2022-2023 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 decrease of $6,009 is anticipated based on the levy verification documentation from the Cook County Treasurer and decreases in property tax revenue due to COVID 19 rebates.

6904-01 Donations – The $25,000 increase is anticipated from sales of the leaves on the Mary Kadlec donor wall tree and other donations and is reflected in the spending line 8361-01.

6905-01 Grants – The $50,000 increase is anticipated based on ongoing grant applications and is reflective in the spending line 8360-01.

**Operating Expenses:**

Salaries – This year I’ve split the Salaries section to reflect each individual department rather than position titles and included the new facilities position. Each proposed amount includes a cost of living increase (2% for all employees) and merit raises (a total of $9,500 for all departments) described below.

 7504-01 Circulation – We have budgeted for 123 hours per week at a cost of $91,500 for the year which includes a 2% cost of living increase for all positions and a $1,500 merit raise budget to be awarded to employees at the discretion of the manager.

7505-01 Adult Services – We budgeted 95 hour per week at a cost of $72,000 for the year which includes a 2% cost of living increase for all positions and a $1,500 merit raise budget to be awarded to employees at the discretion of the manager.

7506-01 Youth Services - We budgeted 107 hours 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 15 hour per week at a cost of $10,200 for the year which includes a minimum wage increase for all positions.

7508-01 Administration - We budgeted 200 hour per week at a cost of $279,000 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.

7509-01 Facilities – We’ve budgeted 35 hours per week at a cost of $30,000 for the year which includes a 2% cost of living increase and --- 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.

7650-09 IMRF – With the changes to staffing the three additional IMRF positions, increase in wages and an increase in our percentage lead to the anticipated $15,840 increase.

7670-08 Social Security/Mcare – The $701 increase is reflective of the staff positions lost and refilled.

Materials

Overall, you will see a $3,000 increase over last year’s budget. However, you will also see that many of the categories have been combined to make purchasing easier for the departments and Makerspace/LoT was also moved into the Materials line item.

Computers

8171-01 Technology Service – The $8,500 increase reflects anticipated hours needed to connect new copiers to the system, finish upgrades to our current system and installation of the 6-10 new staff computers to replace outdated and no longer supported devices.

8172-01 Computer Equipment – The $5,000 decrease reflects all of the improvements and replacements we have been making over the years.

8175-01 SWAN (formerly: MLS Computer Fund) – This fund pays for our SWAN fees which include our cooperative library catalog. The $500 decrease reflects anticipated decrease from SWAN.

Utilities

8301-07 Internet/phone – Anticipated $4,500 decrease is based on Erate refunds for services of 60% of our internet costs and decreased phone cost with the new VOIP phone system.

8302-07 Electricity – The $7,000 budgeted decrease is based on the past several bills following both our HVAC and lighting upgrade.

8303-07 Gas – The $500 decrease is reflective of this past year’s usage with the new HVAC system.

Building Expense

8306-07 Building Supplies – The budgeted $1,000 decrease from last year’s budget is reflective of actual spending.

8308-07 Service Contracts – The $20,000 decrease is reflected of ending our cleaning contract.

8330-01 Casual Labor – The remaining $900 equals $75/meeting for a Board secretary. This line item will most likely be moved in the future.

8335-07 Building Repairs – The decrease $170,000 is simply the result of no large projects planned/budgeted for in the coming fiscal year.

 Other Expenses

8360-01 Grants – The $50,000 increase is directly reflective of the anticipated increase in grant applications this coming year.

8361-01 Donations – The $25,000 increase is directly reflective of the anticipated increase in donation revenue from the Mary Kadlec Donor Tree and other donations.

Outside Services

8400-01 Accounting - $2,000 increase is anticipated based on possible cost increases.

8401-01 Audit – The $3,000 decrease is reflective of a contracted costs with the new audit company.

8405-01 Appraisal – The $1,000 decrease is reflective of the fact we will not need a new full appraisal done.

8408-01 Strategic Plan – The $500 decrease is reflective of progress made on our strategic plan goals.

8410-01 Printing – The $1,000 increase is reflective of anticipated additional printing costs.

8430-01 Payroll Expenses – The $500 increase is reflective of adding new employees. We will be exploring new payroll companies to compare costs.

Insurance

8460-05 Liability Insurance Package – The $1,100 increase is reflective of anticipated costs based on discussions with our insurance providers.

**Debt Services**

8701-02 Debt Certificate Principle – The decrease of $15,500 is reflective of the fact that we did not borrow the additional funds in the 2021-2022 fiscal year.