2021-2022 Working Budget

Budget Justification

This document is intended to explain budgetary changes between the previous year and the proposed budget for the coming fiscal year.

**Revenue:**

6901-01 Property Tax – The increased $52,759 is anticipated based on the levy verification documentation from the Cook County Treasurer.

6903-01 Fees and Fines – The $7,000 decrease in this line item is reflective of the estimated decrease in revenue from going Fine Free.

6904-01 Donations – The $2,000 increase is anticipated from sales of the leaves on the Mary Kadlec donor wall tree.

6906-01 Interest – The $500 increase is reflective of normal earnings.

**Operating Expenses:**

Salaries – This year I’ve split the Salaries section to reflect each individual department rather than position titles. Each proposed amount includes a cost of living increase (2% for all employees) and merit raises (a total of $12,000 for all departments) described below.

7504-01 Circulation – We have budgeted for 112.5 hours per week at a cost of $76,600 for the year which includes a 2% cost of living increase for all positions and a $3,000 merit raise budget to be awarded to employees at the discretion of the manager.

7505-01 Adult Services – We budgeted 65 hour per week at a cost of $57,900 for the year which includes a 2% cost of living increase for all positions and a $2,500 merit raise budget to be awarded to employees at the discretion of the manager.

7506-01 Youth Services - We budgeted 108.25 hour per week at a cost of $87,700 for the year which includes a 2% cost of living increase for all positions and a $3,000 merit raise budget to be awarded to employees at the discretion of the manager.

7507-01 Pages - We budgeted 43.5 hour per week at a cost of $27,200 for the year which includes a 2% cost of living increase for all positions.

7508-01 Administration - We budgeted 200 hour per week at a cost of $288,775 for the year which includes a 2% cost of living increase for all positions and a $3,500 merit raise budget to be awarded to employees at the discretion of the director.

Benefits – Minimal changes have been made to this section to reflect actual spending.

7600-05 Health Insurance – Limricc insurance has changed insurance companies we have an estimated $200 increase for this coming year.

7614-06 Workers Compensation – The $2,500 decrease is moved into the line 8460-05 Liability Insurance Package. There is no impact on the overall budget.

7650-09 IMRF - We expected minimal increases this coming year as no new employees will be enrolled.

7670-08 Social Security/Mcare – The $1,097 decrease is reflective of the staff positions lost and not refilled and decreased hours.

Training

7800-01 Educational Training Staff – The $250 decrease reflects decreased in person conferences.

Materials

8130-01 Internet Databases – The $2,000 increase reflects increased usage of our databases and the anticipated continuation. Database costs continue to rise each year, funds will be used to continue current databases and possibly add one additional database.

Computers

8171-01 Technology Service – The $3.500 increase reflects anticipated hours needed to connect new copiers to the system, finish upgrades to our current system and installation of the 4-6 new staff computers to replace outdated and no longer supported devices.

8175-01 MLS Computer Fund – This fund pays for our SWAN fees which include our cooperative library catalog. The $4,000 increase reflects anticipated increases from SWAN.

8190-01 Website – While there is no increase, the $7,500 budgeted amount will be used to plan and create a new library website starting in July. Our current website does not comply with FOIA requirements nor is it ADA compliant.

8195-01 Email – The increase of $200 covers the cost of trouble shooting any issues or adding/deleting Board/staff accounts.

Utilities

8302-07 Electricity – Though there is no budgeted decrease in most, we do anticipate a surplus in this line item in the future with the upgraded HVAC system and planned installation of the new LED lighting to replace the current florescent lighting.

8303-07 Gas – The $1,000 decrease is reflective of this past year’s usage with the new HVAC system.

Building Expense

8308-07 Service Contracts – The increased $500 is reflected of anticipated increases this coming fiscal year.

8315-07 Fees &Permits – The increased $200 is reflective of actual spending.

Other Expenses

8361-01 Donations – The $2000 increase is directly reflective of the anticipated increase in donation revenue from the Mary Kadlec Donor Tree.

8370-01 Postage – The $500 increase reflects increased mailings to our patrons and increases in marketing efforts.

Outside Services

8401-01 Audit – The $2,250 increase is reflective of an anticipated increase however beginning in June 2021 the library will be issuing an RFP for auditing service which is recommended to do every 3 to 5 years as a financial best practice. This may result in a decrease in overall spending in this line item.

8404-01 Staff recognition – The $300 increase is reflective of an anticipated Board/Volunteer/Staff holiday dinner which and longevity awards.

8430-01 Payroll Expenses – The $500 increase is reflective of adding/deleting employees.

8435-01 Background Checks – The $50 increase is reflective of adding new employees.

Insurance

8460-05 Liability Insurance Package – The $2,500 increase is reflective of a move from line item 7614-06 Workers Compensation and has no impact on the overall budget.

Other Expenses

8601-02 Debt Certificate Interest – The $2,059 decrease is anticipated since we do not expect to borrow the full amount of the loan we were authorized for.

Debt Services

8701-02 Debt Certificate Principle – The increased $4,400 is reflective of anticipated increase in principle payments for parking lot borrowing.