

Budget Form 1 - Budget Estimate

Year: 2025 County: Kosciusko Unit: Warsaw Community Public Library

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0061 - RAINY DAY	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	3110	Professional Services	\$100,000	\$100,000
0061 - RAINY DAY	NO DEPARTMENT	CAPITAL OUTLAYS	Improvements Other Than Building	4310	Improvements other than building	\$0	\$0
0061 - RAINY DAY	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact		Property Tax Cap Impact	\$0	\$0
0061 - RAINY DAY Total						\$100,000	\$100,000
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	PERSONAL SERVICES	Salaries and Wages	1110	Salary of Librarian	\$120,000	\$120,000
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	PERSONAL SERVICES	Salaries and Wages	1120	Salary of Assistants	\$1,350,209	\$1,350,209
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	PERSONAL SERVICES	Salaries and Wages	1130	Wages of Janitors	\$72,793	\$72,793
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	PERSONAL SERVICES	Employee Benefits	1210	Employer's Share-FICA	\$118,100	\$118,100
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	PERSONAL SERVICES	Employee Benefits	1220	Unemployment Compensation	\$13,257	\$13,257
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	PERSONAL SERVICES	Employee Benefits	1230	Employer's Contribution-PERF	\$136,965	\$136,965
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	PERSONAL SERVICES	Employee Benefits	1240	Employer's Contribution-Group Insurance	\$621,946	\$621,946
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SUPPLIES	Office Supplies	2110	Official Records	\$400	\$400
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SUPPLIES	Office Supplies	2120	Stationery and Printing	\$500	\$500
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SUPPLIES	Office Supplies	2130	Other Office Supplies	\$23,000	\$23,000

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SUPPLIES	Operating Supplies	2210	Cleaning and Sanitation Supplies	\$5,000	\$5,000
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SUPPLIES	Operating Supplies	2220	Fuel, Oil and Lubricants	\$500	\$500
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SUPPLIES	Operating Supplies	2230	Other Operating Supplies	\$10,000	\$10,000
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SUPPLIES	Repair and Maintenance Supplies	2310	Building Materials and Supplies	\$3,500	\$3,500
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SUPPLIES	Repair and Maintenance Supplies	2320	Paint and Painting Supplies	\$500	\$500
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SUPPLIES	Repair and Maintenance Supplies	2330	Repair Parts	\$1,200	\$1,200
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SUPPLIES	Repair and Maintenance Supplies	2340	Other Repair and Maintenance Supplies	\$500	\$500
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SUPPLIES	Other Supplies	2410	Library Supplies	\$21,250	\$21,250
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SUPPLIES	Other Supplies	2430	Promotional	\$26,250	\$26,250
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SUPPLIES	Other Supplies	2440	Miscellaneous	\$35	\$35
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Professional Services	3110	Other Professional Services	\$373,500	\$373,500
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Communication and Transportation	3210	Telephone and Internet	\$80,000	\$80,000
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Communication and Transportation	3220	Postage	\$5,000	\$5,000
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Communication and Transportation	3230	Traveling Expense	\$5,000	\$5,000
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Communication and Transportation	3240	Professional Meetings	\$8,000	\$8,000

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Communication and Transportation	3250	Freight and Express	\$12,000	\$12,000
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Printing and Advertising	3310	Advertising and Publication of Notices	\$6,000	\$6,000
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Printing and Advertising	3320	Printing (Other than Office Supplies)	\$525	\$525
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Insurance	3410	Official Bonds	\$100	\$100
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Insurance	3420	Other Insurance	\$36,000	\$36,000
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Utility Services	3510	Gas	\$16,000	\$16,000
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Utility Services	3520	Electricity	\$84,000	\$84,000
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Utility Services	3530	Water	\$10,000	\$10,000
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Utility Services	3540	Waste Disposal Services	\$8,000	\$8,000
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Repairs and Maintenance	3610	Buildings and Structures	\$120,000	\$120,000
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Repairs and Maintenance	3620	Equipment	\$110,000	\$110,000
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Rentals	3710	Real Estate	\$5	\$5
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Rentals	3720	Equipment	\$100	\$100
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Rentals	3730	Other Rental	\$3,000	\$3,000
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Other Services and Charges	3910	Dues	\$7,000	\$7,000

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Other Services and Charges	3930	Taxes and Assessments	\$15	\$15
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Other Services and Charges	3950	Ebook Services	\$400,000	\$400,000
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Other Services and Charges	3952	Snow Removal & Lawn	\$15,000	\$15,000
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Other Services and Charges	3953	OCLC Service	\$32,500	\$32,500
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Other Services and Charges	3954	Refunds	\$150	\$150
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	SERVICES AND CHARGES	Other Services and Charges	3999	Other	\$150	\$150
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	CAPITAL OUTLAYS	Land	4110	Land	\$5	\$5
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	CAPITAL OUTLAYS	Buildings	4210	Buildings	\$5	\$5
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	CAPITAL OUTLAYS	Improvements Other Than Building	4310	Improvements other than buildings	\$5	\$5
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	CAPITAL OUTLAYS	Machinery, Equipment, and Vehicles	4410	Furniture & Equipment	\$62,500	\$62,500
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	CAPITAL OUTLAYS	Books and Other Media	4510	Books	\$226,400	\$226,400
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	CAPITAL OUTLAYS	Books and Other Media	4520	Periodicals & Newspapers	\$15,015	\$15,015
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	CAPITAL OUTLAYS	Books and Other Media	4531	Sound Recordings	\$45,000	\$45,000
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	CAPITAL OUTLAYS	Books and Other Media	4532	Microforms	\$1,000	\$1,000
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	CAPITAL OUTLAYS	Books and Other Media	4533	Video	\$75,000	\$75,000

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	CAPITAL OUTLAYS	Books and Other Media	4534	Realia	\$5,000	\$5,000
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	CAPITAL OUTLAYS	Books and Other Media	4535	Software	\$5,020	\$5,020
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	DEBT SERVICE	Payments on Tax Anticipation Warrants Principal	3810	Debt Service	\$0	\$0
0101 - GENERAL	PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY	PROPERTY TAX CAP	Property Tax Cap Impact	3998	Property Tax Cap Impact	\$0	\$0
0101 - GENERAL Total						\$4,292,900	\$4,292,900
UNIT TOTAL						\$4,392,900	\$4,392,900

Budget Form 2 - Estimate of Miscellaneous Revenue

Year: 2025 County: Kosciusko Unit: 0121 - Warsaw Community Public Library

Fund	Revenue Code	Revenue Name	July 1 - December 31, 2024	January 1 - December 31, 2025
0061 - RAINY DAY	R902	Earnings on Investments and Deposits	\$2,000	\$4,000
0061 - RAINY DAY	R910	Transfers In - Transferred from Another Fund	\$0	\$0
		RAINY DAY	\$2,000	\$4,000
0101 - GENERAL	R112	Financial Institution Tax Distribution	\$4,147	\$8,294
0101 - GENERAL	R114	Vehicle/Aircraft Excise Tax Distribution	\$87,897	\$175,793
0101 - GENERAL	R135	Commercial Vehicle Excise Tax Distribution (CVET)	\$4,617	\$9,234
0101 - GENERAL	R138	Local Income Tax (LIT) Certified Shares	\$427,805	\$867,245
0101 - GENERAL	R409	Document and Copy Fees	\$1,500	\$3,000
0101 - GENERAL	R503	Other Fines and Forfeitures	\$8,000	\$16,000
0101 - GENERAL	R902	Earnings on Investments and Deposits	\$2,000	\$4,000
		GENERAL	\$535,966	\$1,083,566
		0121 - WARSAW COMMUNITY PUBLIC LIBRARY Total	\$537,966	\$1,087,566

Budget Estimate - Financial Statement-Proposed Tax Rate**Taxing Unit:** 0121 - WARSAW COMMUNITY PUBLIC LIBRARY**Fund Name:** 0061 - RAINY DAY**County:** 43 - Kosciusko County**Year:** 2025

July to December - 2024	
Cash Balance and Revenues	
1. June 30th Cash Balance	\$576,269
2. Property Taxes To be Collected	\$0
3. Miscellaneous Revenue	\$2,000
4. Total Cash and Revenues	\$578,269
Expenses	
5. Necessary Expenditures	\$470,000
6. Additional Appropriations	\$0
7. Outstanding Temporary Loans and Transfers	\$0
7a). Transfers Out and Outstanding Temporary Loans	\$0
7b). Reserved	\$0
7c). School Transfers	
8. Total Expenses required	\$470,000
9. Estimated December 31st 2024 Cash Balance (Line 4 - 8)	\$108,269

Budget Year - 2025		
Revenues	Advertised Amount	Adopted Amount
10. Reserved for DLGF Application of Levy Excess		
11. Property Tax Levy	\$0	
12. Property Tax Cap Impact	\$0	
13. Miscellaneous	\$4,000	\$4,000
14. Budget Year Total Revenues	\$4,000	\$4,000
Expenses	Advertised Amount	Adopted Amount
15. 2025 Budget Estimate	\$100,000	\$100,000
16. Outstanding Temporary Loans and Transfers	\$0	\$0
16a). Transfers Out and Outstanding Temporary Loans	\$0	\$0
16b). Reserved	\$0	\$0
16c). School Transfers		
17. Total 2025 Expenses	\$100,000	\$100,000
18. Operating Balance - Estimated December 31st 2025 Cash Balance (Line 9 + 14 - 17)	\$12,269	\$12,269

	Advertised Amount	Adopted Amount
Net Assessed Value	\$1,812,677,898	\$1,812,677,898
Property Tax Rate	0.0000	

Budget Estimate - Financial Statement-Proposed Tax Rate

Taxing Unit: 0121 - WARSAW COMMUNITY PUBLIC LIBRARY

Fund Name: 0101 - GENERAL

County: 43 - Kosciusko County

Year: 2025

July to December - 2024	
Cash Balance and Revenues	
1. June 30th Cash Balance	\$2,133,393
2. Property Taxes To be Collected	\$973,594
3. Miscellaneous Revenue	\$535,966
4. Total Cash and Revenues	\$3,642,953
Expenses	
5. Necessary Expenditures	\$2,436,015
6. Additional Appropriations	\$0
7. Outstanding Temporary Loans and Transfers	\$0
7a). Transfers Out and Outstanding Temporary Loans	\$0
7b). Reserved	\$0
7c). School Transfers	
8. Total Expenses required	\$2,436,015
9. Estimated December 31st 2024 Cash Balance (Line 4 - 8)	\$1,206,938

Budget Year - 2025		
Revenues	Advertised Amount	Adopted Amount
10. Reserved for DLGF Application of Levy Excess		
11. Property Tax Levy	\$2,403,411	
12. Property Tax Cap Impact	\$110,000	
13. Miscellaneous	\$1,083,566	\$1,083,566
14. Budget Year Total Revenues	\$3,376,977	\$1,083,566
Expenses	Advertised Amount	Adopted Amount
15. 2025 Budget Estimate	\$4,292,900	\$4,292,900
16. Outstanding Temporary Loans and Transfers	\$0	\$0
16a). Transfers Out and Outstanding Temporary Loans	\$0	\$0
16b). Reserved	\$0	\$0
16c). School Transfers		
17. Total 2025 Expenses	\$4,292,900	\$4,292,900
18. Operating Balance - Estimated December 31st 2025 Cash Balance (Line 9 + 14 - 17)	\$291,015	(\$2,002,396)

	Advertised Amount	Adopted Amount
Net Assessed Value	\$1,812,677,898	\$1,812,677,898
Property Tax Rate	0.1326	



WARSAW COMMUNITY **PUBLIC LIBRARY**

310 E Main Street, Warsaw IN 46580

BOARD OF TRUSTEES PUBLIC HEARING

September 9, 2024 - 4 PM

Meeting Room A/B

- A. CALL TO ORDER
- B. PUBLIC HEARING FOR THE 2025 BUDGETS
- C. ADJOURNMENT

BOARD OF TRUSTEES MEETING AGENDA

September 9, 2024 – 4:15 PM

Meeting Room A/B

- A. CALL TO ORDER
- B. INTRODUCTION OF GUESTS
- C. ADOPTION OF AGENDA
- D. APPROVAL OF MINUTES
 - 1. Executive Session Minutes
 - 2. Monthly Meeting Minutes
- E. FINANCIAL REPORT
- F. DIRECTOR'S REPORT
- G. COMMITTEE REPORTS
 - 1. Renovation Committee
- H. OLD BUSINESS
- I. NEW BUSINESS
 - 1. Hoosier START Resolution
- J. ADJOURNMENT

9-5-24

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES
EXECUTIVE SESSION MINUTES
August 12, 2024**

CALL TO ORDER

President Chris Merrill called the session to order at 4:00 PM on Monday, August 12, 2024.
Members present: Cathi Zdenek, Barbara Beck, Ben Rice, Jill Beehler, Jen Hicks, and Tim Keyes.

PURPOSE

The board met in an executive session to discuss:

IC 5-14-1.5-6.1(b) Executive sessions may be held only in the following instances:

- (1) Where authorized by federal or state statute.
- (6) With respect to any individual over whom the governing body has jurisdiction:
 - (A) to receive information concerning the individual's alleged misconduct; and
 - (B) to discuss, before a determination, the individual's status as an employee, a student, or an independent contractor.

No other subject matter was discussed in the executive session.

ADJOURNMENT

By board consensus, the meeting adjourned at 4:18 PM.

Respectfully Submitted:

Attested:

Cathi Zdenek
Secretary

Chris Merrill
President

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
August 12, 2024**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4:20 PM on Monday, August 12, 2024. Members present: Tim Keyes, Barbara Beck, Jill Beehler, Cathi Zdenek, Jen Hicks, and Ben Rice. Executive Director Heather Barron, Business Manager Renee Sweeny, Administrative Liaison Robin Fosnaugh, InkFree News Journalist Liz Adkin, and News Now Director Dan Spalding.

READING AND APPROVAL OF AGENDA

The agenda of the August 12, 2024 meeting was reviewed. Jill Beehler moved

THAT the Board approves the agenda as presented.

SECOND: Tim Keyes

MOTION: Passed

READING AND APPROVAL OF MINUTES

The meeting minutes from July 8, 2024, were reviewed. Tim Keyes moved

THAT the Board approves the minutes as presented.

SECOND: Barbara Beck

MOTION: Passed

FINANCIAL REPORT

Renee Sweeny reviewed the financial report, claims, and investments. Cathi Zdenek moved

THAT the Board approves the financial report as presented.

SECOND: Ben Rice

MOTION: Passed

DIRECTOR REPORT

Executive Director Heather Barron reported that over 2,000 participants read more than 5.6 million pages during the annual summer reading challenge. To celebrate the occasion, staff served cotton candy to patrons.

Storytime at Rambler Park in Silver Lake was a success with residents. Other outreach partnerships included the Lily Center for Lakes and Streams, Kosciusko Senior Services, and two assisted living centers.

With the finalization of details almost complete, the StoryWalk® dedication has been rescheduled for September 9.

Community input surveys will be conducted in September as part of the feasibility study. Team members from MKM Architecture + Design will schedule times to connect with community organizations and gather feedback on how the library can better serve them. Additionally, a 3D digital scan of the building has been completed and is now available to assist with the study.

The new website will launch on August 19, and a new logo will accompany it.

The building report indicated that the mop sink was leaking, leading to toilet issues caused by deteriorating fixtures. A second pinhole leak was also found in the sprinkler system, which is currently sealed.

COMMITTEE REPORTS

There were no committee reports.

OLD BUSINESS

There was no old business.

NEW BUSINESS

A resolution was presented to join the Indiana State Library Consortium for Public Library Internet Access. This resolution allows the library to access discounted pricing for internet services. Tim Keyes moved

THAT the Board approves the resolution as presented.

SECOND: Cathi Zdenek

MOTION: Passed

The Board reviewed the Resident/Non-Resident Library Card Issuance Policy and the Resolution for Non-Resident Fee. To comply with the Indiana State Library standards, Heather suggested adjusting the annual fee to \$100 and the three-month fee to \$25. Jill Beehler moved

THAT the Board approves the resolution and policy as presented.

SECOND: Cathi Zdenek

MOTION: Passed

The Review Committee has recommended upholding the decision made by the Executive Director regarding the Laurie Voss personnel matter. The employee will remain in their current position and maintain their current salary. The employee's Family and Medical Leave Act (FMLA) request was resolved earlier. Cathi Zdenek moved

THAT the Board upholds the Executive Director's decision on the personnel matter.

SECOND: Tim Keyes

MOTION: Passed

ADJOURNMENT

With no further business, Tim Keyes moved

THAT the meeting adjourns at 4:40 PM.

SECOND: Jen Hicks

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh
Administrative Liaison

Cathi Zdenek
Secretary