

Sanibel Public Library District

770 Dunlop Road Sanibel, Florida www.sanlib.org 239.472.2483

Agenda

Final Budget Public Hearing

September 22, 2022 @ 5:01 p.m.

1. Call to Order Melanie Congress
2. Roll Call Melanie Congress
Confirmation of quorum
3. Public Comment
4. Presentation and Review of Final Budget 2022-23 Sandra Zahorchak
5. Public Hearing and Adoption of Resolution no. 2022-04

ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR
SANIBEL PUBLIC LIBRARY DISTRICT, LEE COUNTY, FLORIDA,
FOR FISCAL YEAR 2022-23; PROVIDING FOR AN EFFECTIVE
DATE.

6. Public Hearing and Adoption of RESOLUTION no. 2022-05

ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2022-23;
PROVIDING FOR AN EFFECTIVE DATE.

7. Adjournment

SANIBEL PUBLIC LIBRARY DISTRICT
770 Dunlop Road Sanibel, Florida 33957 www.sanibel.org (239) 472-2483
Tentative Budget Public Hearing

September 08,2022

1. The meeting was called to order by Melanie Congress, Chair in Library Meeting Room 4 at 5:03 P.M.

2. Commissioners Present:

Melanie Congress, Chair Nicole McHale,
Vice Chair Barbara Ruben, Acting
Secretary Roy Gibson Linda Uhler
Sandra Zahorchak, virtual attendance

Commissioners Excused:

Susan Holly

A physical quorum was confirmed

Staff Present:

Executive Director, Margaret Mohundro

Clerk, Cathy Cangelosi-Cameron

3. Public Comment: None

4. Presentation and Review of Tentative Budget 2022-02

The Tentative Budget was presented and reviewed by Chair, Melanie Congress

Discussion was heard on lowering the millage rate from the preliminary rate from .04350 to .04150; factors included current economic climate; the proposed Tentative rate would be a 12% increase over last year; Board and Executive Director feel good about meeting reserves goal for the current fiscal year; lower millage rate still leaves District in a positive direction to meet goal to replenish reserves over time; the reduction to the budget with the lower rate would be approximately \$127,000 to which Commissioner Congress commented that it would be good for tax payers..

A motion was made by Commissioner Uhler, seconded by Commissioner Gibson approving the lowering of the Tentative Millage Rate from .4350 to .4150 for Fiscal Year 2022-23. The motion passed by voice vote. Votes were recorded as follows: YES - Commissioner Ruben, Commissioner McHale, Commissioner Congress, Commissioner Uhler, Commissioner Gibson; NAY - none.

5. **RESOLUTION 2022-02, ADOPTING THE TENTATIVE LEVYING OF AD VALOREM TAXES FOR SANIBEL PUBLIC LIBRARY DISTRICT, LEE COUNTY, FLORIDA, FOR FISCAL YEAR 2022-23, reflecting a millage rate of 0.4150 mills, which is greater than the rolled-back rate of .3860 by 7.51% was read into the record by Commissioner Congress.**

A motion was made by Commissioner Gibson, seconded by Commissioner Ruben adopting Resolution Number 2022-02, the 2022-23 Tentative Millage Rate at .0004150. Duly adopted by voice vote at 6:03 P.M. Votes were recorded as follows: YES - Commissioner Ruben, Commissioner McHale, Commissioner Congress, Commissioner Uhler, Commissioner Gibson. NAY - none.

6. **RESOLUTION 2022-03, ADOPTING THE TENTATIVE BUDGET FOR THE SANIBEL PUBLIC LIBRARY DISTRICT OF SANIBEL, LEE COUNTY, FLORIDA, FOR FISCAL YEAR 2022-23; PROVIDING FOR AN EFFECTIVE DATE reflecting \$2,638,651 was read into the record by Commissioner Congress.**

A motion was made by Commissioner Uhler, seconded by Commissioner McHale approving the Tentative Budget for Fiscal Year 2022-23 in the amount of \$2,638,651. The motion was approved by voice vote. Votes were recorded as follows: YES - Commissioner Ruben, Commissioner McHale, Commissioner Congress, Commissioner Uhler, Commissioner Gibson; Nay - none.

A motion was made by Commissioner Gibson, seconded by Commissioner Ruben to adopt Resolution 2022-03, adopting the Tentative Budget for the Sanibel Public Library District as \$2,638,651. Duly adopted by voice vote at 6:07 P.M. Votes were recorded as follows: YES - Commissioner Ruben, Commissioner McHale, Commissioner Congress, Commissioner Uhler, Commissioner Gibson; NAY - none.

7. Adjournment - Commissioner Congress adjourned the meeting at 6:10 P.M.

Linda Uhler, Secretary
/cac

Final Budget Hearing
Thursday, September 22, 2022 at 5:01 P.M.

Sanibel Public Library District
Resolution Adopting Final Millage Rate Fiscal Year 2022-23

Resolution Number 2022-04

A RESOLUTION OF THE SANIBEL PUBLIC LIBRARY DISTRICT OF SANIBEL, LEE COUNTY, FLORIDA ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR SANIBEL, LEE COUNTY, FLORIDA, FOR FISCAL YEAR 2022-23; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Sanibel Public Library District of Sanibel, Lee County, Florida, on September 22, 2022 adopted Fiscal Year 2022-23 Final Millage Rates following a public hearing as required by Florida Statute 200.065; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within Sanibel, Lee County, has been certified by the County Property Appraiser to the Sanibel Public Library District as **\$6,358,196,055**

NOW, THEREFORE, BE IT RESOLVED by the Sanibel Public Library District of Sanibel, Lee County, Florida, that:

1. The FY 2022-23 operating millage rate is 0.4150 mills, which is greater than the rolled-back rate of .3860 by 7.51%
2. This resolution shall take effect immediately upon its adoption.

DULY ADOPTED at a public hearing this 22nd Day of September, 2022

Time Adopted _____ **P.M.**

Sanibel Public Library District
Melanie Congress, Chair

ATTEST:

Sandra Zahorchak, Treasurer

Catherine A. Cangelosi-Cameron, Clerk

Sanibel Public Library District
Resolution Adopting Final Budget Fiscal Year 2022-23

Resolution Number 2022-05

A RESOLUTION OF THE SANIBEL PUBLIC LIBRARY DISTRICT OF LEE COUNTY, FLORIDA, ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2022-23; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Sanibel Public Library District of Lee County, Florida, on September 22, 2022 held a public hearing as required by Florida Statute 200.065; and

WHEREAS, the Sanibel Public Library District of Lee County, Florida, set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2022-23 in the amount of \$ **2,638,651**

NOW, THEREFORE, BE IT RESOLVED by the Sanibel Public Library District of Lee County, Florida, that:

1. The Fiscal Year 2022-23 Final Budget be adopted.
2. This resolution will take effect immediately upon its adoption.

DULY ADOPTED at a public hearing this 22nd Day of September, 2022.

Time Adopted at _____ P.M.

Sanibel Public Library District
Melanie Congress, Chair

ATTEST:

Sandra Zahorchak, Treasurer

Catherine A. Cangelosi-Cameron, Clerk

SANIBEL PUBLIC LIBRARY DISTRICT DRAFT BUDGET 2022-2023

INCOME
BEGINNING FUND BALANCE

Proposed	millage	0.000415
Budget	slippage	4%
9.9.2022 saz	6,358,196,055	from DR420 Line 4
	2,638,651	0.000415

ESTIMATED REVENUE
ESTIMATED TAX REVENUE

Tax Revenue
Slippage

2,638,651		
-105,546	4% estimated slippage	7.28.2022 cac
2,533,105		

TOTAL EST TAX REVENUE Net Tax Revenue 2,533,105 7.28.2022

OTHER INCOME

Investment Income
Fines
User Fees
Copy Machine
Room Rental
Product Sales (includes license plates, other merchandise,etc)

7,000	7.22 SZ/cac
4,000	7.22 SZ/cac
13,000	7.22 SZ/cac
6,000	flat 6.3 cac
2,000	7.22 SZ/cac
5,000	6.3 based on actuals cac
37,000	

TOTAL OTHER INCOME

GRANTS and GIFTS

Foundation - Designated
State Revenue
eRate
Foundation - Adult & Youth
Foundation - Outreach

5,000	flat 7.18 cac
30,000	
25,000	
25,000	
25,000	
110,000	

TOTAL GRANTS and GIFTS

TOTAL INCOME/ REVENUE 2,680,105

TOTAL SOURCE OF FUNDS 2,680,105 9.9.2022

EXPENDITURES

SALARIES, WAGES & BENEFITS

\$911.633 is est "Gross" current FY - *7% = 975,447.31/\$1,003,659 is Budget current FY *6.5%

Payroll - Gross
Payroll - Other
Payroll - Taxes
Payroll Fees
Employee Insurance
Pension
Payroll - Deferred Comp

1,003,659	est inc 6.5% 6.20 cac
9,000	flat 6.1 cac
73,000	est 6.5% inc 7.22/SZ
5,100	based on actuals 7.22.cac
178,300	est 8% increase 7.7.2022 cac
133,125	6.5% increase - inflationary leveling - MM 8.17
3,000	

TOTAL SALARIES, WAGES & BENEFITS 1,405,184

COLLECTIONS

PHYSICAL

	Print - Adult	50,000	flat - Preliminary 7.18 cac
	Print - Audio	5,000	
	Print - Reference	1,000	
	Print - Video	4,000	
	Print - Youth	15,000	
	Gaming	1,500	est 7.28.2022 cac
TOTAL PHYSICAL		76,500	
DIGITAL - Non Print			
	Digital - Audio	16,000	flat -Preliminary 7.18 cac
	Digital - Video Music Recording	6,000	
	Digital - Digital (eBooks)	49,600	
	Gaming	2,500	est 7.28.2022 cac
TOTAL DIGITAL - Non Print		74,100	
SUBSCRIPTIONS			
	Digital Subscriptions	20,600	
	Print Subscriptions	13,700	Magazines \$11,625 + Other\$2,000 -lan
TOTAL SUBSCRIPTIONS		34,300	7.28.2022 est - cac
TOTAL COLLECTIONS			184,900
ADMINISTRATIVE			
	Bank Fees	3,000	7.28 SZ added
	Insurance	145,000	8.22.2022 cac
	Workers' Compensation Insurance	2,000	flat cac
	Printing	6,700	est 4% increase
	Office Supplies	17,000	running close-cac 5.20.2022
	Postage	5,200	est 4% 5.20.2022 cac
	Organization - Membership	7,300	6.3cac based on avg fy 21 and fy 22
	Community Relations	5,000	cac
	Other (staff mileage, volunteer name tags, etc)	5,400	6.3 inc 5% based on actuals cac
	Transponder	4,400	cac
TOTAL ADMINISTRATIVE			201,000
PROFESSIONAL SERVICES			
	Legal	5,000	flat 6.3 cac
	Accounting	30,100	MB inc 4% 6.20 cac/SZ 7.22
	Audit	24,500	cac/SZ/7.22 CLA est 15%
	Other Professional Services (newsletter, etc)	8,500	flat 6.3 cac
	eRate	6,000	flat 6.3 cac
TOTAL PROFESSIONAL SERVICES			74,100
PROFESSIONAL DEVELOPMENT			
	BOC Retreat w/ Sr. Staff	2,000	est. 7.28.2022
	Continuing Education	3,800	flat 7.18 cac
	Travel	13,000	inc 7.22 /SZ
TOTAL PROFESSIONAL DEVELOPMENT			18,800
TECHNOLOGY			
	ILS/Catalog	24,000	TLC -actual renewal 8.11.2022 cac
	Equipment/Maintenance	13,800	DH

	Licenses & Software		47,300 DH	
	Special Projects		18,000 added 2022-23 DH	
TOTAL TECHNOLOGY				103,100 8.11.2022 cac

LEE COUNTY FEES

	Tax Collector		55,000 est 7.28 cac	
	Property Appraiser		17,600 proposed 5.27.2022 cac	
TOTAL LEE COUNTY FEES				72,600

UTILITY SERVICES

	Electric	*7% est inc based on fy actuals to date 5	80,000 2 increases expected 2023 7.28 SZ/cac	
	Water		2,300 no increase based on actuals cac	
	Sewer		6,000 2% increase 5.13 per Steve C	
	Rubbish Removal		2,900 7% inc per Steve C 5.13.cac	
	Telecommunications - Granite and Ring Central		25,000 5/12 ok per DH	
	Other	(includes generator)	6,000 5.26 per BOC suggest dbl amt cac	
TOTAL UTILITY SERVICES				122,200

BUILDING REPAIR & MAINTENANCE

	Supplies		4,700 est 4% increase	
	Service Contracts		67,400 (est based on actuals*5%)6.20cac	
	Labor Material Repairs		25,000 based on actuals 6.20 cac	
	Licenses (elevator, CANVA, copier taxes, etc)		225 5.26 cac	
	Public Health(changed name from COVID/Pandemic per 5.26 BOC mtg)		5,000 5.26 per BOC meeting cac	
TOTAL BUILDING REPAIR & MAINTENANCE				102,325

RENTAL CONTRACTS

	Rentals	(4 copiers/scanner, postage meter)	13,000 lease - cac	
TOTAL RENTAL CONTRACTS				13,000

PRODUCT PURCHASES

	MISC Purchases		5,000 6.20.2022 cac	
TOTAL PRODUCT PURCHASES				5,000

LIBRARY PROGRAMS

	Adult	(includes Author Series)	20,000	
	Youth		15,000	
TOTAL LIBRARY PROGRAMS				35,000 flat 6.20cac

FURNITURE & FIXTURES - TOTAL

			25,000	25,000 flat 6.20cac
--	--	--	--------	---------------------

PRESERVATION

	Print		2,500 BJ/cac 7.21	
	Digital		7,000 BJ/cac 7.21	
	Supplies		1,000 BJ/cac 7.21	
TOTAL PRESERVATION				10,500 7.28.2022

CONTINGENCY

2,680,105 total income

	GENERAL	50,000		2,432,709 total op exp
	TECHNOLOGY	10,000		247,396 cac 7.28
TOTAL CONTINGENCY			60,000	
TOTAL OPERATING EXPENDITURES			2,432,709	
CAPITAL OUTLAYS				
	Book Drop	10,000		2,680,105 total income
	Library Plaza	18,000		2,520,709 total op ex & cap outlay
	Solar	60,000		159,396 cac 7.28
TOTAL CAPITAL OUTLAYS			88,000	
TOTAL OPERATING EXPENSE & CAPITAL OUTLAY			2,520,709	
Total Income less Total Operating Expenses			159,396	
UNASSIGNED RESERVES/FUND BALANCE		159,396		
NON-OPERATING EXPENDITURES				
	Committed for Unemployment	50,000		
	Committed for Insurance Deductibles	400,000		
	Committed for Emergencies	620,000		
	Committed for Self-Insurance-Flood	500,000		
	Committed for Capital Improvements/Projects	700,000		
			2,270,000	
TOTAL USE OF FUNDS				
8.11.2022 CAC/Mtg with MM/MC	8.23.2022 cac/MM	9.06.2022 cac/SZ		
7.28.2022 SZ/cac	9.01.2022 cac/SZ	9.13.2022 SZ/cac		
Based on 2022 actuals				
Estimate from staff or vendor				
Flat - same as last year's budget				