

A man with a beard, wearing a navy blue and white striped sweater over a white shirt and blue jeans, is walking through a library. He is holding the hand of a young girl with pigtails, who is wearing a white shirt and a clear backpack filled with books. The girl is walking away from the camera. The library has bookshelves, a green chair, and a desk in the background.

The City Library

FY23-24 Proposed Budget

The City Library By the Numbers 2022

New Cards Issued

27,243

Cards Received or Used By Cardholders Since 2018

152,756

Physical Materials Checked Out

2,517,961

eBooks Checked Out

345,330

eAudiobooks Checked Out

428,829

Gate Count

929,871

Unique Users

88,426

Storytime Attendance

7,500+

Amount Saved by the Average Patron*

\$326.31

Total Amount Saved by Patrons

\$28,854,666.97

** among patrons who had at least one transaction in 2022*

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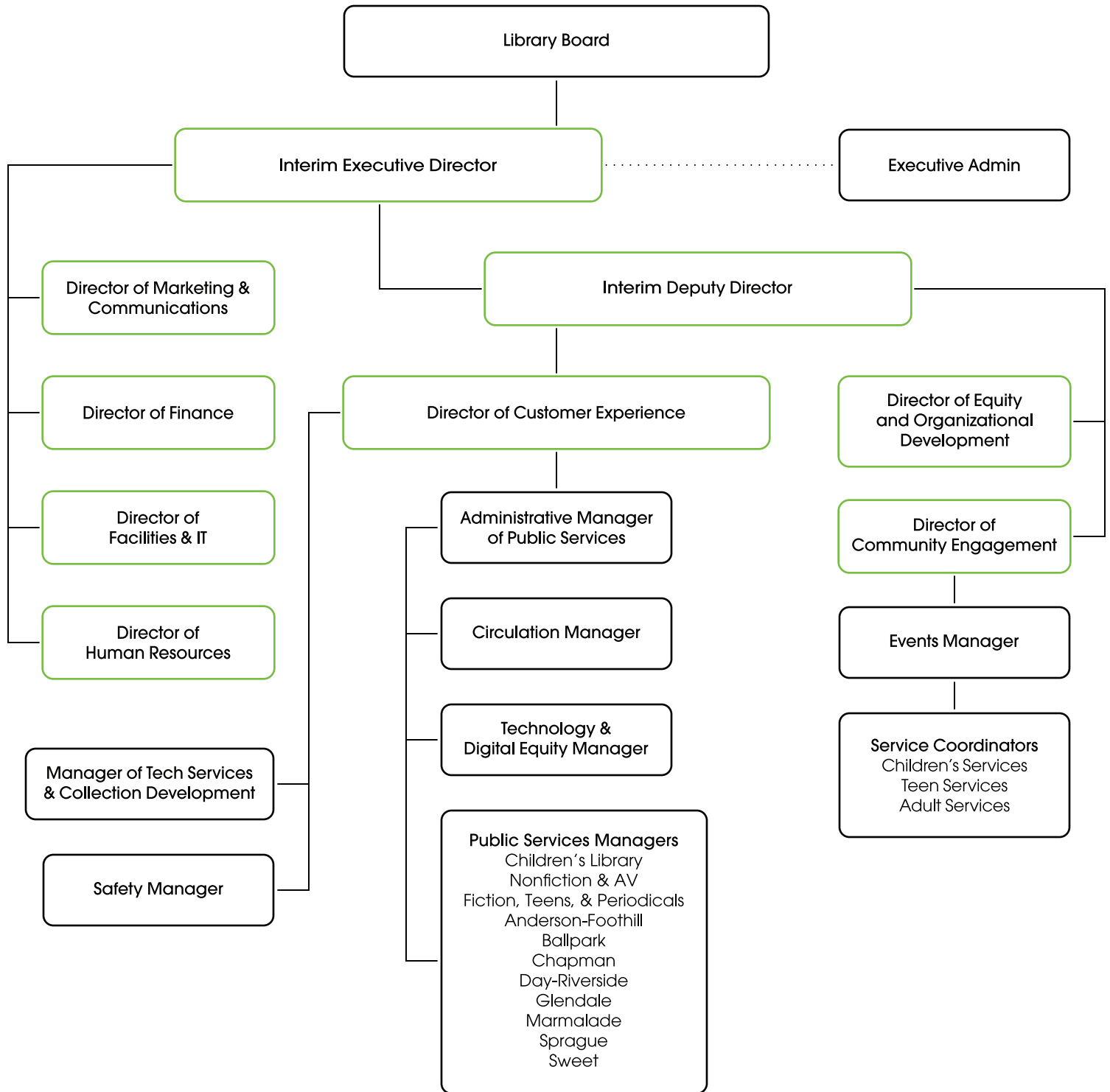
Debt Service Fund 14

Capital Project Fund 15



Random Acts of Opera performed at the Main Library

Organizational Chart



Executive Leadership Team (ELT)

A letter from the Interim Executive Director & Board President

March 2023

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

Every year during budget season, The City Library takes the opportunity to look to the future as we assess our organization's needs to maintain a 21st-century Library. This year, the Library set three budgetary goals to achieve while working within current operating budget levels. All three of our goals relate to our most important resource, our staff.

1. Invest in competitive compensation and growth opportunities for Library employees through salaries and wages, employee benefits, and professional development.
2. Recruit and retain BIPOC employees.
3. Provide necessary resources for successful job fulfillment through adequate staffing capacities, supporting budgets, training resources, and physical spaces.

The City Library prides itself on its fiscal responsibility, and recognizes that capital projects require large investments of money and time. We have four significant capital projects to focus on this upcoming fiscal year.

1. Main's roof renovation will be a large-scale, involved project. Not only will the behind-the-scenes waterproofing and structural supports be improved, but we will refresh the rooftop into a community-centric, well-shaded, sustainable, and safe space for the enjoyment of the entire city.
2. We will ensure healthy and safe spaces by investing in maintaining and upgrading critical building components. These include fire suppression systems, HVAC, electrical, sewer, and water systems.
3. We will continue to move forward in establishing a physical presence in the Ballpark neighborhood.
4. Lastly, we are working to move forward with the recommendations detailed in our Master Facilities Plan. We are pursuing long-term solutions for the Anderson-Foothill Branch and the Main Library, and determining the most impactful investments we can make on the west-side.

As we are in the midst of celebrating our 125th anniversary, this budget further solidifies our place as a cornerstone of the community throughout our long history. We are looking forward to expanding our services, working alongside community members to detail our future, and carrying on the legacy of the dedicated Library staff who came before us. As our Culture Statement declares, "We work together to make lives better" and I'm confident that our budget supports this continued commitment.

Thank you for your continued support,



Debbie Ehrman
Interim Executive Director

A handwritten signature in black ink, reading "Debbie Ehrman".



Adam Weinacker
Library Board President

A handwritten signature in black ink, reading "Adam Weinacker".

Staffing Profile

Position	FY23	FY24	Difference
Accountant	1	1	—
Accounting Specialist	1	1.45	0.45
Administrative Assistant	0.475	0.475	—
Administrative Manager	1	1	—
Assistant Director	7	7	—
Assistant Manager	4	4	—
Associate Librarian	21.425	20.8	-0.625
Audio Visual Specialist	1	1	—
Cataloger	1	1	—
Circulation Supervisor	2	2	—
Community Gardener Associate	0.45	0.45	—
Copy Editor & Public Relations	1	1	—
Creative Director	1	1	—
Custodial Manager	1	1	—
Custodial Supervisor	2	2	—
Custodian	18.7	15.7	-3
Data Analyst	1	1	—
Delivery Driver	1	1	—
Deputy Director	1	1	—
Equity & Org Development Associate	1	0	-1
Equity Coordinator	1	1	—
Event Associate	1.45	1.45	—
Executive Administrative Assistant	1	1	—
Executive Director	1	1	—
Graphic Designer	1	1	—
Help Desk Tech	2	1	-1
Human Resource Associate	3	3.475	0.475
IT Tech	0	1	1
Jr. Designer	1	1	—
Junior Project/Account Manager	0.475	0.475	—
Librarian	41.45	42	0.55
Library Aide	21.15	19.775	-1.375
Library Assistant	42.3	42.725	0.425
Licensed Clinical Social Worker	1	1	—
Literary Project Specialist	1	1	—
Logistics Coordinator	1	1	—
Maintenance Manager	1	1	—
Maintenance Technician	5	5	—
Maintenance Supervisor	1	1	—
Manager	14	14	—
Marketing & Comm Project Manager	1	1	—
Network & Systems Engineer	1	1	—

The FY24 Budget is an overall decrease of 0.2 FTE.

Proposed Staffing Additions:

- Financial Services & Human Resources
- A supervisor to redefine our substitute employee processes
- Two part-time Passport Assistants

Proposed Staffing Reductions:

- Shift 3 FTEs to contract custodial services

Staffing

Profile Continued

Position	FY23	FY24	Difference
Organizational Development Coordinator	0	1	1
Passport Agent	0	0.9	0.9
Passport Supervisor	1	1	—
Procurement & Contracts Manager	1	1	—
Safety Associate	8.9	8.9	—
Safety Manager	1	1	—
Safety Supervisor	2	2	—
Senior Network Support Technician	1	1	—
Senior Software Support Engineer	1	1	—
Service Coordinator	3	3	—
Social Media Manager & Photographer	1	1	—
Staff Development Coordinator	1	1	—
Substitute Supervisor	0	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	—
Trainer	0	1	1
Web Developer	1	1	—
Total	241.45	241.25	-0.2



Catching up with superheroes in the Teen Lounge

The City Library

Locations

Main Library

210 East 400 South
801-524-8200

Anderson-Foothill Branch

1135 South 2100 East
801-594-8611

Ballpark Branch

Coming 2023

Chapman Branch

577 South 900 West
801-594-8623

Day-Riverside Branch

1575 West 1000 North
801-594-8632

Glendale Branch

1375 South Concord
801-594-8660

Marmalade Branch

280 West 500 North
801-594-8680

Sprague Branch

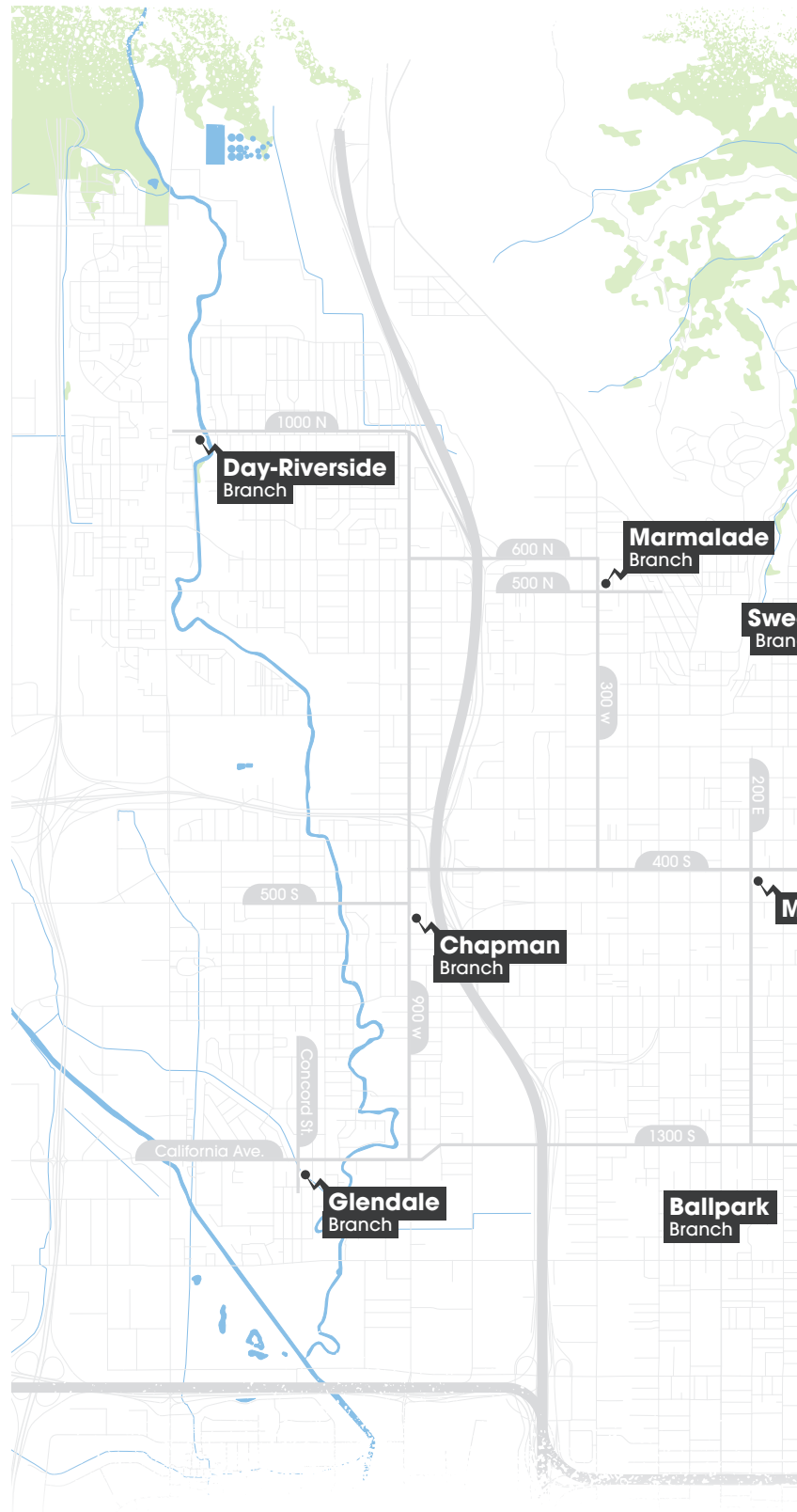
2131 South 1100 East
801-594-8640

Corinne & Jack Sweet Branch

455 F Street
801-594-8651

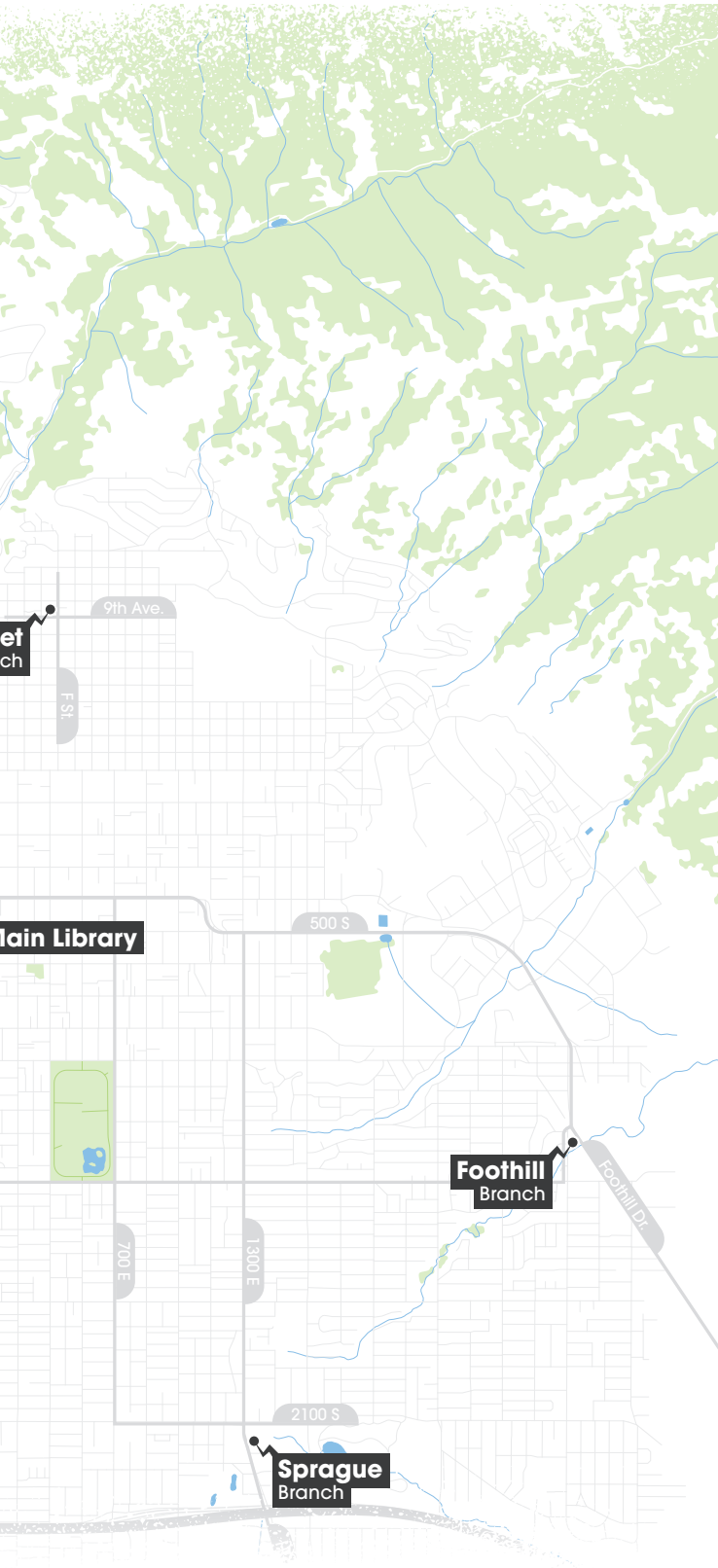


Birdwatching with a City Library Binocular Kit



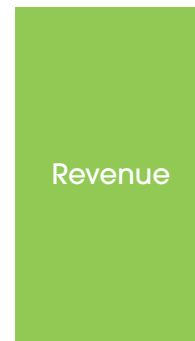
The City Library

FY23-24 Budget Proposal



Budget Overview

- General Fund Proposed Budget - \$33,012,370
 - Increase of \$4.4M or 15.4%
 - Higher due to **Capital Projects**
- Debt Service Fund Proposed Budget - \$987,450
- Capital Project Fund Proposed Budget - \$6,255,400



Revenue

Pages 10 & 11



Expenditures

Pages 12 & 13

Debt Service
Fund

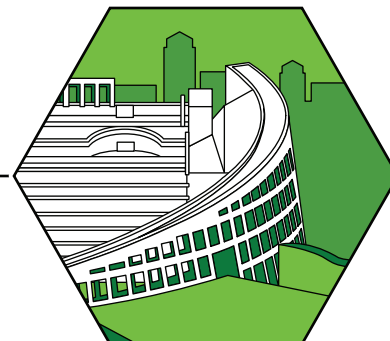


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Capital
Projects
Fund



Page 15



General Fund **Revenue**

FY23-24 Budget Proposal

Significant Revenue Increases

- \$475,000 in property tax from new growth
- \$365,000 from interest earnings
- \$84,500 from passport revenue

Personnel

- **3% increase for COLA and Longevity**
- **-0.2 FTEs/3 new positions**
 - FT Supervisor of Substitute Staff - Partially funded by reallocating funds
 - PT Accounting Specialist
 - PT HR Associate
 - 2 PT Passport Agents - Funded by projected revenue increase from expanded hours of Passport Services
 - 3 FTEs eliminated by custodial contract

Transfer to Capital Project Fund

Transferred approximately \$5.8M

- Includes \$1.5M in designated facilities and technology funds
- \$4.3M for Capital Projects

Fund Balance

- Projected fund balance at the **end of FY23**, is estimated to be **30% of the FY24 budget**.
- Projected fund balance at the **end of FY24**, is estimated to be **16.7% of the FY24 budget**.

Tax Revenues

	Tax Year 2018	Tax Year 2019	Tax Year 2020	Tax Year 2021	Tax Year 2022	Tax Year 2023 est.
Certified Tax Rate	.000757	.000741	.000680	.000649	.000615	.000615
Residential property	\$41.64	\$40.76	\$37.40	\$35.70	\$33.83	\$33.83
Commercial property	\$757.00	\$741.00	\$680.00	\$649.00	\$615.00	\$615.00

This chart reflects the estimated property tax amount for each \$100,000 of residential property value and each \$1,000,000 of commercial property value. Tax Year 2023 amounts are based on FY23 budgeted real and personal property tax revenue and a zero percent increase in 2022 property values.



Participants of the Teen Talks series

Accounts	FY22 Actual	FY23 Adopted Budget	FY23 Revised Budget	FY24 Proposed Budget	FY24 - FY23 Adopted Difference	Percent Change
REVENUES						
TAX REVENUE						
CURRENT YEAR PROPERTY TAXES	19,281,689	22,348,440	22,348,440	22,786,365	437,925	2.0%
PERSONAL PROPERTY TAXES	2,349,424	1,892,085	1,892,085	1,929,160	37,075	2.0%
PROPERTY TAXES-PASS THROUGH	327,108	600,000	600,000	800,000	200,000	33.3%
DELINQUENT PROPERTY TAXES	439,588	420,000	420,000	450,000	30,000	7.1%
MOTOR VEHICLE TAXES	795,125	735,000	735,000	800,000	65,000	8.8%
JUDGMENT LEVY	116,818	100,290	100,290	100,000	(290)	-0.3%
TOTAL TAX REVENUE	23,309,752	26,095,815	26,095,815	26,865,525	769,710	2.9%
INTERGOVERNMENTAL REVENUE						
GRANTS-FEDERAL	81,946	0	0	0	0	-
REIMBURSEMENTS-E RATE	43,470	35,000	35,000	23,700	(11,300)	-32.3%
GRANTS-STATE	100,287	47,000	53,000	47,000	0	0.0%
RDA REBATE	968,166	1,000,000	1,000,000	900,000	(100,000)	-10.0%
TOTAL INTERGOVERNMENTAL REVENUE	1,193,869	1,082,000	1,088,000	970,700	(111,300)	-10.3%
CHARGES FOR SERVICES						
PRINTER REVENUES	18,763	15,000	15,000	25,000	10,000	66.7%
PASSPORT SERVICES	124,680	97,000	97,000	181,500	84,500	87.1%
NON-RESIDENT FEES	15,649	14,000	14,000	16,000	2,000	14.3%
TOTAL CHARGES FOR SERVICES	159,092	126,000	126,000	222,500	96,500	76.6%
CHARGES FOR LOST/DAMAGED ITEMS						
CHARGES FOR LOST/DAMAGED ITEMS	20,090	20,000	20,000	20,000	0	0.0%
TOTAL CHARGES FOR LOST/DAMAGED ITEMS	20,090	20,000	20,000	20,000	0	0.0%
MISCELLANEOUS REVENUE						
INTEREST EARNINGS	(1,726)	80,000	80,000	445,000	365,000	456.3%
RENTS-FACILITIES	3,830	15,000	15,000	9,500	(5,500)	-36.7%
RENTS-COMMERCIAL SPACE	90	28,000	28,000	33,105	5,105	18.2%
SUNDRY REVENUES	49,586	26,000	26,000	26,000	0	0.0%
TOTAL MISCELLANEOUS REVENUE	51,780	149,000	149,000	513,605	364,605	244.7%
CONTRIBUTIONS & TRANSFERS						
DONATIONS	104,380	67,000	67,000	2,500	(64,500)	-96.3%
TOTAL CONTRIBUTIONS & TRANSFERS	104,380	67,000	67,000	2,500	(64,500)	-96.3%
FUND BALANCE APPROPRIATED						
FUND BALANCE-APPROPRIATED		1,059,070	2,353,070	4,417,540	3,358,470	317.1%
TOTAL FUND BALANCE APPROPRIATED	0	1,059,070	2,353,070	4,417,540	3,358,470	
TOTAL REVENUES	24,838,963	28,598,885	29,898,885	33,012,370	4,413,485	15.4%

General Fund Expenditures

FY23-24 Budget Proposal

Accounts	FY22 Actual	FY23 Adopted Budget	FY23 Revised Budget	FY24 Proposed Budget	FY24 - FY23 Adopted Difference	Percent Change
EXPENDITURES						
PERSONNEL						
SALARIES & WAGES-REGULAR	10,451,978	12,383,400	12,225,810	12,858,000	474,600	3.8%
OVERTIME-REGULAR	13,666	0	22,215	0	0	-
SALARIES & WAGES-FLEX	151,046	204,995	205,730	146,000	(58,995)	-28.8%
SOCIAL SECURITY-REGULAR	777,686	948,600	938,445	984,900	36,300	3.8%
SOCIAL SECURITY-FLEX	11,564	15,685	15,705	11,170	(4,515)	-28.8%
EMPLOYEE INSURANCE	1,476,562	2,405,900	2,374,430	2,316,500	(89,400)	-3.7%
RETIREE INSURANCE	21,600	21,600	21,600	20,400	(1,200)	-5.6%
STATE RETIREMENT	1,477,394	1,775,900	1,766,950	1,777,300	1,400	0.1%
WORKERS COMPENSATION	31,140	42,420	41,885	38,600	(3,820)	-9.0%
UNEMPLOYMENT INSURANCE	0	3,000	3,000	3,000	0	0.0%
OTHER EMPLOYEE BENEFITS	64,244	111,125	111,830	119,065	7,940	7.1%
EMPLOYEE APPRECIATION	7,415	12,960	12,960	13,000	40	0.3%
TOTAL PERSONNEL	14,484,295	17,925,585	17,740,560	18,287,935	362,350	2.0%
MATERIALS & SUPPLIES						
SUBSCRIPTIONS & MEMBERSHIPS	30,404	35,715	37,650	45,705	9,990	28.0%
PUBLICITY	166,393	260,795	260,795	203,570	(57,225)	-21.9%
TRAVEL & TRAINING	115,380	180,675	187,975	213,485	32,810	18.2%
OFFICE SUPPLIES & EXPENSE	9,675	14,000	14,000	14,000	0	0.0%
POSTAGE	29,196	25,500	25,500	30,500	5,000	19.6%
SPECIAL DEPARTMENT SUPPLIES	352,584	408,480	384,780	402,930	(5,550)	-1.4%
PRINTER COPIER PAPER	6,377	7,000	7,000	8,000	1,000	14.3%
PRINTER COPIER TONER	48,453	54,000	54,000	57,000	3,000	5.6%
TOTAL MATERIALS & SUPPLIES	758,462	986,165	971,700	975,190	(10,975)	-1.1%

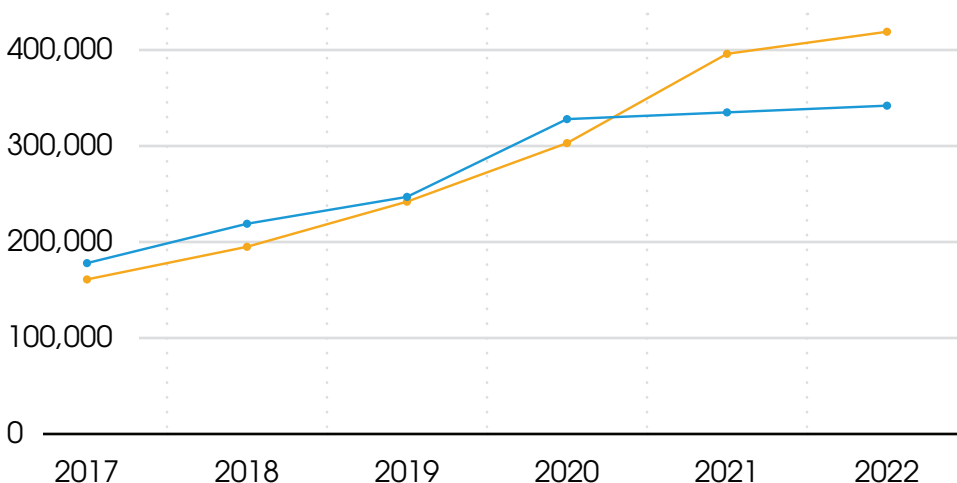
General Fund Significant Expenditure Increases

Buildings & Grounds:

- Utilities – Significant increase in natural gas costs
- Contract Services – Moved to a contract janitorial service at the Main Library for consistent coverage

Collections:

- eBooks and eAudiobooks – To meet increased demand and costs



eMedia Usage 2017-2022

In 2022:

- 428,829 eAudiobooks
- 345,330 eBooks

\$5.11 is the average cost for a paperback fiction

\$43.12 is the average cost for eMedia

— eAudio — eBooks

Accounts	FY22 Actual	FY23 Adopted Budget	FY23 Revised Budget	FY24 Proposed Budget	FY24 - FY23 Adopted Difference	Percent Change
EXPENDITURES						
BUILDINGS, GROUNDS & EQUIPMENT						
FUEL	11,185	12,000	12,000	12,000	0	0.0%
MAINTENANCE-EQUIPMENT & FURNITURE	193,584	298,620	298,620	270,390	(28,230)	-9.5%
MAINTENANCE-VEHICLES	19,556	12,000	12,000	10,500	(1,500)	-12.5%
MAINTENANCE-BUILDINGS & GROUNDS	621,721	521,600	677,235	755,550	233,950	44.9%
UTILITIES-BOILER OPERATIONS	110,955	75,000	75,000	115,000	40,000	53.3%
UTILITIES-ELECTRICITY	437,068	454,500	454,500	439,000	(15,500)	-3.4%
UTILITIES-NATURAL GAS	101,867	94,000	94,000	199,500	105,500	112.2%
UTILITIES-CITY SERVICES	74,835	92,700	92,700	94,500	1,800	1.9%
UTILITIES-GARBAGE	36,255	36,795	36,795	39,600	2,805	7.6%
UTILITIES-TELECOMMUNICATIONS	113,547	135,000	135,000	118,855	(16,145)	-12.0%
TOTAL BUILDINGS, GROUNDS & EQUIPMENT	1,720,573	1,732,215	1,887,850	2,054,895	322,680	18.6%
SERVICES						
PROFESSIONAL & TECHNICAL SERVICES	120,780	170,200	157,750	123,700	(46,500)	-27.3%
SECURITY CONTRACTS	26,354	36,000	39,500	45,250	9,250	25.7%
TECHNOLOGY CONTRACTS	315,947	453,330	471,330	592,765	139,435	30.8%
CITY ADMINISTRATIVE CHARGES	24,153	35,500	35,500	30,500	(5,000)	-14.1%
CATALOGING CHARGES	95,901	102,000	102,000	102,000	0	0.0%
STAFF TRAINING & DEVELOPMENT	34,640	50,000	50,000	64,040	14,040	28.1%
PROGRAMMING	264,041	296,790	294,290	304,895	8,105	2.7%
BOARD DEVELOPMENT	1,518	7,000	7,000	7,000	0	0.0%
INTERLIBRARY LOANS	183	500	500	500	0	0.0%
TOTAL SERVICES	883,517	1,151,320	1,157,870	1,270,650	119,330	10.4%
OTHER CHARGES						
INSURANCE	359,263	396,400	396,400	439,100	42,700	10.8%
RENTS		90,000	90,000	0	(90,000)	-100.0%
SUNDRY EXPENSE	23,619	87,500	87,500	25,400	(62,100)	-71.0%
EXECUTIVE DISCRETION	6,000	15,000	15,000	20,000	5,000	33.3%
STAFF INNOVATION	973	5,000	5,000	0	(5,000)	-100.0%
TOTAL OTHER CHARGES	389,855	593,900	593,900	484,500	(109,400)	-18.4%
COLLECTIONS & CAPITAL OUTLAYS						
LAND	0	0	1,300,000	0	0	-
BUILDINGS	127,475	142,000	142,000	0	(142,000)	-100.0%
IMPROVEMENTS	12,018	0	24,000	0	0	-
EQUIPMENT	12,485	0	1,740	0	0	-
FURNISHINGS	0	20,000	20,565	0	(20,000)	-100.0%
TECHNOLOGY	0	0	5,000	0	0	-
PRINT MATERIALS	680,930	659,000	659,000	745,000	86,000	13.1%
AUDIO MATERIALS	48,450	55,000	55,000	50,000	(5,000)	-9.1%
VISUAL MATERIALS	227,525	350,000	350,000	285,000	(65,000)	-18.6%
DATABASES	201,403	235,000	235,000	210,000	(25,000)	-10.6%
E BOOKS & AUDIO	735,718	690,000	690,000	875,000	185,000	26.8%
NEWSPAPERS & MAGAZINES	92,688	100,000	100,000	100,000	0	0.0%
TOTAL COLLECTIONS & CAPITAL OUTLAYS	2,138,692	2,251,000	3,582,305	2,265,000	14,000	0.6%
TRANSFERS, GRANTS & DONATIONS						
TRANSFER TO CAPITAL PROJECT FUND	1,813,500	2,271,500	2,271,500	5,841,700	3,570,200	157.2%
TRANSFER TO DEBT SERVICE FUND	906,944	1,035,200	1,035,200	985,500	(49,700)	-4.8%
PAYMENTS TO OTHER GOVERNMENTS	327,108	600,000	600,000	800,000	200,000	33.3%
GRANTS-FEDERAL	45,248	0	0	0	0	-
GRANTS-STATE	102,316	47,000	53,000	47,000	0	0.0%
DONATIONS	747	5,000	5,000	0	(5,000)	-100.0%
TOTAL TRANSFERS, GRANTS & DONATIONS	3,195,863	3,958,700	3,964,700	7,674,200	3,715,500	93.9%
TOTAL EXPENDITURES	23,571,257	28,598,885	29,898,885	33,012,370	4,413,485	15.4%
REVENUES OVER (UNDER) EXPENDITURES	1,267,706	0	0	0	0	

Debt Service Fund

FY23-24 Budget Proposal

Accounts	FY22 Actual	FY23 Adopted Budget	FY23 Revised Budget	FY24 Proposed Budget	FY24 - FY23 Adopted Difference	Percent Change
REVENUES						
INTEREST	(7,727)	0	0	0	0	-
TRANSFERS	906,944	1,035,200	1,035,200	985,500	(49,700)	-4.8%
FUND BALANCE-APPROPRIATED	0	3,500	3,500	1,950	(1,550)	-44.3%
TOTAL REVENUES	899,217	1,038,700	1,038,700	987,450	(51,250)	-4.9%
EXPENDITURES						
INTEREST PAYMENTS	300,808	403,700	403,700	181,850	(221,850)	-55.0%
PRINCIPAL PAYMENTS	600,000	630,000	630,000	801,600	171,600	27.2%
ADMINISTRATIVE FEES	3,387	5,000	5,000	4,000	(1,000)	-20.0%
FUND BALANCE-UNAPPROPRIATED	0	0	0	0	0	-
TOTAL EXPENDITURES	904,195	1,038,700	1,038,700	987,450	(51,250)	-4.9%
REVENUES OVER (UNDER) EXPENDITURES	(4,978)	0	0	0	0	

Debt Service Fund

- Lower because the City refinanced the Glendale and Marmalade Branch bonds



Over 10,000 music fans visited Library Square for the 2022 Kilby Block Party

Capital Project Fund

FY23-24 Budget Proposal

Accounts	FY22 Actual	FY23 Adopted Budget	FY23 Revised Budget	FY24 Proposed Budget	FY24 - FY23 Adopted Difference	Percent Change
REVENUES						
INTEREST	(18,145)	35,000	35,000	0	(35,000)	-100.0%
SUNDRY REVENUES	1,527	0	0	0	0	-
TRANSFER FROM GENERAL FUND	1,813,500	2,271,500	2,271,500	5,841,700	3,570,200	157.2%
FUND BALANCE-APPROPRIATED	0	1,595,000	4,774,670	413,700	(1,181,300)	-74.1%
TOTAL REVENUES	1,796,882	3,901,500	7,081,170	6,255,400	2,353,900	60.3%
EXPENDITURES						
CAP OUTLAY-BUILDINGS	347,290	2,350,000	5,212,050	5,198,500	2,848,500	121.2%
CAP OUTLAY-IMPROVEMENTS	210,821	69,500	196,025	0	(69,500)	-100.0%
CAP OUTLAY-EQUIPMENT	54,861	162,000	220,350	5,400	(156,600)	-96.7%
CAP OUTLAY-FURNISHINGS	158,020	137,000	259,710	20,000	(117,000)	-85.4%
CAP OUTLAY-TECHNOLOGY	467,297	1,183,000	1,187,535	1,031,500	(151,500)	-12.8%
CAP OUTLAY-FOOTHILL BRANCH RESTRICTED	0	0	5,500	0	0	-
FUND BALANCE-UNAPPROPRIATED	0	0	0	0	0	-
TOTAL EXPENDITURES	1,238,289	3,901,500	7,081,170	6,255,400	2,353,900	60.3%
REVENUES OVER (UNDER) EXPENDITURES	558,593	0	0	0	0	

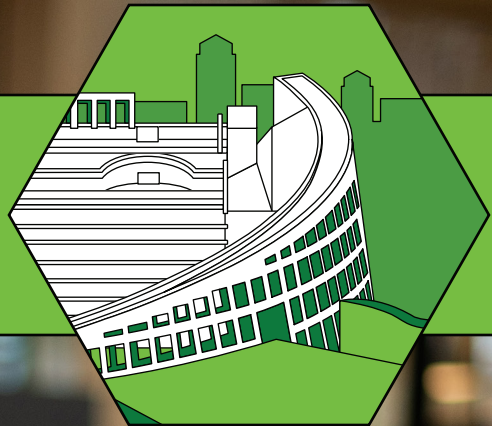
Major Capital Projects

- \$3.75M for the Main Library roof project
- \$500,000 for a new cooling tower at the Main Library
- \$400,000 for the Master Facilities Plan Concept Development
- Anderson-Foothill Branch, Main Library & create a west-side plan
- \$400,000 for PC server and network replacements
- \$300,000 for Ballpark renovations and collections – carried over from FY23
- \$250,000 additional to acquire and implement an HRIS
- \$200,000 to expand and enhance the camera security system



The City Library

THE SALT LAKE CITY PUBLIC LIBRARY SYSTEM



The City Library
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