Fund Balance/Carry Over Projects 2025

1. Large Print Shelving	$ 3,000.00
2. Demco Display Shelving	$ 1,779.54
3. Outside Sign Holder	$ 656.97
4. Water Fountain/Bubbler	$ 2,154.00
TOTAL FUND BALANCE EXPENSE (230 Account)	**$ 7,590.51**
FOUNDATION EXPENSE (231 Account)	**$18,595.00**

Fund Balance Total (2025)	$127,338.08
10% operating budget	$ 92,004.36
	$ 35,333.72
2025 expenses	-6,636.51
REMAINING	$ 28,697.21*

*$4,000 already removed from budget revenue

GeneralLedgerPeriod.ID = 631 & GLBudget.ID = 9

Account Number	Account Title	Dept Requested	Current Actual	Current Budget
Library - 2026 Budget - 00/26 (1/1/2026)				
230-00-55110-110	WAGES-FULLTIME	0.00	214,161.85	383,442.13
230-00-55110-111	WAGES-PARTTIME	0.00	91,716.25	146,723.17
230-00-55110-112	OVERTIME COMPENSATION	0.00	0.00	0.00
230-00-55110-115	LONGEVITY	0.00	0.00	0.00
230-00-55110-130	HEALTH INSURANCE	0.00	54,027.92	83,069.04
230-00-55110-131	TERM LIFE INSURANCE	0.00	843.29	1,358.84
230-00-55110-132	DENTAL INSURANCE	0.00	1,530.00	2,880.00
230-00-55110-134	INCOME CONTINUATION INS	0.00	0.00	0.00
230-00-55110-136	RETIREE BENEFITS	0.00	0.00	0.00
230-00-55110-140	EMPLOYEE ASSISTANCE PROGRAM	0.00	66.00	65.00
230-00-55110-150	RETIREMENT	0.00	15,697.99	26,649.23
230-00-55110-151	FICA	0.00	22,629.69	40,557.65
230-00-55110-153	SICK/VACATION ACCRUAL	0.00	0.00	0.00
230-00-55110-190	BENEFIT BALANCING	0.00	0.00	0.00
230-00-55110-201	DRUG/ALCOHOL TESTING	0.00	0.00	100.00
230-00-55110-210	HARDWARE MAINTENANCE	0.00	0.00	0.00
230-00-55110-211	SOFTWARE SUPPORT	44,476.00	41,633.26	42,595.00
230-00-55110-212	OFFICE EQUIPMENT MAINTENANCE	0.00	0.00	0.00
230-00-55110-215	AUDIT	2,501.00	3,000.91	2,750.00
230-00-55110-216	ASSOCIATION DUES	910.00	675.45	935.00
230-00-55110-219	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00
230-00-55110-220	TELEPHONE	8,820.00	5,914.82	8,900.00
230-00-55110-221	ELECTRICITY & GAS	33,430.00	21,473.19	30,000.00
230-00-55110-222	WATER & SEWER CHARGES	2,162.00	1,460.21	2,000.00
230-00-55110-232	HVAC MAINTENANCE	0.00	51.13	0.00
230-00-55110-243	BUILDING/GROUNDS MAINT CONTRAC	7,660.00	12,354.22	5,400.00

GeneralLedgerPeriod.ID = 631 & GLBudget.ID = 9

Account Number	Account Title	Dept Requested	Current Actual	Current Budget
230-00-55110-290	TRAINING	1,000.00	1,957.50	1,000.00
230-00-55110-291	POSTAGE	100.00	31.92	400.00
230-00-55110-292	PRINTING/PUBLISHING	0.00	0.00	0.00
230-00-55110-294	OTHER CONTR SVS	25,105.00	19,946.95	24,917.00
230-00-55110-310	OFFICE SUPPLIES	9,000.00	5,970.05	9,000.00
230-00-55110-320	PUBLICATIONS, SUBSCRIPTIONS	4,500.00	3,465.71	5,525.00
230-00-55110-330	TRAVEL (CUST)	1,170.00	826.84	1,400.00
230-00-55110-340	OPERATING SUPPLIES	6,000.00	4,838.34	4,500.00
230-00-55110-350	BUILDING/GROUNDS MAINT SUPPLIE	3,300.00	2,589.52	2,500.00
230-00-55110-390	PROGRAMMING	13,000.00	10,147.35	13,000.00
230-00-55110-510	GENERAL LIABILITY INSURANCE	0.00	1,285.50	1,151.00
230-00-55110-511	WORKMEN'S COMP	0.00	837.52	538.00
230-00-55110-512	PROPERTY INSURANCE	0.00	9,850.20	9,850.20
230-00-55110-540	DEPRECIATION	0.00	0.00	0.00
230-00-55110-550	ADMINISTRATIVE SERVICES	0.00	0.00	5,937.31
230-00-55110-590	BANK FEES	0.00	0.00	0.00
230-00-55110-741	LOSSES	0.00	0.00	0.00
230-00-55110-799	MISCELLANEOUS EXPENSE	0.00	0.00	0.00
230-00-55110-821	BUILDING/GROUNDS	100.00	7,286.12	1,300.00
230-00-55110-823	OFFICE EQUIPMENT & FURNISHINGS	1,300.00	3,076.89	2,000.00
230-00-55110-850	BOOKS	49,000.00	26,304.26	48,500.00
230-00-55110-851	AUDIO MATERIALS	0.00	0.00	0.00
230-00-55110-852	VIDEO MATERIALS	0.00	0.00	0.00
230-00-55110-853	ELECTRONIC RESOURCE MATERIALS	5,922.00	5,448.21	5,600.00
230-00-55110-870	COMPUTER HARDWARE	3,000.00	0.00	5,500.00
230-00-59500-630	BOND FEES	0.00	0.00	0.00
230-11-55110-291	POSTAGE	0.00	0.00	0.00

GeneralLedgerPeriod.ID = 631 & GLBudget.ID = 9

Account Number	Account Title	Dept Requested	Current Actual	Current Budget
230-43-43690-000	OTHER STATE PAYMENTS	0.00	0.00	0.00
230-43-43720-000	COUNTY APPROPRIATION	249,235.00	237,416.64	237,417.00
230-43-43721-000	SCLS APPROPRIATION	525.00	2,359.95	525.00
230-46-46710-000	LIBRARY FEES	14,000.00	10,072.60	13,500.00
230-48-48500-000	DONATIONS	1,000.00	0.00	0.00
230-48-48900-000	MISCELLANEOUS REVENUE	10,000.00	4,850.00	10,000.00
231-00-55113-220	TELEPHONE	0.00	0.00	0.00
231-00-55113-290	TRAINING	0.00	0.00	0.00
231-00-55113-291	POSTAGE	0.00	0.00	0.00
231-00-55113-292	PRINTING/PUBLISHING	0.00	0.00	0.00
231-00-55113-294	OTHER CONTRACTUAL SVC	0.00	1,000.00	0.00
231-00-55113-310	OFFICE SUPPLIES	400.00	266.58	650.00
231-00-55113-320	PUBLICATIONS, SUBSCRIPTIONS	0.00	0.00	0.00
231-00-55113-340	OPERATIONAL EXPENSE	500.00	175.43	1,200.00
231-00-55113-390	MISCELLANEOUS SUPPLIES	0.00	0.00	0.00
231-00-55113-590	BANK FEE	0.00	0.00	0.00
231-00-55113-790	MISCELLANEOUS EXPENSES	0.00	0.00	0.00
231-00-55113-821	BUILDING/GROUNDS	100.00	0.00	0.00
231-00-55113-823	OFFICE EQUIMENT & FURNISHINGS	0.00	22,271.56	0.00
231-00-55113-850	BOOKS	100.00	18.70	1,200.00
231-00-55113-851	AUDIO MATERIALS	0.00	0.00	0.00
231-00-55113-852	VIDEO MATERIALS	0.00	0.00	0.00
231-00-59229-000	TRANSFER TO LIBRARY MEM	0.00	0.00	0.00
231-46-46710-000	LIBRARY FEES	1,000.00	714.41	785.00
231-48-48110-000	INTEREST INCOME	2,000.00	2,195.48	2,000.00
231-48-48500-000	DONATIONS	1,000.00	50,431.34	2,600.00
231-48-48900-000	MISCELLANEOUS REVENUE	0.00	0.00	0.00

Account Number	Account Title	Dept Requested	Current Actual	Current Budget
232-00-55113-850	BOOKS	4,000.00	1,765.97	3,500.00
232-48-48110-000	INTEREST INCOME	1,000.00	836.03	1,200.00
232-48-48500-000	DONATIONS	1,000.00	350.00	1,200.00
		53,204.00	(307,370.85)	(657,366.57)
		53,204.00	(307,370.85)	(657,366.57)

Goals for 2026

1. **Capital Improvement Plan - Air Conditioner.** I want to get a replacement Air Conditioner on the Capital Improvement Plan, probably for 2027. I want this to represent any adjustments that may need to be done to the evaporator coil. I need to know that the air flow and the air handler match the capacity of the new unit.
2. **Five-Year Strategic Plan for the Portage Public Library 2027-2030.** The next strategic plan is due before the end of 2026. There is much to prepare for with any strategic plan. A new mission and vision statement are not necessary; our statements seem very relevant and spot on, but the body of the plan—the library service responses, the goals, the objectives all need to be reviewed, reworked and updated to reflect the changes that Portage—the community and the library wants to see in the future.
3. **Circulation Clerk Wage Increases.** I think that we need to once again examine the starting wage for Circulation Clerks. When I began in 2019 Circulation Clerks were receiving $9 per hour. That wage has been increased to $13 per hour, but it is still extremely difficult to find anyone willing to work (or stay working) for that kind of non-competitive wage. Efforts to reach a more comparable wage must be one of the first considerations in 2026.
4. **Cleaning Personnel Revisited.** Our half-time Maintenance Technician in conjunction with our two part-time cleaning staff is making it difficult to keep up with the needs of the building, the grounds, the set-up and take-down of programs, trash, safety, inspections and overall cleanliness. Some jobs get done less frequently or need to be farmed out, lowering savings that happens when jobs are handled in-house.