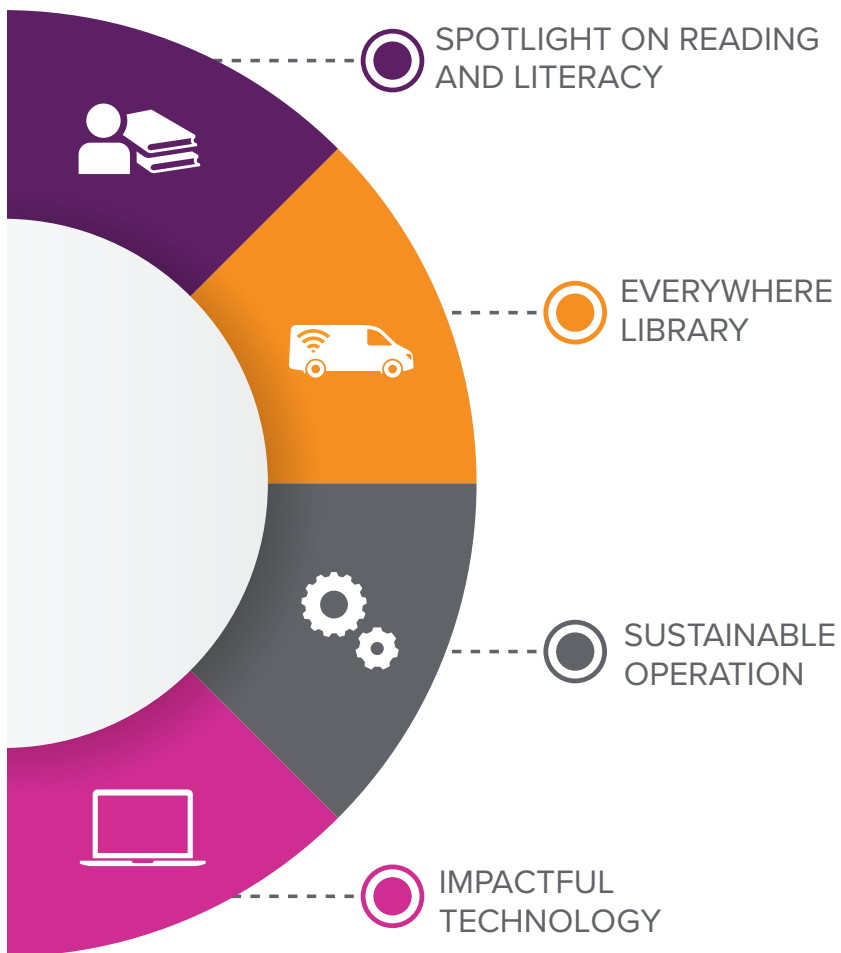


# Fiscal Year **2025** Budget



St. Charles City-County  
**Library**

# FY25 Executive Summary

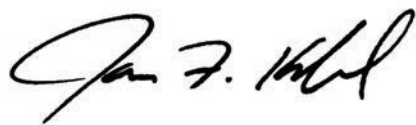
With our first fifty years behind us, we find ourselves at a crucial point as we determine what our future library looks like. For years we have seen a change in how customers access library materials and how they use our library branches. Some of our most loyal customers never set foot in our buildings yet the demand for our resources is as high as ever. If we are to remain a driving force to empower individuals of all ages in St. Charles County we must redirect budget and resources to the most impactful areas.

The fiscal year 2025 (FY25) budget supports the goals of our strategic plan, Destination 2027. As we move into the second year of this plan, we will continue to revitalize and optimize our physical spaces and curate cutting-edge digital and physical collections. We will improve access for residents by becoming an everywhere library. We will focus on useful technology to help residents succeed in school and careers. We will reallocate resources so that we remain relevant and accessible to all residents of St. Charles County for generations to come.

We have seen a lot of change in these first 50 years. This includes change in the number of people we serve, change in the way customers use our libraries, and change in how customers access materials. While the overall number of items borrowed remains around 6 million per year, just as in fiscal year 2019, the format of those items has shifted and continues to shift dramatically. Fiscal year 2023 saw 4,682,000 physical items circulated which is 453,000 fewer items checked out than in 2019. The more costly eBooks and eAudiobooks circulated have grown by 464,000 to 1,280,000 in that same time. That pattern has further accelerated in fiscal year 2024.

This FY25 budget reflects our commitment to make the necessary shifts to meet the expectations and changing preferences of those in our community. We will continue to make the best choices to serve the most people with the resources available while using strategic ingenuity as a means to remain a catalyst for customers to build successful lives, families, and communities.

Sincerely,



Jason F. Kuhl  
Chief Executive Officer



**ST. CHARLES CITY-COUNTY LIBRARY DISTRICT****FY25 Budget Summary - FINAL**

<b>District Total Revenues</b>	<b>24,856,005</b>	
Salaries and Benefits	14,312,910	62.82%
Materials	4,399,200	19.31%
Operations	2,762,829	12.13%
Technology and Telecommunications	1,307,290	5.74%
<b>General Fund Total Expenditures</b>	<b>22,782,229</b>	100.00%
<b>General Fund Net Surplus / (Deficit)</b>	<b>2,073,776</b>	
Capital Projects / Special Fund	4,226,000	
<b>District Total Expenditures</b>	<b>27,008,229</b>	
<b>Net Surplus / (Deficit) with Capital Projects</b>	<b>(2,152,224)</b>	

<b>General Fund Balance</b>		
Projected Beginning Fund Balance at 06/30/24	30,507,836	
Add: Projected Revenues	24,856,005	
Less: Projected Expenditures	(22,782,229)	
Projected Ending Fund Balance at 06/30/25	32,581,612	
Capital Projects / Special Fund	4,226,000	
Projected Ending Fund Balance after Capital Projects	28,355,612	

**ST. CHARLES CITY-COUNTY LIBRARY DISTRICT**  
**FY2025 BUDGET SUMMARY - FINAL**  
**Revenues, Expenditures and Changes in Fund Balance**

<u>DESCRIPTION</u>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2024</b>	<b>FY24 Forecast</b>	<b>FY2025</b>	<b>FY25 v FY24</b>	<b>%</b>
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>	<u>v Budget</u> <u>Variance</u>	<u>Budget</u>	<u>Budget</u> <u>Variance</u>	
<b>Revenue</b>							
Tax Revenue	22,022,348	23,569,936	23,284,200	285,736	23,689,540	405,340	1.7%
State Aid & Other Assistance	691,216	963,238	0	963,238	496,960	496,960	-
Grants	96,662	118,820	96,500	22,320	125,000	28,500	29.5%
Investment Earnings	126,787	572,807	110,160	462,647	180,220	70,060	63.6%
Charges for Services	340,587	327,787	321,360	6,427	318,905	(2,455)	-0.8%
Donations	2,371	568	340	228	360	20	5.9%
Intergovernment Exchange	4,900	3,850	0	3,850	3,850	3,850	-
Rent	40,270	40,270	40,270	0	40,270	0	0.0%
Other	99,024	26,326	1,020	25,306	900	(120)	-11.8%
<b>Total Revenue</b>	<b>23,424,165</b>	<b>25,623,602</b>	<b>23,853,850</b>	<b>1,769,752</b>	<b>24,856,005</b>	<b>1,002,155</b>	<b>4.2%</b>
<b>Expenses</b>							
<b>Salaries and Benefits</b>							
Salaries	9,147,802	9,747,137	10,981,051	1,233,914	11,067,639	(86,588)	-0.8%
Taxes	686,062	733,545	827,810	94,265	846,029	(18,219)	-2.2%
Lagers and P.E.D.C.	721,387	742,416	909,331	166,915	900,680	8,651	1.0%
Healthcare	1,113,872	1,128,771	1,344,490	215,719	1,314,577	29,913	2.2%
Other	86,967	98,432	142,082	43,650	183,985	(41,903)	-29.5%
<b>Salaries and Benefits</b>	<b>11,756,090</b>	<b>12,450,301</b>	<b>14,204,764</b>	<b>1,754,463</b>	<b>14,312,910</b>	<b>(108,146)</b>	<b>-0.8%</b>
<b>Materials</b>							
Books and Periodicals	1,723,587	1,896,093	2,101,175	205,082	2,113,850	(12,675)	-0.6%
Reference and Electronic Resources	1,018,242	1,380,423	1,331,825	(48,598)	1,380,450	(48,625)	-3.7%
Audio/Video Media	466,244	611,976	701,800	89,824	760,700	(58,900)	-8.4%
Other	137,266	150,456	147,725	(2,731)	144,200	3,525	2.4%
<b>Materials</b>	<b>3,345,339</b>	<b>4,038,948</b>	<b>4,282,525</b>	<b>243,577</b>	<b>4,399,200</b>	<b>(116,675)</b>	<b>-2.7%</b>
<b>Operations and Technology</b>							
Supplies	334,798	216,377	367,200	150,823	288,100	79,100	21.5%
Insurance and Utilities	488,084	498,952	509,885	10,933	548,600	(38,715)	-7.6%
Adult & Youth Programming	132,190	118,308	194,680	76,372	175,304	19,376	10.0%
Marketing	113,053	54,382	118,435	64,053	107,075	11,360	9.6%
Delivery Fleet Ops, Maint and Repair	50,021	44,447	56,500	12,053	48,000	8,500	15.0%
Rent/Lease Branch & Warehouse	117,530	148,129	125,840	(22,289)	163,000	(37,160)	-29.5%
Buildings and Grounds	860,151	751,020	944,080	193,060	872,970	71,110	7.5%
Equipment Maint and Repair	276,022	154,974	222,385	67,411	246,450	(24,065)	-10.8%
Travel, Training and Dues	82,042	80,884	137,050	56,166	114,080	22,970	16.8%
Professional Services	169,428	139,538	173,900	34,362	166,050	7,850	4.5%
Technology and Telecommunications	1,092,284	1,499,217	1,241,465	(257,752)	1,307,290	(65,825)	-5.3%
Other (includes Postage/UPS)	30,629	29,427	32,400	2,973	33,200	(800)	-2.5%
<b>Operations and Technology</b>	<b>3,746,232</b>	<b>3,735,655</b>	<b>4,123,820</b>	<b>388,165</b>	<b>4,070,119</b>	<b>53,701</b>	<b>1.3%</b>
<b>Total Expenses</b>	<b>18,847,661</b>	<b>20,224,904</b>	<b>22,611,109</b>	<b>2,386,205</b>	<b>22,782,229</b>	<b>(171,120)</b>	<b>-0.8%</b>
<b>General Fund Net Surplus/(Deficit)</b>	<b>4,576,504</b>	<b>5,398,698</b>	<b>1,242,741</b>	<b>4,155,957</b>	<b>2,073,776</b>	<b>831,035</b>	<b>66.9%</b>

ST. CHARLES CITY-COUNTY LIBRARY DISTRICT  
FY2025 BUDGET SUMMARY - FINAL  
Revenues, Expenditures and Changes in Fund Balance

DESCRIPTION	FY2023	FY2024	FY2024	FY24 Forecast	FY2025	FY25 v FY24	% Change
	Actual	Forecast	Budget	v Budget Variance	Budget	Budget Variance	
Projected Fund Balance - Beginning		26,986,643	26,986,643		30,507,836		
Projected Fund Balance - Ending	26,986,643	32,385,341	28,229,384		32,581,612		
Capital Projects							
Central Services	1,423,946	295,915	875,000	579,085	755,000	120,000	13.7%
Kisker Road Branch	97,797	0	0	0	0	0	-
Deer Run Branch	0	0	0	0	15,000	(15,000)	-
Spencer Road Branch	61,327	1,030,280	1,136,000	105,720	160,000	976,000	85.9%
Corporate Parkway	10,769	0	0	0	30,000	(30,000)	-
Kathryn Linnemann Branch	357	59,300	106,500	47,200	170,000	(63,500)	-59.6%
Augusta Branch	9,455	0	13,500	13,500	30,000	(16,500)	-122.2%
Middendorf-Kredell Branch	450,793	350,985	2,325,000	1,974,015	2,876,000	(551,000)	-23.7%
Boone's Trail	0	10,000	23,500	13,500	30,000	(6,500)	-27.7%
Winghaven Branch	28,336	131,025	129,000	(2,025)	160,000	(31,000)	-24.0%
Total Capital Projects	2,082,780	1,877,505	4,608,500	2,730,995	4,226,000	382,500	
Net with Capital Projects	2,493,724	3,521,193	(3,365,759)	6,886,952	(2,152,224)	1,213,535	
Projected Fund Balance - Ending (After Capital Projects)	26,986,643	30,507,836	23,620,884		28,355,612		

TAX ASSESSMENT INCOME BASED ON ASSESSMENT VALUATION COMPARISON - FY 2025 - March 2024 Projection - No Tax Rate Change

	FY2023 Assessed Value	FY2023 Tax Dollars	FY2024 Assessed Value	FY2024 Tax Dollars	FY2025 Assessed Value	FY2025 Tax Dollars
Real Estate/Personal Property:						
Real Estate	8,896,272,921	16,974,089	10,803,895,806	18,669,132	11,039,220,706	19,075,773
Personal Property	1,976,996,037	3,772,108	2,072,609,588	3,581,469	2,141,082,757	3,699,791
Utilities:						
Local Real	27,688,075	52,829	31,975,648	55,254	31,975,648	55,254
Local Personal	16,838,800	32,128	18,499,836	31,968	18,499,836	31,968
Sub Total - Locally assessed	10,917,795,833	20,831,154	12,926,980,878	22,337,823	13,230,778,947	22,862,786
State Real	218,525,482	416,947	239,701,428	414,204	239,135,869	413,227
State Personal	27,836,139	53,111	29,037,516	50,177	28,906,096	49,950
State Assessed Total	246,361,621	470,058	268,738,944	464,381	268,041,965	463,177
Total	11,164,157,454	21,301,212	13,195,719,822	22,802,204	13,498,820,912	23,325,963

Net Increase/(Loss) in Tax Revenues	1,500,991	523,759
Gain/(Loss) from tax rate or inflation:		523,759

PRELIM NEW CONSTRUCTION 171,405,566

	FY2023	FY2024	FY2025
Calculation is per \$100 valuation at tax rate of:	0.1908	0.1728	0.1728
For budgeting purposes, tax revenue will be reduced up to 1.6% for fees/noncollectable:			\$22,952,747

**St Charles City-County Library District**  
**FY25 Personnel Budget - Full time Equivalents (FTE)**

<b>Branch or Department</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
Administration (Executive)	3.00	4.16	3.60	3.60	6.20	5.20
Finance, Purchasing, Project Management & Warehouse	6.94	5.43	5.43	5.44	6.44	6.88
Facilities & Logistics	7.63	8.04	7.93	6.48	7.58	7.50
Human Resources	4.00	4.00	5.00	4.70	4.70	4.70
Marketing	6.40	6.40	6.40	6.40	6.40	6.40
Development (Foundation)	3.00	2.00	1.00	1.00	1.00	1.00
Adult & Youth Services	8.00	8.00	7.50	9.20	9.90	9.60
Outreach Services	5.29	5.30	6.80	5.70	5.70	5.70
Mobile Library Vehicle	0.00	0.00	0.00	2.40	2.40	2.20
Collection Services & Technical Services	15.10	15.10	16.40	16.30	15.40	15.40
Information Technology	9.00	9.00	8.00	8.00	8.00	8.00
Spencer Road Branch	29.93	31.09	26.81	26.45	26.45	25.65
Kathryn Linnemann Branch	24.22	24.08	22.80	21.85	21.90	21.90
Middendorf-Kredell Branch	28.92	27.54	24.39	23.70	25.63	25.63
Corporate Parkway Branch	14.66	15.00	15.20	14.20	12.90	13.10
Deer Run Branch	12.79	12.65	12.20	12.30	11.10	10.60
Kisker Road Branch	12.59	11.90	12.00	11.80	11.80	11.80
McClay Branch	13.38	12.88	12.86	12.75	12.85	12.45
Augusta Branch	1.70	1.70	1.70	1.70	1.70	2.30
Boone's Trail Branch	2.20	2.00	2.00	1.90	2.00	2.00
WingHaven Branch	4.80	4.80	4.90	4.90	4.90	4.90
Cliff View Branch	0.00	0.00	5.30	5.90	5.30	5.30
<b>Total FTEs</b>	<b>213.55</b>	<b>211.07</b>	<b>208.22</b>	<b>206.66</b>	<b>210.24</b>	<b>208.20</b>

St. Charles City-County Library District

2025 Annual Budget

(July 1, 2024 through June 30, 2025)

LIBRARY MATERIALS

<i>Statement of Budgeted Expenditures</i>	2020 Actual	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	% Change 2024-25
Books - Adult and Young Adult, eBooks	947,781	1,087,452	1,180,700	1,224,650	1,541,050	1,556,350	0.99%
Books - Juvenile, eBooks	415,174	411,381	420,500	424,500	426,500	427,500	0.23%
Data Base Services	182,524	188,939	189,600	191,500	201,075	187,000	-7.00%
Periodicals	130,864	121,053	141,875	135,025	133,625	130,000	-2.71%
Reference - Print & Electronic Resources	479,861	464,658	412,700	406,400	430,750	443,450	2.95%
Audio - Adult and YA, eAudio	272,527	256,865	298,800	311,300	441,800	513,700	16.27%
Movies, Video Games & Streaming	712,744	499,942	708,550	753,000	960,000	997,000	3.85%
Binding, Supplies, Circulating Equipment & Kits	104,458	112,894	102,500	106,000	114,925	119,700	4.15%
Consortia	5,560	5,624	22,300	23,800	32,800	24,500	-25.30%
<b>Total Library Materials</b>	<b>3,251,493</b>	<b>3,148,808</b>	<b>3,477,525</b>	<b>3,576,175</b>	<b>4,282,525</b>	<b>4,399,200</b>	2.72%
<b>Increase (Decrease) from Prior Year</b>	<b>159,962</b>	<b>(102,685)</b>	<b>328,717</b>	<b>98,650</b>	<b>706,350</b>	<b>116,675</b>	
	<b>5.17%</b>	<b>-3.16%</b>	<b>10.44%</b>	<b>2.84%</b>	<b>19.75%</b>	<b>2.72%</b>	



LOC #	LOCATION	CAPITAL / SPECIAL PROJECT DESCRIPTION	FY25 BUDGET	
<b>Capital Projects / Special Fund:</b>				
0100	CS	Vehicle Replacement (3) - Includes EV Charging Added at Central Services	200,000	
0100	CS	Managed Print Services Program - District-wide	200,000	
<b>Total Special Projects</b>			<b>400,000</b>	
<b><u>BUILDINGS, FURNISHINGS &amp; EQUIPMENT:</u></b>				
0100	CS	Overhead Paging System with Speakers (FY24 Rollover)	80,000	
0100	CS	2nd Floor - Flooring & Carpet, Windowsills, Painting (FY24 Rollover)	175,000	
0100	CS	Staff Area Restructuring (FY24 Rollover)	100,000	355,000
0700	DR	Restroom Partition Replacement	15,000	
0800	SP	Heating & Cooling - System Analysis and Solution (FY24 Rollover)	60,000	
0800	SP	Outdoor Canopy - Outstanding Finishes (FY24 Rollover)	100,000	160,000
0900	CP	Soundproof Manager's Office	10,000	
0900	CP	Meeting Room Divider Solution	20,000	30,000
1000	KL	Parking Lot Mill & Overlay	95,000	
1000	KL	Building Envelope Waterproofing	75,000	170,000
1200	AG	Open Plus & Buildout (FY24 Rollover)	30,000	
1300	MK	Renovations - Restrooms, Carpet, Meeting Rooms, Furnishings, Service Areas (FY24 Rollover)	2,000,000	
1300	MK	Renovations - HVAC Units (3), Ductwork, Controls	375,000	
1300	MK	Parking Lot Repair, Seal, Stripe	150,000	
1300	MK	Sliding Automatic Doors	25,000	
1300	MK	Roof Replacement	326,000	2,876,000
1500	BT	Open Plus & Buildout (FY24 Rollover)	30,000	
1600	WH	Fence, Handrails, Canopy & Sidewalks	130,000	
1600	WH	Open Plus & Buildout	30,000	160,000
<b>Total Buildings, Furnishings &amp; Equipment</b>			<b>\$ 3,826,000</b>	
<b>Grand Total Buildings, Furn, Equip and Special Projects</b>			<b>\$ 4,226,000</b>	

**ST. CHARLES CITY-COUNTY LIBRARY DISTRICT****FY2025 Budget****Facilities Maintenance - Five Year Capital Forecast by Branch**

<b>Location</b>	<b>2025 *</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
Central Services	\$ 275,000	\$ 116,840	\$ 11,045	\$ -	\$ 1,128	\$ 404,013
Spencer Road Branch	\$ 165,640	\$ 353,450	\$ 35,000	\$ -	\$ -	\$ 554,090
Middendorf-Kredell Branch	\$ 2,876,000	\$ 80,680	\$ 50,460	\$ -	\$ -	\$ 3,007,140
Kathryn Linnemann Branch	\$ 170,000	\$ 278,285	\$ 301,285	\$ -	\$ -	\$ 749,570
Corporate Parkway Branch	\$ 30,000	\$ 234,490	\$ 150,000	\$ -	\$ -	\$ 414,490
Deer Run Branch	\$ 15,000	\$ 376,480	\$ 5,410	\$ -	\$ 86,501	\$ 483,391
Kisker Road Branch	\$ -	\$ 191,320	\$ 28,985	\$ -	\$ 11,308	\$ 231,613
McClay Branch	\$ -	\$ 333,680	\$ -	\$ -	\$ 9,962	\$ 343,642
WingHaven® Branch	\$ 150,000	\$ 54,740	\$ 4,000	\$ 135,725	\$ 11,463	\$ 355,928
Boone's Trail Branch	\$ 25,114	\$ 21,231	\$ 36,605	\$ -	\$ -	\$ 82,950
Augusta Branch	\$ 20,000	\$ 16,185	\$ -	\$ -	\$ 32,969	\$ 69,154
<b>Grand Total</b>	<b>\$ 3,726,754</b>	<b>\$ 2,057,381</b>	<b>\$ 622,790</b>	<b>\$ 135,725</b>	<b>\$ 153,331</b>	<b>\$ 6,695,981</b>

\* Renovations scheduled for Middendorf-Kredell branch.

# **ST. CHARLES CITY-COUNTY LIBRARY**

## **Board of Trustees**

**June 30, 2024**

Ms. Staci Alvarez, St. Charles County, President

Mr. TJ Rains, St. Charles City, Vice President

Mr. Josiah Schmidt, St. Charles City, Treasurer

Mr. Justin Collier, St. Charles City, Secretary

Mr. Richard Gartner, St. Charles City

Mr. William Clark (Buddy) Hardin, St. Charles County

Mr. Matthew Seeds, St. Charles County

Mr. Nevada Smith, St. Charles County

Ms. Renee Tillman, St. Charles County

## **Executive Staff**

Jason Kuhl

Chief Executive Officer

Tiffany Barke

Chief Administrative Officer

Lori Beth Crawford

Chief Communication & Engagement Officer

Julie Wolfe

Chief Financial Officer

## BRANCHES

VIRTUAL: [stchlibrary.org](http://stchlibrary.org)

**MOBILE LIBRARY VEHICLE:** 224 Turner Blvd, St. Peters, MO 63376

<b>Central Services</b> P.O. Box 529 77 Boone Hills Drive St. Peters, MO 63376 Phone: 636-441-2300	<b>Deer Run Branch</b> 1300 North Main Street O'Fallon, MO 63366 Phone: 636-978-3251	<b>Mid Rivers Mall Branch</b> 2004 Mid Rivers Mall St. Peters MO, 63376 Phone: (636) 204-5393
<b>Augusta Branch</b> P.O. Box 128 198 Jackson Street Augusta, MO 63332 Phone: 636-228-4855	<b>Kathryn Linnemann Branch</b> 2323 Elm Street St. Charles, MO 63301 Phone: 636-723-0232	<b>Spencer Road Branch</b> 427 Spencer Road St. Peters, MO 63376 Phone: 636-447-2320
<b>Boone's Trail Branch</b> 10 Fiddlecreek Ridge Road Wentzville, MO 63385 Phone: 636-398-6200	<b>Kisker Road Branch</b> 1000 Kisker Road St. Charles, MO 63304 Phone: 636-447-7323	<b>WingHaven® Branch</b> 7435 Village Center Drive O'Fallon, MO 63368 Phone: 636-561-3385
<b>Cliff View Branch</b> 10 Cliffview Drive Wentzville, MO 63385 Phone: 636-244-3962	<b>McClay Branch</b> 2760 McClay Road St. Charles, MO 63303 Phone: 636-441-7577	
<b>Corporate Parkway Branch</b> 1200 Corporate Parkway Wentzville, MO 63385 Phone: 636-327-4010	<b>Middendorf-Kredell Branch</b> 2750 Highway K O'Fallon, MO 63368 Phone: 636-978-7926	

# Annual Budget - Fiscal Year 2025

## GENERAL FUND

The General Fund represents the Library's operating budget. The new fiscal year will start with a projected beginning fund balance of \$30,507,836. Prior to most tax revenues for Fiscal Year 2025 being received in January 2025, the Library uses a portion of this fund balance to operate. FY25 is projected to have an ending fund balance of \$28,355,612 after capital / special projects.

## REVENUE HIGHLIGHTS

- **LIBRARY DISTRICT TAXES**

Library tax revenue in FY25 is budgeted at \$23.7 million, a 1.7% increase from the FY24 budget.

Tax revenue is projected to generate 95.3% of the Library's total revenue. Tax revenue includes real and personal property taxes as well as Tax Increment Financing (TIF) payments, Surtax payments, and so on.

A conservative real and personal property tax projection has been made until the Library sets the tax rate in September and there is more information regarding actual revenues.

The tax rate, certified by the Missouri State Auditor in September, is projected to remain the same as prior year. Missouri law requires the Assessor to revalue all real property in St. Charles County as of January 1 of every odd-numbered year, which does not apply to 2024.

- **State Aid for Public Libraries**

The Library has budgeted \$288,955 for State Aid in FY25 as compared to \$0 in FY24.

During the Library's FY24 budget preparation process, Missouri lawmakers had removed state aid for public libraries from the state's 2024 fiscal year budget, which was then later restored. This confirms the significant role of libraries in assisting communities in a continually changing environment.

The 2020 Decennial Census data reflects the legal service population for St. Charles County and is the basis for the per capita rates used to determine State Aid and Non-Resident Professional Athletes and Entertainers Tax (A&E) payments. Total Library state aid payments are projected to be \$448,955.

- **GRANTS**

Grant funding customarily includes support from the St. Charles City-County Library Foundation and Friends of the Library organizations, which enhances the Library throughout the year. Foundation will be providing grant funding for a branch iPad refresh program to promote literacy skills and support for expanded customer self-service hours. The Library will continue to support Friends in holding their popular annual book sale in August.

The State of Missouri administers Library Services and Technology Act (LSTA) funding. Summer Challenge (Reading) grant revenue has been included in the FY25 budget pending application acceptance for LSTA and other available funding.

- **INVESTMENT EARNINGS**

The investment interest budget for FY25 is projected to increase \$70,060 from FY24 budget, to a total of \$180,220 based on improved interest rates. A combination of the economy, interest rates and financial market conditions impact the Library's Certificate of Deposit (CD) investment return.

- **CHARGES FOR SERVICES**

Overall, charges for services are projected to decrease \$2,455, or less than 1.0% from FY24 budget.

### **Fees**

FY25 budget includes fees for passport services, vending, lost and damaged materials, rental of meeting rooms, copying services and non-resident fees.

The Library offers various library cards free of charge. These card types include resident, non-resident taxpayer, reciprocal borrower, business organization, semester student, school (K-12), and so on. Non-resident borrowers living outside of St. Charles County or any reciprocal service area pay a yearly service fee to be a cardholder.

### **Passport Acceptance Facility Fees (Passport Services Fees) & Notary Services**

Passport services are frequently requested by customers and this popular service is an appointment-based model, which eliminates wait times. Services are offered at three branches: Spencer Road, Kathryn Linnemann, and Corporate Parkway.

Estimated Passport Services fee income for FY25 is \$160,000. The Library is able to recoup the cost of the passport program by collecting a processing execution fee. Passport photos are correspondingly available to customers.

Notary services are available by appointment and there is no fee for this valued service. Appointments can be made at the Corporate Parkway, Kathryn Linnemann and Spencer Road branches and the *Library to You* Bookmobile.



## **EXPENSE HIGHLIGHTS**

- **SALARIES AND BENEFITS**

The FY25 budget for salaries and benefits represents 62.82% of the overall operating expenditure budget.

The budgeted staffing level for the Library will decrease from 210.24 full time equivalents (FTEs) in FY24 to 208.20 in FY25.

FY25 budgeted expenditure for salaries and benefits is \$14,312,910, an increase of \$108,146 or 0.8% from FY24 budget. The FY25 budgeted amount includes a 7% salary increase for all employees. The minimum per hour rate was also increased to \$15.00 per hour.

Medical, dental, disability, and life insurance, plus the defined pension and deferred compensation plans are the core components of the benefit package for full time employees. The Library estimates a \$29,913, or 2.2%, decrease in health care costs in FY25 from FY24 budget. This is based on overall plan performance for two years.

The LAGERS (pension) employer contribution rate will decrease to 9.2% in FY25 from 9.5% in FY24. There is only a slight decrease in FY25 for both LAGERS and P.E.D.C., the 457(b) Deferred Compensation Plan employer matching expense.

- **LIBRARY MATERIALS**

The FY25 Materials Budget is \$4,399,200 compared to \$4,282,525 in FY24, a 2.7% increase.

The Library's goal is to balance desired materials with available funding and maintain reasonable customer wait times for resources.

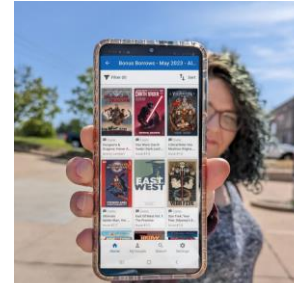
The Library has enhanced use of resources, but there are factors that contribute to planning challenges:

- ❖ Continued demand for digital resources such as *Hoopla* and *OverDrive* (eBooks, eAudio books) results in aiming to meet customer expectation as to reduced wait time for digital materials.
- ❖ Physical formats have dedicated users, so the Library must continue to satisfy those customers.

Changes in FY25 include increases to Streaming, eBooks and eAudio:

- ❖ Streaming budget has been increased \$50,000, or 7.14%, over prior year, showing some price stability. This is a cost per circulation expense model.

- ❖ eBooks budget has been increased \$13,000, or 1.5%, over prior year. The costs are fairly stable, but still high, requiring repurchase of popular items when licenses expire.
- ❖ eAudiobooks budget for adult and youth has been increased \$75,000, or 20.27%, over prior year, expecting continued growth of this format.



As to music and audiobooks, circulation of these formats continues to decrease. The focus in FY25 will be on the most popular items for adults and award winners for youth. Also, there's a decrease of \$11,750, or 4.52%, with regard to physical DVD/Blu-ray movies. Demand has been reduced due to popular streaming services. Importantly, the Library will continue to provide a balanced and carefully curated collection to meet customer needs across physical and digital formats.

## MOBIUS

The Library continues to participate in the MOBIUS consortia, a partnership of libraries that share library materials using cost effective methods. MOBIUS is a library resource sharing tool that uses our catalog to connect with 78 other libraries across Missouri, Iowa, Kansas, Oklahoma, & Texas to easily borrow more than 29 million items. A courier service delivers library materials to member libraries once per day, 5 days per week.

## Holds Hoppers

*Holds Hoppers*, or holds lockers, allow for quick customer pick up of requested materials. They are currently in use at the Middendorf-Kredell (partial year due to renovations), Spencer Road, Corporate Parkway, Deer Run, McClay, and Kisker Road branches. The Library pays annual maintenance fees for all *Holds Hoppers*.



## Technology for Customers to Get Connected

Chromebooks and mobile hotspots are available for checkout. If using the internet for higher education or healthcare, you may be eligible to borrow both as a kit for long-term.

## OverDrive Reciprocal Lending Agreement (RLA)

The Library participates in a program to reciprocally borrow eBooks and audiobooks in *OverDrive* from St. Louis County Library and St. Louis Public Library. This service is called *OverDrive RLA*. *OverDrive* allows access using Libby, the library reading app.

Customers are able to use their St. Charles City-County Library card for item check out in the partner *OverDrive* collections without the need to obtain a separate card from those libraries. Customers can borrow any item sitting on the digital shelf.



*OverDrive RLA* improves customer access to materials. It opens up the collections of our partners to all St. Charles City-County Library cardholders.

Customers can still obtain reciprocal cards from St. Louis County Library and St. Louis Public Library, which are needed to check out physical items, use other digital resources, and so on. But *OverDrive RLA* is an easy way to use one of the most popular services from all partner libraries without having to do so.

- **INSURANCE**

The Library has concentrated on risk management, expanding insurance coverage in various areas such as Cyber Insurance. Economic and environmental conditions continue to impact the cost of property and other insurance. In FY25, the overall insurance budget increased \$27,000, or 18.9%, from FY24.

- **ADULT AND YOUTH SERVICES**

The FY25 budget for overall programming (classes and events) is \$175,304 compared to \$194,680 in FY24, a decrease of 10.0%. This excludes the various software tools used, which are budgeted in Information Technology.

The Library's classes and events for all ages provides many benefits such as:

- ❖ Building community
- ❖ Promoting literacy
- ❖ Bringing people to the Library
- ❖ Offering in person interviews and book signings at Author Events
- ❖ Connecting customers to the collection and other resources
- ❖ Sparking people's interest to learn something new, improve skills, or enjoy a hobby



Adult classes and events include coffee and conversation, crafting, games, book discussion, movie nights, and technology tips, to name a few. Book Discussion Kits are available for checkout at the Library.



Youth classes and events encompass early literacy and focus on children, tweens and teens. They include story times, "Read to a Dog", games, movies, book clubs, crafts, STEM, Teen Advisory Board and much more.

As a child's first classroom, the Library will continue to enhance branch early literacy spaces. Safe and inspiring learning environments are at the center of positive early childhood experiences.



The Library will concentrate on teen interests and support services for adults. Support services include assistance with job search, skill development, budgeting and so on. The Library's diverse eResources provide customers many opportunities such as the ability to learn a new language, research family history, obtain homework support and complete work-related training, to name a few.



### Summer Challenge

The Library's popular *Summer Challenge*, with an \$60,000 FY25 budget, continues to grow using the online platform *Beanstack*. Readers of all ages can use *Beanstack* to register in seconds and to earn badges and prizes by keeping track of their reading. Prizes include such items as a free book and coupons from local businesses.



Super Readers can earn a window cling or yard sign and additional entries into the grand prize drawing.

There's also a design a bookmark contest and the ability to explore the community and earn extra Summer Challenge prizes when customers visit a variety of branches during the summer.

### 1,000 Books Before Kindergarten



This Library program encourages reading 1,000 books with little learners before kindergarten. It's a fun way to help Grow Your Reader with a practice that is proven to build early literacy - exposing children to lots of books. Our Grow Your Reader initiative encourages parents and caregivers to play, sing, write, talk, and READ with kids to help them get ready for reading success. Reading can be tracked online and badges can be earned along the way.

### Learn and Discover

Customers can access dozens of popular subscription-based resources on the Library's web site including reference materials, online courses, test prep, and more. This includes resources such as Craftsby, LearningExpress, LinkedIn Learning, genealogy and local history, and Vidcode for coding. There is also access to Dolly

Parton's Imagination Library. Her organization is dedicated to inspiring a love of reading by gifting books each month to registered children from birth to age five.

### **Passport and Notary Services**

Passport and notary services have been a convenient and popular service by appointment for customers. Appointments can be made at the Corporate Parkway, Kathryn Linnemann and Spencer Road branches and the Library to You Bookmobile.

### **School Partnerships**

The Library provides a variety of services to schools such as branch tours, story programs and book talks, research workshops on databases and resources, and having the Library attend an event or fair. The Library also continues to work with the County's public-school districts to provide student accounts for access to Library materials and online resources. This partnership transitions graduating seniors into full Library card holders.

### **One Read**

The Library will continue a popular shared experience and provide further "One Read" programs for the community. This program promotes the reading of the same book, inspiring conversations about a variety of topics.

### **Storybook Walks**



The Library's Foundation sponsors Storybook Walks that provide outdoor adventure supporting family connection, early childhood development, and health and wellness. Stories are hand-picked by library staff with a child's enjoyment in mind. Pages are posted at several stations along a trail, allowing families and friends to enjoy a story as they walk the path and take in the scenery.

Storybook Walk locations include Fox Hill Park, Quail Ridge Park, The Park at New Melle Lakes, Veterans Tribute Park, St. Charles Community College and Weldon Spring City Park. A seventh location, Oglesby Park on the western side of the county, will be added.

### **Special Events**

Special events include popular author events, performers and presentations. For example, the Library hosted a St. Louis Symphony Orchestra string quartet that was well attended. The Library will seek additional opportunities for community collaboration in FY25.

- **COMMUNITY OUTREACH – *LIBRARY TO YOU***

The FY25 budget for Outreach Services supports both the continued provision of new and high interest titles with regard to materials and meeting other needs of customers we serve. Our valued community partnership with *Operation Food Search* continues that supports our *Lunch @ the Library* program. *Lunch @ the Library* provides children and teens with free summer meals and summer reading programs that support learning, health and wellness.



St. Charles County residents that are homebound or disabled and not able to travel to a branch can take advantage of *Library to You* services. The *Library to You* team delivers library materials directly to homes or customers may be eligible to receive materials through the U.S. mail service.

### **Mobile Library Vehicle**

The Mobile Library Vehicle has been rolling since FY23, making services more accessible for those underserved by library branches, as well as areas where transportation options are limited in St. Charles County.



### **Staffing**

The Library has a full-time Manager and two part-time staff members that provide service. Staff are responsible for both driving the Mobile Library Vehicle and interacting with customers to provide services.

### **Collections and Services**

Our wheelchair accessible vehicle holds a collection of 3,000 items for all ages. Customers are able to browse and return materials and pick up items on hold. *Library to You* offers Wi-Fi, public computers, copying, scanning, faxing, and selected classes. There's an interactive screen on the exterior of the vehicle for programming.

### **Routes**

Vehicle stops are made in parts of St. Charles County that are underserved such as Portage Des Sioux, Foristell, Josephville and Defiance. Two routes operate on alternate weeks to align with the two-week checkout schedule.

- **MARKETING AND PUBLIC RELATIONS**

The FY25 overall marketing and advertising budget of \$107,075 (excluding software subscriptions) reflects a 9.6% decrease from the FY24 budget.

## **Public Relations and Marketing**

The overall increase is driven by the addition of a few new marketing support products and additionally a 5% increase in our subscription services (accounted for in Technology and Telecommunications). The 5% increase reflects the trend we have seen over the past few years.

## **Digital Leadership**

As paper handouts are being reduced at the branches, the Library is adding digital screens to each location. New software will be purchased that will allow the Library to customize promotional or informational messages to customers for each branch. These screens will reinforce our value to the community by raising awareness of our numerous services, including passports and notary, the Library of Things, hot spots, free video streaming and online learning programs, and much more. This \$7,500 service is being reintroduced to the budget following a two-year hiatus.

## **Attracting New Customers**

The FY25 advertising budget allows the Library to focus on reaching people where they are - online. Developed quarterly campaigns will strategically highlight services or programs. The *OrangeBoy* tool allows delivery of more effective and targeted messaging to the residents of St. Charles County. In addition to our customer retention plan using email, social media and our website, we will reach new customers through Google display ads and Ad Grants from Google. And KOIOS for SEO, discoverability and analytics will also continue to be used.

## **Unified Branding**

To deliver a consistent message and brand voice, the Library will introduce an all-encompassing Brand Standards Guide. While still using Adobe Creative Cloud and Library Aware, two new subscription services are being added to supplement this endeavor - AP Stylebook and Grammarly. Both services go beyond spellcheck and help to clarify and provide tone to optimize emails, marketing materials, event descriptions, and so on. This and other digital services represent a \$2,535 increase over FY24.

- **DELIVERY FLEET OPERATIONS, MAINTENANCE AND REPAIRS**

Delivery fleet vehicle operations, maintenance and repairs are budgeted to decrease in FY25 by \$8,500, or 15.0%, from FY24.

Budgeted expenditures include those for the Mobile Library Vehicle. Fuel price increase estimates, including diesel, have been incorporated into the FY25 budget. Regular maintenance has contributed to an extended life cycle for all vehicles.

For FY25, three (3) fleet vehicle purchases have been accounted for under special fund/capital projects rather than the regular operating budget.



- **BUILDINGS, GROUNDS AND SECURITY**

Buildings, grounds and security expenditures are projected to decrease by roughly \$71,000 in FY25 from FY24 budget, or 7.5%. This includes anticipated overall price increases due to continued inflation but also contains reduced expenditure for contractor assistance with ice, snow and other weather-dependent issues.

To be fiscally responsible, the Library will continue the process of soliciting new contracts for the provision of services such as cleaning, and so on.

Facilities Management will continue to focus on customer health, safety, accessibility, continuous improvement, District-wide security (in conjunction with Information Technology) and preventive maintenance to further extend the life of Library assets.

- **EQUIPMENT, FURNISHINGS, MAINTENANCE AND REPAIR**

The equipment, maintenance and repair budget will increase \$24,065 in FY25 from FY24, or 10.8%. Furnishings continue to be replaced or added to enrich staff spaces, study areas, customer spaces and meeting rooms. The Library is also focused on replacing outdoor trash and recycle cans at branches.

Customers will be able to enjoy more lounge seating across many branches. Added tables, chairs and toys will be purchased to enhance adult, teen and kids' areas.

Highlights of what's coming in FY25:

- ❖ Augusta Branch will receive new window shades and a picnic table for customer outdoor enjoyment.
- ❖ Boone's Trail Branch will have shades installed.
- ❖ Cliff View Branch will receive a new table for public fax and scan services, children's toys and activity sets.
- ❖ WingHaven® Branch will refresh early literacy toys for young customers and replace a booth and a children's area table.
- ❖ Corporate Parkway Branch will acquire new customer lounge chairs, additional meeting room chairs and window shades.
- ❖ Deer Run Branch will get new children's toys and flexible lounge seating.
- ❖ Kisker Road Branch will obtain new customer lounge chairs, a mobile display, a puzzle table and other chairs.
- ❖ McClay Branch will add new shelving.
- ❖ Kathryn Linnemann Branch will add a new welcome desk and children's area early literacy items.



- ❖ Middendorf-Kredell Branch will receive new lounge chairs and other furnishings as part of the renovation that is included in the Capital Projects budget.

Also included in this budget category are expenditures for contracted installation services, equipment rental, furniture repair and copier service agreements.

- **TRAVEL, TRAINING AND DUES**

Travel, training and dues is budgeted in FY25 to decrease \$22,970, or 16.8%, from FY24.

The Library is active in the following organizations as to staff membership, leadership roles, presentations and training:

- Public Library Association (PLA)
- American Library Association (ALA)
- Missouri Library Association (MLA)
- Missouri Association of School Librarians (MASL)
- Association of Library Service to Children (ALSC)
- Young Adult Library Services Association (YALSA)
- Association of Bookmobile and Outreach Services (ABOS)
- Online Audiovisual Catalogers (OLAC)
- Vision St. Charles County Leadership Program
- Athena Leadership Foundation of St. Charles County
- Society for Human Resource Management (SHRM)
- Government Finance Officers Association (GFOA)
- International Facility Management Association (IFMA)

Library organizational memberships and participation include:

- St. Charles Regional Chamber
- Western St. Charles Chamber of Commerce
- Augusta Chamber of Commerce
- O'Fallon Chamber of Commerce
- Cottleville-Weldon Spring Chamber of Commerce
- Rotary Club of St. Charles
- Rotary Club of St. Peters
- Cottleville-Weldon Spring Kiwanis Club
- St. Charles School District Parents as Teachers Advisory Board

The Library is also a member of the Urban Libraries Council (ULC), an innovative organization advocating the value of libraries. ULC focuses on: Education, Digital Inclusion (access and equity in communities), and Partnerships (for creating healthy, sustainable communities).

Participation in external conferences and training for staff again anticipates inflated prices as to air travel, hotel, fuel, and so on.

The FY25 budget includes mileage reimbursement for staff travel between branches and for local meetings. The Library reimburses mileage at the established U.S. Government General Services Administration (GSA) rate in effect at the time of travel.

Reimbursement for meals is to be the lesser of the actual cost incurred and the established GSA per diem rate at the time of travel.

- **PROFESSIONAL SERVICES**

Professional services are projected to decrease \$7,850, or 4.5% in FY25 from FY24. Services include audit, collection, bank and merchant fees, consulting fees for employee benefits and performance management and legal fees.

The Library budgeted \$60,000 in FY25 for legal fees for continued assistance in various areas including compliance review and revision of policies, Board and staff education, employment issues, contract review, and so on.

- **INFORMATION TECHNOLOGY**

The FY25 Information Technology and Telecommunication (IT) budget is \$1,307,290 compared to FY24 budget of \$1,241,465, a 5.3% increase.

The Library uses the road map established by a district-wide IT assessment. Several goals have been achieved and the important work continues into FY25.



### **Branch Projects**

Main projects of focus include:

- ❖ Library-wide implementation of managed print services, replacing printers and copiers for improved customer service, while reducing copy and print costs.
- ❖ UPS equipment upgrades for server and network device backup purposes.
- ❖ Revamp Spencer Road Branch large meeting room conferencing and livestream.
- ❖ At Central Services, managing the installation of an overhead paging system.
- ❖ Setting up an Avaya-based Library Call Center to be launched at The Commons at Spencer Road.
- ❖ At various branches, replacing early literacy iPads and a laptop lab that serves customers.
- ❖ At Middendorf-Kredell Branch, assisting with the IT aspect of branch renovations.
- ❖ At WingHaven® Branch, replacing meeting room audio visual equipment



- ❖ At Corporate Parkway Branch, replacing meeting room audio visual equipment.
- ❖ At Augusta, Boone's Trail and WingHaven® Branches, adding customer Open+ self-service.

### **IT Managed Services**

The Library continues to partner with WheelHouse Solutions to provide IT managed services. This organization has expertise in systems and networking to support the Library's IT services and long-term planning.

Responsibilities include server and network administration support and helping with other IT infrastructure projects.

### **Software Licenses/Subscriptions**

The Library has an annual subscription plan for Microsoft products, including Server, Windows and Office. Polaris, our integrated library system (ILS), is also a subscription service that is central to providing Library services.

Other software and system licenses/subscriptions include but are not limited to:

- SolarWinds, IT & Facilities Work Order Customer Service Management platform
- Envisionware for print and payment management
- Zoom conferencing for virtual meetings, training and webinars
- Zoobean Beanstack, used by Adult & Youth Services for Summer Reading and other reading challenges
- CheqRoom, a device and materials reservation system
- Inova Payroll Services
- Blackbaud Financial Edge Software
- *OrangeBoy* Savannah for incident reporting and marketing/customer analytics
- Stacks, web site content management
- ArchiveSocial, social media storage
- Diligent Community for governance management
- Library Market for room reservation and classes and events calendar/registration

Telecom Data includes funding for the T-Mobile Hotspot lending program. This enables customers to check out a hotspot from an inventory of portable Internet access devices with unlimited data plans.

Equipment spending for FY25 includes battery backup and computer, laptop and monitor upgrades, virtual reality headsets and digital marketing displays.

- **CAPITAL AND SPECIAL PROJECTS**

### **Special Projects**

Specific areas to be addressed in FY25 include:

- ❖ Purchasing three (3) fleet vehicles, including an EV charging station. They are essential to provide maintenance, outreach services and transport materials and supplies amongst locations throughout St. Charles County.
- ❖ Implementing a new managed print services program for enhanced customer ease of use and reduced costs.

### **Buildings, Furnishings & Equipment Projects**

- ❖ Building envelope waterproofing at the Kathryn Linnemann Branch.
- ❖ HVAC unit and roof replacements and parking lot repair and maintenance.
- ❖ Open+ Access technology will be implemented at the Augusta, Boone's Trail and WingHaven® branches. It permits self-service hours, allowing the customer to access the collection, equipment and spaces during unstaffed hours.
- ❖ Central Services will have windowsill correction, updated flooring installed and painting done on the second floor.

### **Renovation Projects**

Middendorf-Kredell Branch will have significant renovations. These include restrooms, flooring, furnishings, meeting and study rooms, the kid's area, service points, and staff workspace.

Spencer Road Branch will have outstanding finishes completed from the FY24 renovation. Importantly, the outdoor canopy will be complete so that customers can enjoy the patio area.

## **TREASURED PARTNERS**

