come out in August. The changes in property taxes passed during the recent legislative session have unknown long-term effects on the library's budget. For this fiscal year, the library should be eligible to receive slightly more than last year. With the recalculation, the library will now be able to float mills to be used in future years.
- Budgeted expenses are currently higher than projected revenues. The Library District operates a bit differently than a city or county with departments. We watch all of our revenues and expenditures ourselves and can control spending throughout the year. The library has a healthy reserve and has never exceeded the budget – in fact, the library is typically well under budget. Abbi keeps a close watch to ensure the library retains enough in reserves.
- The Trustees agree that it is important to build the depreciation reserve fund back up as well as to establish a repair, replace and maintenance schedule for the building and equipment. This is part of the strategic plan and a goal to complete this year.

Budget workshop ended at 8:06 p.m.